

**Loudoun County Public Schools
Adult Education
Winter/Spring 2012 Class Information**

January - May 2012

**Register On-Line & Pay by Credit Card!
See Page 15 for details!**



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Information
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Second Language
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**Adult Education
43711 Partlow Road, Ashburn, VA 20147
Tel: 571-252-2119 Fax: 703-726-1480
www.lcps.org/adulted**

Adult Education Centers

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Adult Education Centers & Directions

DHS – Dominion High School

21326 Augusta Drive, Sterling, VA 20164

From the East:

Take Rt. 7 West to Sterling. Turn right onto Augusta Drive. Continue straight through the stop sign. The school is on the right.

From the West:

Take Rt. 7 East to Sterling. Turn left onto Augusta Drive. Continue straight through the stop sign. The school is on the right.

HHS – Heritage High School

520 Evergreen Mill Rd. SE, Leesburg, VA 20175

From the East:

Take Rt. 7 to Leesburg. Take fly-over exit for Rt. 7 West/Rt. 15 South. Take Rt. 15 South exit. Turn left onto Evergreen Mill Road. The school is 1 mile on the left.

From the West:

Take Rt. 7 to Leesburg (DO NOT exit on Business Rt. 7.) Take Rt. 15 South exit. Turn left onto Evergreen Mill Road. The school is 1 mile on the left.

LCHS – Loudoun County High School

415 Dry Mill Road, SW, Leesburg, VA 20175

From the East:

Take Rt. 7 West to Business Rt. 7 to Leesburg. Turn left onto Catoctin Circle. Turn left onto Dry Mill Rd. The school is on the right.

From the West:

Take Rt. 7 East to 1st Leesburg exit (Bus. Rt. 7). Turn right onto Catoctin Circle. Turn right onto Dry Mill Rd. The school is on the right.

PFHS - Potomac Falls High School

46400 Algonkian Parkway, Potomac Falls, VA 20165

From Rt. 7 (East)

From Rt. 7, turn right onto Countryside Boulevard and proceed approx. 1 mile. Turn right onto Algonkian Parkway. The school is 1.5 miles on the left.

From Rt. 7 (West)

From Rt. 7, turn left onto Countryside Boulevard and proceed approx. 1 mile. Turn right onto Algonkian Parkway. The school is 1.5 miles on the left.

PVHS - Park View High School

400 West Laurel Ave., Sterling, VA 20164

From Rt. 7:

Turn right onto Sterling Blvd. Turn right onto W. Laurel Ave. The school is at the end of the street.

From Rt. 28:

Turn right onto Sterling Blvd. and continue approximately 2.5 miles. Turn left onto W. Laurel Ave. The school is at the end of the street.

MTC - C.S. Monroe Technology Center

715 Children Center Rd., SW, Leesburg, VA 20175

From the East:

Take Rt. 7 West to Leesburg. Continue on Rt. 7 Business into Leesburg Turn left onto Catoctin Cr. Turn left onto Childrens Center Road. The school is on the left.

From the West:

Take Rt. 7 East to the 1st Leesburg exit (Bus. Rt. 7) Turn right onto Catoctin Circle. Turn right onto Childrens Center Rd. The school is on the left.

SBHS - Stone Bridge High School

43100 Hay Rd., Ashburn, VA 20147

From the East:

Take Rt. 7 West to Rt. 28 South. Exit right onto Rt. 625 (Waxpool Rd). Proceed on Waxpool Rd. to Ashburn Farm Pkwy. Turn right onto Claiborne Pkwy. Turn left onto Hay Road. The school is on the right.

From the West:

Take Rt. 7 East to Rt. 659 (Belmont Ridge Road). Turn right onto Belmont Ridge Rd. Turn left onto Hay Road. The school is on the left.

STC - Staff Training Center - Adult Education Office

43711 Partlow Road, Ashburn, VA 20147

From Rt. 7 (East or West)

Take Rt. 7 to Ashburn. Take Exit 901S Claiborne Pkwy/Ashburn. Turn left onto Russel Branch Drive. Turn Right onto Ashburn Rd. Turn right onto Partlow Road. Staff Training Center is on the left.

From Rt. 28 (North or South)

Take Rt. 28 to Waxpool Rd Exit (Rt. 625W). Proceed on Waxpool Rd to Ashburn Farm Pkwy. Turn right onto Ashburn Rd. Turn left onto Partlow Rd. Staff Training Center is on the left.

General Information and Adult High School

REGISTRATION for General Classes

Courses are open to residents and non-residents alike (age 18 and older). Registration can be completed in one of three ways: online, mail or in-person. You MUST register before attending a class. Registrations are processed in the order received and are not accepted after the start of a class. Registration confirmations will not be sent. You will only be notified if an issue is encountered with your registration. To register online, please turn to Page 15 for more information.

TUITION FEES

Payments are due when you register. Payments may be paid by credit card (Online Only), check (returned checks are subject to a fee), money orders, or cash (exact change). Please Note: **Credit Card payments are only processed with ONLINE REGISTRATIONS.** More information regarding credit card payments can be found on our website at www.lcps.org/adulted.

Registration is not complete until payment is received. If faxing your registration, tuition must be mailed within 24 hours. Please make checks payable to County of Loudoun-Adult Education.

ADDITIONAL FEES

Some classes may require additional fees. Many of these fees are to be paid the first night of class. Please review the course descriptions regarding these fees.

REFUNDS

A refund is automatic if the class selected has been filled or canceled. A refund will also be given if schedule changes are made by the Adult Education Department. To receive a refund, please complete the Online Refund Request Form located on our website; www.lcps.org/adulted. Refunds will be submitted via check and will take up to two weeks for processing. **NO REFUNDS will be given after the start of class.**

SENIOR CITIZEN

Citizens 60 years or older residing in Loudoun County may register for **some** classes and pay half the tuition fee when minimum enrollment is met. Registration must be completed by mail or in-person for discount. Senior Citizen discounts are not available when paying by credit card. When registering, pay half the tuition fee and if minimum enrollment is not met, you will be contacted to pay the full fee. Senior citizen discounts are **NOT AVAILABLE** on English as a Second Language, Business & Computer Software, Financial Awareness, Horticulture, and Trade & Industry courses.

