

Personal Fitness Trainer

Cost & hours: \$649/30 hrs + 30-hr internship

For more information visit www.witseducation.com.

3130 PERSONAL FITNESS TRAINER—NATIONAL CERTIFICATION THROUGH WORLD INSTRUCTOR TRAINING SCHOOLS (WITS)

WITS Certified Personal Trainer is NCCA Accredited.

Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Employers of all sizes have partnered with WITS. to meet you during our classes. Our personal trainer course is a great way to prepare for the on-campus national exam and live your dream of a successful personal trainer career in a field you love.

This challenging course is for candidates wanting LIVE instruction with **in-depth, hands-on practical labs** to master the career skills & knowledge. Our veteran teachers share all the do's and don'ts of working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills, and more. Reading a book and testing does not get it done in the real world. Register today in one of the hottest growing professions in North America.

Test voucher included. You can work right after passing the CPT exams! You must be 18 years of age and have proof of CPR/AED to obtain your **Level 1 Certified Personal Trainer**. As a **special bonus**, you can take advantage of our 30-hour employer internship to **get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!** **PLEASE NOTE:** Required textbook: *Fitness Professional's Handbook, 7th Edition with Web Resources*, ISBN-13:9781492523376. Save with the ebook version. Textbook is not available for purchase at the ALC.

A hybrid program is available. Please contact W.I.T.S. for more details. www.witseducation.com.

3130-01 RA Tu & Th 6:00-9:00PM 10/2-11/15 WITS Staff 12 classes @ 3 hrs ea 3.6 CEU 43.2 CPE

Tuesday night classes will be held at Renaissance Academy. Thursday night classes will be held at a location to be determined.

Free Info Session for Certified Personal Trainer

Join us and meet leading local employers and our outstanding instructor to learn exactly what the Fitness Industry has to offer you and your career goals. This 1-hour information session will share everything from financial aid, textbook to online supplemental tools and more! Go from a fitness enthusiast to a nationally certified fitness leader in your community. Sign up today for our **FREE** orientation while seats are still available.

Adult Learning Center, Thursday, September 20, 6:30 PM - 7:30 PM

Registration for this seminar is available by calling 757-428-4796 or emailing Devon at dlewis@witseducation.com.

Fitness Specialist for Older Adults

Cost & hours: \$412/16 hrs

For more information visit www.witseducation.com.

3132 FITNESS SPECIALIST FOR OLDER ADULTS

The market for senior fitness has exploded and will continue to expand through 2021. Gain knowledge and hands-on training to assess fitness levels and design exercise programs for people who are 55 or older. You will learn to identify key age-related changes in physiology and fitness levels, demonstrate safe and effective exercises, and how to motivate older adults. This course is great for occupational or massage therapists and fitness professionals working in retirement communities.

Call W.I.T.S. at 428-4796 for any questions you may have. **PLEASE NOTE:** Required textbook: *SrFit, 2nd edition*. Order textbook by calling 1-888-330-9487 or visit the website at

www.witseducation.com. Textbook is not available for purchase at the ALC.

3132-01 RA Tu & Th 6:00-8:00PM 1/8-1/31

WITS Staff 8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

Tuesday night classes will be held at Renaissance Academy. Thursday night classes will be held at a location to be determined.



2206 KEYS TO STARTING A SUCCESSFUL HOME-BASED BUSINESS

\$36 Senior Price \$29

Whether you start a home catering business, a handyman business, a house cleaning business, or any other home-based business, there are basic foundation steps to take to get you off to a successful start. In this class, you will review the do's and don'ts for creating a successful home-based business. From tax tips to marketing efforts to good record keeping, you'll learn what's necessary to spread the news about your new venture.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2206-01 RA W 6:00-8:00PM 10/10-10/17 Balestino

2206-02 RA W 6:00-8:00PM 11/7-11/14 Balestino

NEW! 2210 BUSINESS COMMUNICATIONS

\$73 Senior Price \$57

Many people list public speaking as the thing they fear most. Learn creative techniques that will reduce your fear and help you become an interesting and comfortable speaker. Whether you are giving a presentation in a staff meeting or to a client, learn tips that will enhance your communication skills.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2210-01 RA Tu & Th 6:00-8:00PM 10/9-10/18 Boyd