Winter/Spring 2012 CALENDAR

January 3	STC Daytime ESL Registration 10:00 a.m. SBHS Evening ESL Registration 5:30 p.m.
January 4	PVHS Evening ESL Registration 5:30 p.m.
January 9	LCHS Evening ESL Registration 5:30 p.m.
January 16	Holiday - Martin L. King Jr. Day
January 17	STC Daytime ESL Classes & SBHS Evening ESL Classes Begin
January 18	LCHS & PVHS Evening ESL Classes Begin
February 20	Holiday - Presidents' Day
April 2 - 6	Spring Break (Classes will not meet)
June 6	Adult Education Graduation Ceremony - SBHS 6:30 p.m.

SCHOOL CLOSING

Classes will not meet when schools are closed for holidays (teacher workdays are not considered holidays) or inclement weather. Announcements will be made over local radio and TV stations and will be posted on the Loudoun County Public Schools' website (www.lcps.org) PLEASE DO NOT CALL SCHOOLS OR SCHOOL BOARD OFFICES.

ACADEMIC ADULT CLASSES ADULT HIGH SCHOOL*

The Adult High School classes are designed for individuals who need between one (1) and three (3) credits to complete their high school diploma. Students will be assigned independent work through the Credit Recovery Program **BUT** will be required to meet with instructors on a regular basis. **For more information, please contact Cynthia Fillman at Park View High School.**
Phone Number: (571) 434-4507
E-mail: Cynthia.Fillman@lcp.org

*English Language Proficiency is Required

General Educational Development Test (GED)



ALL GED TESTING &
REGISTRATION IS HELD AT:
STAFF TRAINING CENTER
43711 PARTLOW ROAD
ASHBURN, VA 20147

ELIGIBILITY

- You must be 18 years of age and OUT of school
- Under 18 but at least 16 years of age and have been released from compulsory attendance by the Loudoun County School Board (call for additional details)
- Home Schooled (under 18 but at least 16 years of age) candidates must provide a letter from the Director of Pupil Services certifying local requirements have been met.

COST

The GED Test cost is \$58.00 for first time test takers. Individual retakes cost \$10.00 per test. Payment should be in cash, check, or money order. All checks/money orders are to be made payable to "County of Loudoun-Adult Education." (returned checks are subject to a fee). If paying cash, exact change is required.

TEST RESULTS

Tests results are mailed to you approximately 1-2 weeks after completing your GED Test. If you do not pass all the tests, you may retest for a total of three (3) times per calendar year.



GED Test Schedule

Saturday Test Schedule

Test Date: Saturday, January 21, 2012
Registration Deadline: Friday, January 13, 2012

Test Date: Saturday, March 24, 2012
Registration Deadline: Friday, March 16, 2012

Test Date: Saturday, May 19, 2012
Registration Deadline: Friday, May 11, 2012

GED REGISTRATION PROCEDURES

All persons must pre-register to take the GED Test by completing the following two (2) steps.

Step 1: A computer with internet access, printer, and an e-mail address and password are required. The following steps should take 30-40 minutes to complete. **If you are retaking the GED Test, you do not need to complete the computer registration procedure, go directly to Step 2.**

1. Go to www.ged123.org
2. Click on "Begin"
3. Click on state "Virginia"
4. Click on "Continue"; you do not have an Access Code
5. Enter a valid e-mail address.
6. Enter a password.
7. Complete all information & click "Continue"

You should receive an e-mail with instructions for the next step; which is the completion of the demographic information. After completing the demographic information, print the "Proof of Registration" form. This form must be presented to the Adult Education Office in person.

Step 2: The "PROOF OF REGISTRATION" form, a non-expired photo ID, your social security card, and payment of \$58.00 MUST be presented in person by the registration deadline at the Adult Education Office to complete the registration process. **You are not registered for the GED Test until Step 2 is completed.**

Adult Education
GED Graduation Ceremony
will be held at Stone Bridge H.S
on Wednesday, June 6, 2012!

Weekday Test Schedule

Test Date: Tues. & Wed., February 14 & 15, 2012
Registration Deadline: Tuesday, February 7, 2012

Test Date: Tues. & Wed., April 17 & 18, 2012
Registration Deadline: Tuesday, April 10, 2012

Test Date: Tues. & Wed., June 12 & 13, 2012
Registration Deadline: Tuesday, June 5, 2012

General Education Development (GED)

GED Class Information

GED Preparatory Classes

These classes are designed for adults who are interested in brushing up on their academic skills before taking the GED Test.

Adult Basic Education Classes

These classes are designed for adults who need additional help with literacy skills. The primary objective is to help adults learn the practical use of basic skills in reading, writing, and math. This program is for those individuals who need additional help to move into the GED Preparatory Classes.

Classes Meet:

Tuesday & Thursday
6:30 p.m. to 9:00 p.m.
for fifteen (15) weeks

Class Locations:

Staff Training Center
43711 Partlow Road
Ashburn, VA 20147

Upcoming GED and ABE Class Start Dates:

January 10, 2012	March 20, 2012
February 14, 2012	May 1, 2012

Fast Track GED Daytime Classes

These intensive classes will provide individuals with a FAST PACED REVIEW of basic skills and are designed for individuals committed to getting their GED in a timely manner.

Classes Meet:

Tuesday & Thursday
3:30 p.m. to 6:00 p.m.
for nine (9) weeks

Class Locations:

Douglass School
407 East Market St.
Leesburg, VA 20176

Upcoming Fast Track Classes

January 10, 2012 March 13, 2012

Cost for GED, ABE, and Fast Track Classes:

\$100.00
\$20.00 - Placement Test Fee
\$80.00 - Class and Material Fee

Registration Information for GED, ABE, and Fast Track Classes:

ALL STUDENTS MUST register to take a placement test through the Adult Education Office prior to attending any GED Classes. Please contact the Adult Education office at (571) 252-2119 for an appointment. Payment of \$20.00 is due at the time of taking the placement test. Payment can be made by cash (exact change only), check, or money order. Make payable to County of Loudoun Adult Education.

GED TUTORING SESSIONS*

are available for GED Test Candidates who have previously tested and need to work on specific skills in order to pass the GED test.

Call (571) 252-2119 or email kara.pascale@lcp.org for more information.

GED CONNECTION*

GED Connection is available via video and television and available throughout the year.

Video Information: <http://elearnva.com/videos>
Just create an account and watch videos online!

Television Information:

Broadcasts start at 7:00 p.m. daily

- > Verizon Fios - Channel 43
 - > Comcast - Channel 18
 - > Open Band (Lansdowne) - Channel 42
-

English As A Second Language

Loudoun County Adult Education offers ESL classes to Loudoun County residents who desire to improve their understanding of the English language. Instruction is given in reading, writing, and speaking. Classes range from literacy to advanced levels and meet twice a week for 15 weeks. All students MUST attend a registration/testing session prior to joining the ESL classes. Payment is due when you register and can be made by cash (exact change only), check, or money order.

DAYTIME ESL CLASS

Daytime Classes are offered at one location twice a week for fifteen (15) weeks.

Classes are available for Literacy, Beginning, and Advanced Levels.

Intermediate classes are already full for the Winter/Spring 2012 session.

Ashburn Location: Staff Training Center - 43711 Partlow Road, Ashburn, VA 20147

Registration is Tuesday, January 3, 2012 at 10:00 a.m. Space is very limited, please arrive early!

Cost: \$150.0 (textbook included)

Classes meet either Monday & Wednesday or Tuesday & Thursday and the class times are either 10:00 a.m. to 12:00 p.m. or from 12:00 p.m. to 2:00 p.m. Your instructor will contact you after you have completed the registration process with specific day and time your class will meet.

Classes will start the week of Tuesday, January 17, 2012. (Please note: Monday, January 16 is a holiday)

EVENING ESL CLASS

Classes are offered at three different locations twice a week for fifteen (15) weeks.

Classes meet from 6:30 p.m. to 9:00 p.m.

All ESL Levels are available.

Sterling Location: Park View High School – 400 W. Laurel Avenue, Sterling, VA

Registration is Wednesday, January 4, 2012 at 5:30 p.m. Space is very limited, please arrive early!

Cost: \$100.00 (includes textbook)

Classes meet on Monday and Wednesday evenings from 6:30 p.m. to 9:00 p.m.

Classes begin on Wednesday, January 18, 2012

Ashburn Location: Stone Bridge High School - 43100 Hay Road, Ashburn, VA

Registration is Tuesday, January 3, 2012 at 5:30 p.m. Space is very limited, please arrive early!

Cost: \$100.00 (textbook included)

Classes meet on Tuesday and Thursday evenings from 6:30 p.m. to 9:00 p.m.

Classes begin on Tuesday, January 17, 2012

Leesburg Location: Loudoun County High School - 415 Dry Mill Rd., Leesburg, VA

Registration is Monday, January 9, 2012 at 5:30 p.m. Space is very limited, please arrive early!

Cost: \$100.00 (textbook included)

Classes meet on Monday and Wednesday evenings from 6:30 p.m. to 9:00 p.m.

Classes begin on Wednesday, January 18, 2012

Additional English As A Second Language Classes

The following ESL courses are elective courses only.
Registration **MUST** be completed in-person at the Adult Education Office.

Students **MUST** register **AND** submit payment before attending classes.

Advanced Conversation

12 – Two and one-half hour sessions - \$120.00

121550A Class dates: 1/26 - 4/19

121550B Class dates: 1/23 - 4/23

This is NOT a beginning level class. Students who have tested out of the comprehensive ESL program are invited to work extensively on their speaking skills. A variety of subject areas will be explored, and students will examine the use of vocabulary, idiomatic phrases and collocations in American English. Out of class work will be required. **Required skills: Students must speak, read and write in English. A textbook fee of \$20 is due the first night of class.**

121550A SBHS Thurs. 6:30 p.m. Buckman

121550B LCHS Mon. 6:30 p.m. Markham



Pronunciation

12 - Two and one-half hour sessions - \$120.00

Class dates: 1/24 - 4/17

This is NOT a beginning level class. This class is designed to help students improve their pronunciation skills after individual analysis. Pronunciation tasks, perception and production exercises will be used in each session: **Required skills: Students must speak, read and write in English. A textbook fee will be due the first night of class.**

121551A SBHS Tues. 6:30 p.m. Elvin

Reading & Vocabulary

12 – Two and one-half hour sessions - \$120.00

Class dates: 1/24 - 4/17

This is NOT a beginning level class. This course focuses on developing a solid core of reading skills and vocabulary for the intermediate learner of English. By presenting reading within an American cultural context, this course will provide students a useful and practical language base. Topics include comprehension, vocabulary development, and discussion exercises. Students must have English language skills. **A textbook fee will be due the first night of class.**

121552A SBHS Tues. 6:30 p.m. Scott

Registration MUST be completed
in-person at the Adult Education Office

LCPS - Adult Education
43711 Partlow Rd., Room 1
Ashburn, VA 20147

Monday - Friday
8:30 a.m. to 4:00 p.m.

REGISTER EARLY!
Classes fill very quickly!

Registration Form
See Page 16!

Online Registration is now available!

ARTS, CRAFTS, & MUSIC

Basic Color Theory

10 – Two and one-half hour sessions - \$100.00

Class dates: 1/26 – 3/29

This class will teach you what you need to know about color and how to use it in any medium you work in! Topics include the color wheel, mixing colors, select colors intuitively and to plan color schemes for any art projects. **Please visit the Adult Education website for supplies required.**

121100A SBHS Thurs. 6:30 p.m. Amberson

Beginning Basic Jewelry Design & Construction

8 – Two and one-half hour sessions - \$80.00

Class dates: 1/25 – 3/14

This class will allow you to design and create wonderful pieces of jewelry; earrings, necklaces, bracelets and more. While using a variety of materials and techniques, you will discover a range of styles and possibilities. **Please visit the Adult Education website for supplies required.**

121101A HHS Wed. 6:30 p.m. Ott

Beginning Guitar

10 – Two and one-half hour sessions - \$120.00

121102A Class dates: 1/23 – 4/9

121102B Class dates: 2/14 – 4/24

This is a class for those who have never played the guitar. It is geared toward playing popular music and strumming, not toward note reading. The emphasis will be on understanding rhythms, learning to play popular songs, and teaching yourself songs.

Materials needed: guitar, pick and notebook/pencil. Optional material: electronic tuner.

121102A HHS Mon. 6:30 p.m. P. DeStefano

121102B SBHS Tues. 6:30 p.m. P. DeStefano



Card Making & Papercrafting Using Rubber Stamps

10 – Two and one-half hour sessions - \$100.00

Class dates: 1/30 – 4/16

Beginning with basic techniques, this course will take students through a variety of rubberstamping and other papercrafting techniques. Several projects, which include cards or other 3-D papercraft projects, will be made each week. **A supply fee of \$50 is due the first night of class.**

121103A LCHS Mon. 6:30 p.m. Whittaker

Crochet for Beginners

8 – Two and one-half hour sessions – \$80.00

121104A Class dates: 2/6 – 4/9

121104B Class dates: 2/8 – 3/28

Learn the basic crochet stitches; chain stitch, single crochet, double crochet, half-double crochet. Topics will also include learning how to read a basic pattern. Students will start a simple project of their choice. **Please visit the Adult Education website for supplies required.**

121104A PVHS Mon. 6:30 p.m. Straight

121104B PVHS Wed. 6:30 p.m. Straight

Drawing I – Keys to Drawing

10 – Two and one half hour sessions - \$100.00

Class dates: 1/24 – 3/27

Learn the elements of drawing in a fun and unique way! All that is needed is the desire to learn! **Please visit the Adult Education website for supplies required.**

121105A SBHS Tues. 6:30 p.m.