2210-02 RA M & W 6:00-8:00PM 1/7-1/16 Boyd

2664 EBAY BASICS

\$57 Senior Price \$46

Have something to sell? New to eBay? This course provides step-by-step instruction for beginners on how to set up your account, create strong passwords, and list and sell your items for the best price. Tips on taking pictures of your item and when is the best time of day to list it. **PREREQUISITE:** Basic computer skills.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2664-01 RA Tu & W 6:00-9:00PM 9/4-9/5 Schmidt

2664-02 RA W & Th 12:30-3:30PM 1/2-1/3 Schmidt

2211 QUICKBOOKS PRO—BASIC SKILLS FOR BUSINESS, PART 1

\$103 Senior Price \$80

This course will introduce the small business owner or bookkeeper to the financial functions and reporting capabilities of QuickBooks Pro. Learn how to track your business financially, the difference between cash flow and earnings, and how to generate reports.

PREREQUISITES: Basic math and computer experience required. **PLEASE NOTE:** Students are required to purchase the following guide - *QuickBooks Pro 2017 Quick Reference Training Card - 4-page quick reference guide*. Guide is not available for purchase at the ALC.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2211-01 RA M 6:00-8:00PM 9/24-10/29 Hamlet

2212 QUICKBOOKS PRO—BASIC SKILLS FOR BUSINESS, PART 2

\$103 Senior Price \$80

This course continues where *QuickBooks Pro—Basic Skills for Business, Part 1* left off. Learn additional steps and tools to professionally track and guide your business for financial success. Learn to generate multiple reports that provide valuable information such as the difference between cash flow and earnings, establishing and tracking accounts receivable and accounts payable and more. **PREREQUISITE:** *QuickBooks Pro—Basic Skills for Business, Part 1* and the *QuickBooks Pro 2017 Quick Reference Training Card - 4-page quick reference guide*. Guide is not available for purchase at the ALC.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2212-01 RA M 6:00-8:00PM 11/5-12/17 Hamlet

2213 QUICKBOOKS DESKTOP COMPREHENSIVE

\$195 Senior Price \$149

Are you considering becoming a bookkeeper? As a small business owner, are you struggling to manage your records? Learn how most small businesses take control of and enhance their financial capabilities. All the essential steps are explained and used in hands-on practice. This class covers lists, forms, reports, and payroll as well as invoicing. QuickBooks 2017 software will be used. Save yourself money utilizing this program. **PREREQUISITE:** This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills is required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks Desktop 2018 Comprehensive* - ISBN: 978-1-64061-0004-0. Textbook is not available for purchase at the ALC. Book price includes 140 days of free software use.

8 classes @ 3 hrs ea 2.4 CEU 28.8 CPE

2213-01 RA M & W 6:00-9:00PM 9/17-10/10 McGrady

2214 QUICKBOOKS COMPREHENSIVE ONLINE: ACCOUNTING ON THE GO!

\$149 Senior Price \$115

Learn how most small businesses manage their records while on the move! All the essential steps of bookkeeping are explained and used with hands-on practice. This class covers lists, forms, reports and payroll as well as invoicing. QuickBooks 2017 will be used. Save money utilizing this program! **PREREQUISITE:** This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills are required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks Online Comprehensive*, ISBN-13: 978-159136-974-5. An eBook is also available: ISBN-13: 978-159136-911-0. Textbook is not available for purchase at the ALC. Book price includes 140 days of free software use.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2214-01 RA Tu & Th 6:00-9:00PM 11/1-11/20 McGrady

NEW! 2238 CERTIFY YOUR COMPANY FOR ADDITIONAL BUSINESS OPPORTUNITIES

\$33 Senior Price \$26

This 2-hour course will introduce you to the basics of business certifications. It will cover the Commonwealth of Virginia's SWaM program for Small, Women-owned, and Minority-owned Business contractors, and Service Disabled Veteran-owned Small Business (SDVOSB). Handouts and a PowerPoint presentation will be used to examine ways to increase business and become truly competitive.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2238-01 RA M 6:30-8:30PM 9/10 Hamlet