Foundational Calligraphy

6 – Two and one-half hour sessions - \$60.00

Class dates: 2/1 – 3/7

Perfect for beginners! “Calligraphy” is the art of beautiful writing. Great for greeting cards, invitations, certificates, posters, etc. Topics include letter form, borders, lay-out, design, and project ideas. **A supply fee of \$8 is due the first night of class.**

121106A LCHS Wed. 6:30 p.m. Helble

Introduction to Knitting

5 – Two and one-half hour sessions - \$50.00

121107A Class dates: 1/26 – 2/23

121107B Class dates: 1/31 – 2/28

Learn to cast on, knit, purl, bind off, and follow a basic knitting pattern to create your first project. **Please visit the Adult Education website for supplies required and project information.**

121107A SBHS Thurs. 6:30 p.m. Scout

121107B SBHS Tues. 6:30 p.m. Totty

Introduction to Photography

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/8 – 4/18

For inexperienced camera users. Learn camera operation, composition, exposure control and using camera settings and equipment for desired effects. Lecture, demo and practice. Outside assignments reinforce concepts presented. **Students must have their own manually adjustable SLR or DSLR camera with owner’s manual for each session.**

121108A PVHS Wed. 6:30 p.m. May

Sewing: Beginner Sewing for the Home

8 – Two and one-half hour sessions - \$100.00

Class dates: 1/24 – 3/13

While taking this course, you will learn how to use a sewing machine and practice sewing techniques while completing various projects. Focus will be on two main projects: a table runner and throw pillows. Extra projects may be included throughout the course. **A supply fee of \$10 is due the first night of class. Class limit: 8**

121109A SBHS Tues. 6:30 p.m. ers



Sewing: Quilting A to Z

6 – Two and one-half hour sessions - \$60.00

Class dates: 1/23 – 3/5

We will make an easy twin size quilt with star sashing. Learn to rotary cut your fabric, put blocks together and complete the quilt. If you are a beginner or would just like to practice on a simple project, this is the course for you. **Please visit the Adult Education website for supplies required.**

Visit our website at www.lcps.org/adulted

121110A PVHS Mon. 6:30 p.m. Wycoff

Sewing: Sewing Basics

8 – Two and one-half hour sessions - \$100.00

Class dates: 1/25 – 3/14

If you want to learn to sew or brush up on the basics, this is the course for you! We make pajamas and go through information on understanding the pattern, cutting and sewing. You will also receive information on sewing machine use. **Please visit the Adult Education website for supplies required.**

121111A PVHS Wed. 6:30 p.m. Wycoff

Sewing: Simple Sewing

8 – Two and one-half hour sessions - \$100.00

121112A Class dates: 1/19 – 3/8

121112B Class dates: 3/22 – 5/17

Have you been inspired by Project Runway? After an introduction to using fashionable commercial patterns and sewing machines, you will select a garment to make using your own choice of pattern and fabric. Suitable selections include tops, simple dresses, pants or skirts, even jackets! This is your chance to make a completely unique outfit tailored to fit you. **Please visit the Adult Education website for supplies required.**

121112A SBHS Thurs. 6:30 p.m. Grainger

121112B SBHS Thurs. 6:30 p.m. Grainger

Traditional Chinese Painting – Gong bi Style

8 – Two and one-half hour sessions - \$100.00

Class dates: 2/6 – 4/9

Gong-bi style Chinese painting, also known as fine-line or meticulous style, is one of the three traditional styles of Chinese painting. Learn the art of gong-bi style painting, layering colors, on Chinese rice paper and then on Chinese silk. This course is for beginners through advanced. **A detailed description of materials will be discussed during the first class and can be purchased at that time. Approximate cost is \$94-\$120. Students will also be provided a supply list if they choose to purchase materials online or through their own sources.**

121113A PVHS Mon. 6:30 p.m. Chuang

Wheel Thrown Pottery

10 – Two and one-half hour sessions - \$170.00

121114A Class dates: 1/18 – 3/21

121114B Class dates: 3/20 – 5/29

This class will focus on basic wheel thrown pottery, techniques and skills. The class will include one firing at the end of the course. **(A supply fee of \$50 is included in tuition cost) Please visit the Adult Education website for additional supplies required.**

Class limit: 10

121114A PFHS Wed. 6:30 p.m. Cooper

121114B PFHS Tues. 6:30 p.m. Cooper



BUSINESS & COMPUTER SOFTWARE

(No Senior Discount Available)

Accounting Fundamentals – Part I

15 – Two and one-half hour sessions - \$170.00

Class dates: 1/17 – 5/1

Discover the accounting cycle. Course includes journalizing, posting, adjusting and closing entries; preparing financial statements; and payroll. This comprehensive course requires outside study. This course can help prepare individuals for the certified bookkeeper exam, which is a requirement for earning the Certified Bookkeeper (CB) designation. Please visit www.aipb.org for more information. **Please visit the Adult Education website for textbook information.**

121200A SBHS Tues. 6:30 p.m. Noselli



Introduction to Personal Computers

5 – Two and one-half hour sessions - \$100.00

Class dates: 1/23 – 2/27

This is a basic introductory level class for beginner users of computers. Topics include the basics of the computer, internet, and application software. **(A textbook fee of \$20 is included in the tuition cost)**

121201A STC Mon. 9:30 a.m. Hatter

Keyboarding

12 – Two and one-half hour session – \$150.00

Class date: 1/31 – 4/24

This basic course provides an introduction to and/or refinement of touch skills for entering alphabetic, numeric, and symbol information. Students will learn to key the touch system and format documents with WordPerfect and/or Word. Students apply their keyboarding skills to the production of letters, memos, tables, and reports. **Please visit the Adult Education website for textbook information.**

121202A SBHS Tues. 6:30 p.m. Khatcheressian



Microsoft Excel 2007 – Level I

5 – Two and one-half hour sessions - \$100.00

Class dates: 4/9 – 4/23

Create, edit and print spreadsheets. Format and customize worksheets and printouts and use charts with MS Excel 2007.

Prerequisites: A basic knowledge of a computers' operation. (A textbook fee of \$20 is included in the tuition cost)

121203A HHS Mon./Wed. 6:30 p.m. Wolf

Microsoft Excel 2007 – Level II

5 – Two and one-half hour sessions - \$100.00

Class dates: 4/30 – 5/14

Format text and numbers using functions and lists of data and databases; customize worksheets and charts, Pivot Tables and Internet and drawing tools with MS. Excel 2007. **Prerequisites: Previous experience with Excel. (A textbook fee of \$20 is included in the tuition cost)**

121204A HHS Mon./Wed. 6:30 p.m. Wolf

**Online Registration Information
See Page 16!**

Register Online and Pay by Credit Card!

Microsoft PowerPoint – Level I

5 – Two and one-half hour session – \$100.00

Class dates: 3/19 – 4/24

Learn the basic functions of MS PowerPoint 2007. Topics include: editing/formatting text, adding and modifying objects, adding tables, inserting basic charts and adding transitions.

Prerequisites: A basic knowledge of a computers' operation. (A textbook fee of \$25 is included in the tuition cost)

121205A LCHS Mon. 6:30 p.m. Hatter

Microsoft Word – Level I

5 – Two and one-half hour session – \$100.00

Class dates: 3/19 – 4/23

This class will introduce you to the basic commands, functions, and capabilities of MS Word 2007. **Prerequisites: A basic knowledge of a computers' operation. (A textbook fee of \$20 is included in the tuition cost)**

121206A STC Mon. 9:30 a.m. Hatter

Microsoft Word – Level II

5 – Two and one-half hour sessions - \$100.00

121207A Class dates: 1/23 – 2/27

121207B Class dates: 3/12 – 3/26

This class will introduce you to more advanced commands, functions and capabilities of MS Word 2007. Including Header/Footers, Complete Tables and Graphics. **(A textbook fee of \$20 is included in the tuition cost)**

121207A LCHS Mon. 6:30 p.m. Hatter

121207B HHS Mon./Wed. 6:30 p.m. Wolf



PhotoShop for the Beginner

10 – Two and one half hour sessions - \$120.00

Class dates: 1/23 – 2/27

This course is designed for individuals who have NO experience with PhotoShop. General computer experience is recommended. Topics will start with the very basics such as learning how to use a card reader to download photos to a computer and will progress through the various editing tools and effects available in PhotoShop. PhotoShop Elements 6 will be used. **Materials required: digital camera and a home computer for practice. A 1GB (or larger) Flash Drive is highly recommended for saving class work.**

121208A LCHS Mon./Wed. 6:30 p.m. Heskett



**FINANCIAL AWARENESS
(No Senior Discount Available)**

Estate Planning & Understanding Trusts, Wills, & Estate Taxes

1 – Two and one-half hour session – \$20.00

Class date: 2/8

Topics include the basics of wills, revocable trusts, durable powers of attorney, health care powers of attorney, and living wills. Additional topics include: intestate succession; probate and how to avoid it; property ownership; review of recent changes to estate & gift taxes and much more.

121300A HHS Wed. 6:30 p.m. Lench

Estate Planning for Parents with Young Children

1 – Two and one-half hour session – \$20.00

Class date: 1/24

For parents with young children! Topics include planning for emergency situations, asset protection, importance of a Will, and much more.

121301A DHS Tues. 6:30 p.m. Miorini

Estate Planning for Seniors: Protection Against Senior Abuse & the Costs of Nursing Homes

1 – Two and one-half hour session - \$20.00

Class date: 3/20

Topics include planning for emergency situations, asset protection, Long-Term Care Trusts and Medicaid planning, and more. Also learn about protection from elder abuse and nursing home costs.

121302A DHS Tues. 6:30 p.m. Miorini

Estate Planning for Single Parents

1 – Two and one-half hour session – \$20.00

Class date: 2/21

For single parents, this course emphasis on the creation of trusts for children. Topics include planning for emergency situations, the selection of guardians and trustees, assets protection, how to draft a Will, Living/Revocable Trust, and much more.

121303A DHS Tues. 6:30 p.m. Miorini



Financial Guide for Women

3 – Two and one-half hour session - \$80.00

Class dates: 3/12 – 3/26

Women have unique financial needs. This course will help you take charge of your future and increase your knowledge of financial matters. Topics include Financial, Insurance, and Investing basics. Additional topics include investing for retirement and planning for future life events. **(A textbook fee of \$25 is included in the tuition cost)**

121304A LCHS Mon. 6:30 p.m. Lasher

Financial Reality of Divorce

1 – Two and one-half hour sessions - \$20.00

Class date: 5/23

Make educated decisions, not mistakes! Topics include child/spousal support, tax changes, paying your bills after divorce, valuing assets, dividing the debts, how to know the benefits and consequences of a settlement proposal, and the 3 biggest mistakes and how to avoid them.

121305A HHS Wed. 6:30 p.m. Coullahan

Financial Strategies for Successful Retirement

3 – Two and one-half hour sessions - \$50.00

Class dates: 2/9, 2/16, 2/23

This seminar teaches you to seek maximization of your income and seek more from your investments, social security, and retirement plans. Your registration fee includes a colorful in-depth workbook and entitles you to an optional one-on-one consultation after the conclusion of the seminar.

121306A DHS Thurs. 6:30 p.m. Kurtz

Visit our website at www.lcps.org/adulted

Household Finance & Budgeting

6 – Two and one-half hour session - \$80.00

121307A Class dates: 1/17 – 2/21

121307B Class dates: 3/20 – 5/1

This course focuses on teaching you how to create a livable budget and to increase the financial soundness of a household. Topics include how to create a budget, cut down on household expenses, save for retirement and large purchases.

121307A SBHS Tues. 6:30 p.m. Hughes

121307B SBHS Tues. 6:30 p.m. Hughes

How to be a Successful Widow/Widower

3 – Two and one-half hour sessions - \$50.00

Class Dates: 3/7, 3/14, 3/21

This class assists widows/widowers by encouraging increased knowledge and financial empowerment. Topics include helping to identify which tasks can be managed on your own or those that will require professional assistance, basic education about money management, taxes, probate, living arrangements, and much more. **A material fee of \$10 is due the first night of class.**

121308A LCHS Wed. 6:30 p.m. Payne

Little-Known Secrets of Paying for College

2 – Two and one-half hour sessions - \$40.00

121309A Class dates: 2/8 & 2/15

121309B Class dates: 3/21 & 3/28

121309C Class dates: 4/26 & 5/3

121309D Class dates: 5/15 & 5/22

What if your children attend an elite or out-of-state school? What if they don't graduate in four years? This class will teach you how to send your children to college without bankrupting your own retirement. Discover how you may qualify for financial aid, sources for scholarships, and strategies for maximizing your wealth and minimizing your tax exposure.