2238-02 RA W 2:15-4:15PM 10/17 Hamlet

NEW! 2239 COMPREHENSIVE COURSE FOR HOME-BUYERS & SELLERS

\$33 Senior Price \$26

This is a course for first-time homebuyers or as a refresher course for those who have not bought or sold a home in a while! It will give you a comprehensive look at the ins and outs of buying and selling a home. This includes financial preparation, home preparation, the home search, types of loans and rates, inspections, and closing on a home. The course is taught by a knowledgeable and experienced licensed real estate agent with a bonus guest presenter—a loan officer. They will provide you with a wealth of information and answer your specific questions.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2239-01 RA S 10:00AM-12:00PM 9/8 Marcarian

2239-02 RA S 10:00AM-12:00PM 11/17 Marcarian

NEW! 2240 IQ VS EQ: BECOME A STAR PERFORMER

\$33 Senior Price \$26

STAR performers are defined as those who perform consistently in the top 10% of their potential. What gives you that edge to excel, stay motivated, adapt to change, problem solve and manage stress? Emotional intelligence is the key to achieving STAR performance and success. Greater self-awareness leads to better self-management. Learn the difference between IQ and EQ and why EQ is all the rage in providing better mental health, effective communication skills, exemplary job performance and so much more.

1 class @ 1.5 hrs ea 0.2 CEU 1.8 CPE

2240-01 RA M 6:30-8:00PM 9/24 Gossman

2240-02 RA M 6:30-8:00PM 10/29 Gossman

2240-03 RA M 6:30-8:00PM 12/3 Gossman

2235 LEADING WITH EMOTIONAL INTELLIGENCE

\$98 Senior Price \$75

Emotional Intelligence: What is it? Why is it important? Why successful companies today are hiring EQ over IQ. IQ may get you hired; EQ will get you promoted. The primary causes of derailment in executives involve deficits in emotional competence. The three primary ones are difficulty handling change, not being able to work well in a team, and poor interpersonal relations. Learn the 15 competencies that strengthen and increase your EQ. Learn how to boost confidence, assertiveness, and problem-solving skills as well as how to manage impulse behaviors and stress; all necessary for your overall success. **PREREQUISITE:** Must read and understand the English language.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2235-01 RA Tu & Th 6:30-8:30PM 9/4-9/20 Gossman

2235-02 RA Tu & Th 6:30-8:30PM 10/30-11/15 Gossman

2235-03 RA Tu & Th 6:30-8:30PM 1/3-1/22 Gossman



2222 CREATE A VERSATILE WORK WARDROBE

\$33 Senior Price \$26

Do you need a polished casual, business/casual or strictly professional wardrobe? Learn how to create a versatile mix & match wardrobe that includes core neutrals, pops of color and accessories that will give you multiple options for a wide variety of occasions.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2222-01 RA W 6:00-8:00PM 9/19 Balestino

Small Engine Repair

2201 PRACTICAL SMALL ENGINE REPAIR

\$154 Senior Price \$120

Learn how small air cooled internal combustion engines work and how to troubleshoot problems and make repairs. Preventive maintenance and service will be reviewed. Students can bring in lawnmowers, chainsaws, trimmers and blowers or any gas powered outdoor power equipment that they would like to evaluate to determine if repair is possible. Chainsaw sharpening will be demonstrated and can be practiced.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2201-01 RA Th 6:30-9:30PM 9/6-10/11 Anderson



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1-on-1 Classes Just For You!