121309A HHS Wed. 6:30 p.m. Jolly

121309B HHS Wed. 6:30 p.m. Jolly

121309C DHS Thurs. 6:30 p.m. Jolly

121309D DHS Tues. 6:30 p.m. Jolly



Personal Finance: Everything you wanted to know, but afraid to ask!

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/6 – 4/23

This course is designed to help you understand what is needed to achieve financial success. Topics include budgeting techniques, retirement planning (IRAs and 401k's), social security, college planning (student loans, 529 plans), investment strategies (stocks, bonds, mutual funds, etc.), protection needs (life, health and disability insurance), estate planning and understanding your companies benefits package.

121310A HHS Mon. 6:30 p.m. Hazelwood

Savvy Social Security Planning: What Baby Boomers Need to Know to Maximize Retirement Income

1 – Two and one-half hour session - \$20.00

Class date: 1/26

Topics include: 5 factors to consider when deciding when to apply for benefits; when it makes sense to delay benefits and when it does not; why you should always check your earnings record for accuracy; how to estimate your benefits; how to coordinate benefits with your spouse; how to minimize taxes on Social Security benefits; and how to coordinate Social Security with your other sources of retirement income.

121311A DHS Thurs. 6:30 p.m. Kurtz



HORTICULTURE (No Senior Discount Available)

Designing a Landscape for Your Home

6 – Two and one-half hour sessions - \$100.00

Class dates: 2/21 – 3/27

A hands-on course to assist in designing a personal landscape. Student will investigate plant materials suitable for their property. Bring a plat and photo of property to be designed (**A lab fee of \$25 is included in tuition cost**)

121400A MTC Tues. 6:30 p.m. Chaves

Winter Wonders

3 – Two and one-half hour sessions - \$120.00

Class dates: 1/24 – 2/7

Brighten your winter with fresh floral designs. Students will enjoy creating and taking home winter wonderful designs to accent their home or office. No prior experience necessary. (**A lab fee of \$80 is included in tuition cost**)

121401A MTC Tues. 6:30 p.m. Chaves

LANGUAGES



American Sign Language – Introduction

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/8 – 4/18

Learn how to sign a simple conversation, a song and wh-questions. Topics include the foundations and important historical facts of Deaf Culture. **Please visit the Adult Education website for textbook information.**

121500A HHS Wed. 6:30 p.m. Hunt

Chinese I

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/6 – 4/23

Get started communicating in Chinese by building strong speaking and listening skills. Topics include learning the Pinyin system of Romanization and learning to greet and introduce yourself. **Please visit the Adult Education website for textbook information.**

121501A PVHS Mon. 6:30 p.m. Meng

Directions to All
Adult Education Centers

See Page 2

Register Early, Classes Fill Quickly!

Every Day Arabic for Beginners

10 – Two and one-half hour sessions – \$120.00

Class dates: 2/7 – 4/17

Students will learn the Arabic alphabet and easy words and phrases to help them carry out a simple easy conversation with even native speakers of the language. Topics also include a general overview of the history and culture of the region. **Please visit the Adult Education website for textbook information.**

121502A SBHS Tues. 6:30 p.m. Nassar

French I

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/7 – 4/17

This class will focus on development of basic oral and written communication skills in the French language. At the end of the course the student should be able to make simple transactions in French at the airport, restaurants, banks, etc. **This class is for beginners only. Materials required: small binder and flash drive. Please visit the Adult Education website for textbook information.**

121503A SBHS Tues. 6:30 p.m. Pierre Dixon

French II

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/9 – 4/19

This class focuses on improving basic oral and written communication skills in the French language and acquisition of knowledge of cultural aspects involving language. At the end of the course, the student should be able to make more complete transactions in French and be able to communicate feelings, opinions and ideas. **Prerequisite: A prior knowledge of the French language and/or French I. Materials required: small binder and flash drive. Please visit the Adult Education website for textbook information.**

121504A SBHS Thurs. 6:30p.m. Pierre Dixon



French III (Grammar & Speaking)

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/9 – 4/19

This course is for advanced learners of the French language. Class will focus on grammar and speaking through diverse activities. **Please visit the Adult Education website for textbook information.**

121505A SBHS Thurs. 6:30 p.m. Buelvas

German for Travelers

10 – Two and one-half hour sessions – \$120.00

Class dates: 1/24 – 3/27

This course is for absolute beginners who want to learn the basic language needed in everyday situations on a visit to Germany, Austria, or German-speaking Switzerland. **A textbook fee of \$18.00 is due the first night of class.**

121506A SBHS Tues. 6:30 p.m. Hennig



Spanish – Basic

10 – Two and one-half hour sessions - \$120.00

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. **Please visit the Adult Education website for textbook information. All classes meet once a week from 6:30 p.m. to 9:00 p.m.**

121507A PVHS Mon. 2/6 – 4/23 Headley-Martinez

121507B SBHS Tues. 2/7 – 4/17 Cortes

121507C HHS Wed. 2/8 – 4/18 Navarro

Spanish II

10 – Two and one-half hour sessions - \$120.00

A Class dates: 2/8 – 4/18

This course is designed to enable learners to speak Spanish, taking into account their needs and interests. Students will continue their study of a second language in a low anxiety atmosphere. Teaching will focus on extending vocabulary and grammar and improving communication skills. **Prerequisite: Spanish I or previous knowledge of the Spanish language. Please visit the Adult Education website for textbook information.**

121508A LCHS Wed. 6:30 p.m. Cortes

Spanish Conversation

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/7 – 4/17

This class is for advanced learners of the Spanish language who want to further their conversational skills. Topics include increasing and improving conversational techniques, expand vocabulary and improve fluency.

121509A SBHS Tues. 6:30 p.m. Castellanos

PERSONAL IMPROVEMENT



Art of Dining & Entertaining Etiquette

8 – Two and one-half hour sessions - \$80.00

Class dates: 1/25 – 3/14

Gain the self-confidence and critical skills required to help you capitalize on social and business dining engagements! Discover the dos and don'ts of both formal and relaxed dining etiquette, as well as learn a few tips of the art of entertaining. **A material fee of \$25 is due the first night of class. (Includes book and student event)**

121600A LCHS Wed. 6:30 p.m. Cermola

Astronomy: The Astronomer's Circle

6 – Two and one-half hour sessions - \$80.00

Class dates: 2/2 – 3/8

Stargazers of all skill levels are welcome to attend. Love a clear spangled night sky but no equipment and no idea where to begin? Are you an experienced citizen scientist equipped with telescope kennel in the dining room or personal observatory in the back yard? Please join us to catch tips on how to begin or how to improve your game!

121601A SBHS Thurs. 6:30 p.m. J. Kent

Visit our website at www.lcps.org/adulted

Astronomy: Observational Astronomy

10 – Two and one-half hour session – \$120.00

121602A Class dates: 1/23 – 4/9

121602B Class dates: 2/29 – 5/9

Learn the night sky! Learn to find and identify the planets, constellations, nebulas, The Milky Way and the names and information of the bright stars in the sky. Topics include the sun's motions, the analemma and the reason for the seasons.

Materials will be provided.

121602A HHS Mon. 6:30 p.m. McMillen

121602B HHS Wed. 6:30 p.m. McMillen



Beyond the Resume

8 – Two and one-half hour sessions - \$80.00

Class dates: 1/24 – 3/13

This course focuses on the essential elements for effective job search in today's rapidly changing, global economic marketplace and mastering the interview. Participants complete the course with a clearer idea of who they are and how to put their talents to work and attract satisfying employment. **A textbook fee of \$15 will be due the first class.**

121603A DHS Tues. 6:30 p.m. Cermola

Business Etiquette & Professional Image Management

8 – Two and one-half hour sessions - \$80.00

Class dates: 1/26 – 3/15

For the professional that wants to take the lead over the rest! This course will guide you through the proper codes of conduct in a professional setting; improve your social and communication skills, expand your professional image and style so you stand out in a poised and polished way. **A material fee of \$25 is due the first night of class. (Includes book and student event)**

121604A DHS Thurs. 6:30 p.m. Cermola

Cooking: Baking Basics

10 – Two and one-half hour sessions - \$120.00

Class dates: 1/24 – 3/27

Come learn how to make a new basic baked good each week. To include cookies, cakes, muffins, scones pies, and fresh breads. Basic baking tips and terms will also be taught along the way. **A supply fee of \$30 is due the first night of class.**

121605A SBHS Tues. 6:30 p.m. Summer

Cooking: Comfort Cooking

3 – Two and one half hour sessions - \$60.00

Class dates: 2/1, 2/8, 2/15

Foods that warm the body as well as the soul! Learn the techniques to create dishes that warm the cook and guests alike during the cold winter months. To include soups, stews, ragouts, hot sandwiches, and desserts. Demonstration and some hands-on preparation. Recipes provided and sampling encouraged! **A supply fee of \$36 is due the first night of class.**

121606A HHS Wed. 6:30 p.m. Reynolds



Cooking: Healthy Cooking

10 – Two and one-half hour sessions - \$120.00

Class dates: 2/8 – 4/18

Let's learn to cook healthy! This course will teach you how to cook healthy with fresh vegetables and keep within your budget. Foods include soups and salads. **A supply fee of \$50 is due the first night of class.**

121607A PVHS Wed. 6:30 p.m. Habibi

Cooking: International Cooking – Globetrotting

3 – Two and one-half hour sessions - \$60.00

Class dates: 4/11, 4/18, 4/25

Sprint among the cuisines of the world as we prepare dishes from Europe, Asia and the Middle East, including more obscure cuisines, such as those of Ethiopia and Lesotho. Demonstration and hands-on preparation. Recipes provided and sampling encouraged! **A supply fee of \$36 is due the first night of class.**

121608A HHS Wed. 6:30 p.m. Reynolds

Genealogy: Beginning Genealogy

6 – Two and one-half hour sessions - \$70.00

Class dates: 3/14 – 4/25

Time to get started on your family history research and learn how to get it all organized! Learn about the records you can find at home, as well as how to find vital records, state and federal census data, military data and courthouse records.

121609A PVHS Wed. 6:30 p.m. Legare

Genealogy: Beyond Beginning

4 – Two and one-half hour sessions – \$50.00

121610A Class dates: 3/1 – 3/29 (No class 3/22)

121610B Class dates: 4/16 – 5/7

You are beyond the basics of researching your ancestors and you are wondering what's next. Come learn the secrets to finding maiden names, researching at cemeteries, learning about land deeds and following immigration and naturalization clues.

121610A SBHS Thurs. 6:30 p.m. Legare

121610B PVHS Mon. 6:30 p.m. Legare

Genealogy: More Genealogy

4 – Two and one-half hour sessions - \$50.00

Class dates: 5/1 – 5/10

There's more to learn! We'll take the scary out of writing family stories, learn the difficulties associated with researching church records, climb brick walls and see how to do internet research.

121611A SBHS Tues./Thurs. 6:30 p.m. Legare

Integrity Based Time Strategies

5 – Two and one-half hour sessions - \$60.00

Class dates: 2/13 – 2/29

Where most time management plans fall short is in thinking of what you do as tasks. You'll learn goal-based time management, developing your attitude, building your sense of mission of what's important, and confidence to do exactly as you wish to do...and no more. **A material fee of \$100 is due the first night of class.**

121612A LCHS Mon./Wed. 6:30 p.m. Pressman

REGISTER EARLY!
Classes fill quickly!

Register online and pay by credit card!

Japanese Taiko Drumming

10 – Two and one-half hour session – \$120.00

Class dates: 2/16 – 4/26

Learn basic Taiko drumming skills and some Japanese culture. TAIKO is the Japanese performing art of drumming which harmoniously transforms the spiritual element into amazing music. Drumming has been recognized to have therapeutic effects such as physical and mental relaxation! **A supply fee of \$20 is due the first night of class.**

121613A SBHS Thurs. 6:30 p.m. Tomomatsu

Primordial Qigong/Tai Chi for Enlightenment

7 – Two and one-half hour sessions - \$80.00

Class dates: 1/23 – 3/12

This is multiple beneficial original tai chi form is easy to learn! Described as a “magical, powerful 800 year old lineage qigong ceremony (a.k.a. “Tai Chi for Enlightenment”); it involves a series of two directional movements and the gathering of Heaven and Earth chi in graceful spirals.