1-on-1 classes are available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

2215 1-ON-1 QUICKBOOKS PRO \$290

Use this 1-on-1 class to develop bookkeeping skills and better manage your business finances. QuickBooks helps you take control of and enhance your financial capabilities. The instructor will tailor this course to your specific QuickBooks needs, goals, and requirements and help you develop skills needed in the workplace and at home. Available for desktop or online. QuickBooks 2017 software will be used. **PREREQUISITE:** This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills is required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks 2016 - The Missing Manual: The Official Intuit Guide to QuickBooks* - ISBN: 9781491917893. Textbook is not available for purchase at the ALC. Book price includes 140 days of free software use.
4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE McGrawdy

2216 1-ON-1 QUICKBOOKS FOR NEW ENTREPRENEURS & EXISTING BUSINESS OWNERS \$290

Do you operate or want to operate your own business without having to pay a bookkeeper or accountant? This course will introduce you to the Intuit QuickBooks skills needed to set up and operate your business. The instructor will guide you on a one-on-one basis through the steps and reports available for running your business. Emphasis will be on budgeting, planning, reporting accounts receivable and payable, and cash flow reports. Face-to-face meetings and learning modules can be scheduled during the semester at mutually convenient times. **PREREQUISITE:** Basic math and some computer experience.
4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE Hamlet

2219 1-ON-1 RÉSUMÉ & JOB SEARCH \$127

Face-to-face consultation for the job market and realistic goal setting as it relates to your résumé. Gain an honest evaluation and assessment of your hopes, talents, experiences, likes and dislikes. Hear the latest techniques, tips, and expectations when interviewing. With help from a professional résumé writer, you will learn the tools needed to develop a powerful market-specific résumé.
1 class @ 3 hrs ea 0.3 CEU 3.6 CPE Harrison

2224 1-ON-1 MATH \$110

1-on-1 time with an instructor for your individual math level needs. Learn advanced math, algebra, linear algebra and/or pre-calculus. This course is perfect for students interested in enhancing basic math skills, preparing for the SATs and college entrance exams, or even those who want to sharpen their math skills in the workforce.

1 class @ 3 hrs ea 0.3 CEU 3.6 CPE Staff

Personal

2223 ASVAB PREPARATION \$87

Learn how to prepare for the ASVAB Exam. You will cover questions asked on the exam as well as develop your math and English skills. **PREREQUISITE:** Basic math and English skills.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2223-01 RA F 2:00-4:00PM 10/19-11/16 Hiotellis

NEW! 2208 RETIREMENT: WHAT TO DO WITH THE REST OF YOUR LIFE? \$40 Senior Price \$32

The idea of retiring triggers a combination of excitement and anxiety for most people. The hardest part of retirement is developing a purpose outside of your job. Whether it is to travel, volunteer, write a book, start a business, or just enjoy leisure and family time; how do you create a satisfying and happy life in retirement? This course will explore ways to keep your mind engaged, your soul renewed and your body healthy and productive as you complete all those "bucket list" items.

3 classes @ 1.5 hrs ea 0.5 CEU 5.4 CPE

2208-01 RA M 6:30-8:00PM 9/10-9/24 McAbee

2237 JOYFUL LIVING! \$160 Senior Price \$122

The science of happiness is an inside job. Success is NOT the precursor to happiness. Happiness FUELS performance and success. Unlock the secret to your personal happiness today! Using the techniques and mindset from Valorie Burton's book, *Happy Women Live Better*, this course will boost your joy RIGHT NOW, even in the midst of deadlines, dating, marriage, parenting, and squeezing in a workout or girls' night out. Discover 13 happiness triggers and learn how to be emotionally resilient, mentally strong and spiritually sound.

PREREQUISITE: Must read and understand the English language. **PLEASE NOTE:** Students are required to purchase the following book *Happy Women Live Better*, ISBN: 978-0-7369-5675-8. An eBook is also available: ISBN: 978-0-7369-5677-2. Book is not available for purchase at the ALC.

8 classes @ 2.5 hrs ea 2 CEU 24 CPE

2237-01 RA M & W 6:00-8:30PM 10/1-10/24 Gossman

2237-02 RA M & W 6:00-8:30PM 1/2-1/30 Gossman



Basics

2601 COMPUTER BASICS 101

\$171 Senior Price \$131

This course is a good starting point for learning computer basics, mouse skills and keyboard shortcuts. Get to know the hardware, learn common terminology, how to shop for a new computer, and how to buy software for an existing computer. Learn basic file management, how to create secure passwords that you will remember, and obtain an introduction to software applications.