121614A LCHS Mon. 6:30 p.m. Kazepis

Qigong Fundamentals

8 – Two and one-half hour sessions - \$100.00

Class dates: 1/25 – 3/14

The Fundamental Qigong and meditation practices are easy to learn and quickly delivers an amazing feeling of energy. It is not only relaxing and can awaken deep peace in oneself, but offers health benefits and can reduce stress. **Please dress comfortably, bring a water bottle, towel and/or yoga mat.**

121615A LCHS Wed. 6:30 p.m. Kazepis

Self Improvement: A Way of Life

20 – Two and one-half hour sessions - \$200.00

Class dates: 1/23 – 4/9

We all have obstacles and tons of negativity in our daily lives. This class will create a positive atmosphere that embraces diversity, unity, positivity, learning, and a sense of belonging. Come to class ready and willing to share experiences and encourage others! **Materials required: notebook/folder. Please visit the Adult Education website for textbook information.**

121616A HHS Mon./Wed. 6:30 p.m. Douglass

Writing: Writer’s Circle

8 – Two and one-half hour sessions - \$100.00

121617A Class dates: 1/31 – 3/20

121617B Class dates: 2/2 – 3/22

For those who labor in isolation, or want helpful, constructive comments about their works in progress. This course offers a writer’s group that aims to nurture, support, inspire, provide positive feedback, solve compositional problems, offer strategies for rejection and writer’s block, and more. Open to writers of all abilities and genres. The only requirement is the courage to share your work with others, and the compassion to help others.

121617A SBHS Tues. 6:30 p.m. Kent

121617B SBHS Thurs. 6:30 p.m. Kent



You’re on the Air – How to make it in Voice-Overs!

1 – Two and one-half hour session – \$30.00

Class date: 3/19

You don’t have to be an actor to get voice-over work! In this class, you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. You’ll step up to the mic and do some practice recording and be able to hear the results!

121618A HHS Mon. 6:30 p.m. Ganguzza

TRADE & INDUSTRY (NO Senior Discount Available)



Electricity for Homeowners

10 – Two and one-half hour sessions \$250.00*

Class dates: 2/9 – 4/19

Class will be both bookwork and hands-on. Topics include electricity theory, safety, tools of the trade, materials/installation methods, receptacles, water heater, dryer and stove circuits, NEC requirements, remodeling and upgrading methods, service panels and more. **(A materials and textbook fee of \$100 is included in the tuition cost.) Class limit: 14.**

121700A MTC Thurs. 6:30 p.m. Miller

Furniture Stripping and Refinishing

6 – Two and one-half hour sessions - \$80.00

121701A Class dates: 1/23 – 3/5

121701B Class dates: 3/19 – 4/30



Experience the fun of working with wood. Learn how to repair, restore and refinishing furniture. Tools needed for class will be provided. Bring your own furniture to refinish. (Furniture should be small and easy to carry by the student) **Class limit 12.**

121701A LCHS Mon. 6:30 p.m. Washington

121701B LCHS Mon. 6:30 p.m. Washington

Welding: Introduction

10 – Two and one-half hour sessions - \$200.00

Class dates: 1/19 – 3/22

This course will focus on learning the fundamentals of oxy-fuel cutting and the three most common welding methods: 1) oxy/acetylene, 2) “stick” or shielded metal arc welding; 3) “MIG” or gas metal arc welding. Students will learn to safely set up and use welding tools and equipment. **(A supply fee of \$75 is included in the tuition cost.) Class limit: 10.**

121702A MTC Thurs. 6:30 p.m. Unger

Welding: Advanced

10 – Two and one-half hour sessions - \$200.00

Class dates: 1/17 – 3/20

This course will focus on Shielded Metal Arc Welding Equipment setup and operation, all positions Welding, and Gas Metal Arc Welding Equipment setup and operation. **Certification is available at an additional cost; instructor will provide information the first night of class. (A supply fee of \$75 is included in the tuition cost). Class limit 10.**



121703A MTC Tues. 6:30 p.m. Putman

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.

- ❖ If you are a new student, please click on “Add New Account” and complete the form.
- ❖ If you have previously registered for classes online, please log on with your e-mail and password. If you have forgotten your password, please click on “Forgot Password”.
- ❖ If you have previously taken classes, but NEVER registered on-line, you may log on with your e-mail address that was given to Adult Education and click on “Forgot Password.” You will receive an e-mail with a link to input a password.

To register for a class:

- ❖ Look up courses – You can review courses by several different ways; such as group, location, or instructor.
- ❖ Choose courses - Once you have chosen your course, click on the course name. This will also provide more detailed information regarding the class.
- ❖ Enroll – Once you have chosen your course and clicked on the course name, click on “enroll yourself”.
- ❖ Logon – Log on to the system. Note: if you’re already logged on, this step will be skipped.
- ❖ Add More Courses – Click this button if you are enrolling in other courses, OR
- ❖ Finish Registration – Click this button to review course information and submit your request.
- ❖ Payment- Review payment process and submit payment.

To cancel a class:

Classes must be canceled prior to the start of class. To receive a refund, please complete the Online Refund Request Form located on the Adult Education website; www.lcps.org/adulted. Refunds will be submitted via check and will take up to two weeks for processing. **NO REFUNDS will be given after the start of a class.**



If you have any questions or concerns regarding the online registration process, please contact the Adult Education Office at
(571) 252-2119 or by e-mail at adult.education@lcps.org

Loudoun County Public Schools
Adult Education
43711 Partlow Road
Ashburn, VA 20147
(571) 252-2119

Non-Profit Org.
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RESIDENTIAL CUSTOMER

Please Cut Here...Remember to keep a copy for your records!

CHECK NUMBER _____

All Checks make payable to:
"County of Loudoun-Adult Ed."

Mail/In-Person Registration Form

43711 Partlow Road, Ashburn, VA 20147

Tel: 571-252-2119 Fax: 703-726-1480

www.lcps.org/adulted

Credit Cards are NOT accepted
with this form. Credit Cards are
ONLY accepted with Online
Registrations.

Please fill out completely. Indicate second student on separate form.
All supply/material fees are to be paid the first night of class unless noted.

Note: Registrations are not complete until tuition payment is received.

NO CONFIRMATIONS ARE SENT. REPORT TO CLASS UNLESS OTHERWISE ADVISED.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAY PHONE _____ EVENING PHONE _____

E-MAIL (Please Print) _____ MALE ___ FEMALE ___

(E-mail is for Adult Education contact information only; e-mails are not given to third parties)

() Senior Citizen - Age 60 or older

COURSE INFORMATION

COURSE #	COURSE NAME	BEGIN DATE	TUITION FEE	LOCATION
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____