6 classes @ 3.5 hrs ea 2.1 CEU 25.2 CPE

2601-01 RA M through F 12:30-4:00PM 9/4-9/17 Schmidt
 2601-02 RA T, W & Th 6:00-9:30PM 9/18-9/27 Schmidt
 2601-03 RA Tu & Th 8:30AM-12:00PM 10/2-10/18 Schmidt
 2601-04 RA T, W & Th 6:00-9:30PM 11/6-11/15 Schmidt
 2601-05 RA T, W & Th 12:30-4:00PM 11/27-12/6 Schmidt
 2601-06 RA Tu & Th 8:30AM-12:00PM 1/3-1/22 Schmidt

2621 MS OFFICE 2016 OVERVIEW

\$126 Senior Price \$97

An overview of the Microsoft Office Suite 2016 (Word, Excel, Publisher, PowerPoint, Access, OneNote) will show you how to produce files in each program. Learn quick tips and tools that will help you understand the fundamentals of each program.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2621-01 RA T, W & Th 12:30-3:30PM 9/18-9/26 Schmidt
 2621-02 RA T, W & Th 6:00-9:00PM 10/2-10/10 Schmidt
 2621-03 RA Tu & Th 8:30-11:30AM 10/23-11/8 Schmidt
 2621-04 RA T, W & Th 6:00-9:00PM 11/27-12/5 Schmidt
 2621-05 RA T, W & Th 12:30-3:30PM 12/11-12/19 Schmidt

2630 WINDOWS 10 TRANSITION

\$57 Senior Price \$46

This course will cover features new to the Windows 10 operating system. Learn to modify the start menu, add, use, and remove apps. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge. **PLEASE NOTE:** Windows 10 computers will be provided but portable Windows 10 devices (Laptop/Tablets only) are welcome. ALC isn't responsible for any damage, loss or replacement of your personal devices.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2630-01 RA Tu & Th 8:30-11:30AM 11/13-11/15 Schmidt
 2630-02 RA W & Th 6:00-9:00PM 12/19-12/20 Schmidt

GOOD TO KNOW!

Please save and bring your course confirmation letter to the first class to receive instructions on purchasing discounted software. More information will be available during class.

2634 MS ONENOTE 2016 BASICS

\$57 Senior Price \$46

This course will cover the basics of OneNote. Learn to create notebooks with sections and pages. Create text containers, tables, drawings, and insert pictures, clips, and hyperlinks. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2634-01 RA W & Th 12:30-3:30PM 10/24-10/25 Schmidt
 2634-02 RA Tu & Th 6:00-9:00PM 12/13-12/18 Schmidt
 2634-03 RA Tu & W 12:30-3:30PM 1/8-1/9 Schmidt

2636 MS OUTLOOK 2016 BASICS

\$81 Senior Price \$64

This course will provide a basic overview of Outlook. Learn how to create, read, and reply to email. Learn to add attachments, and contacts and appointments, including reminders. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2636-01 RA T, W & Th 12:30-3:30PM 10/30-11/1 Schmidt
 2636-02 RA T, W & Th 6:00-9:00PM 12/6-12/12 Schmidt
 2636-03 RA Tu & Th 8:30-11:30AM 1/24-1/31 Schmidt

2638 MS PUBLISHER 2016 BASICS

\$81 Senior Price \$64

This course will cover the basics of Publisher. Learn to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars. **PREREQUISITE:** 2601 Computer Basics 101 or equal knowledge.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2638-01 RA T, W & Th 12:30-3:30PM 11/13-11/15 Schmidt

2640 MS POWERPOINT 2016 BASICS

\$81 Senior Price \$64

Learn the basics of MS PowerPoint 2016 by creating presentations using textboxes, images, shapes, charts and tables. Also learn how to modify themes, add animations, add transitions, change background, add sound, make a presentation from a set of pictures automatically, and add automatic timing for showing a presentation.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2640-01 RA Tu & Th 8:30-11:30AM 12/13-12/20 Schmidt

2660 FILES, FOLDERS & LIBRARIES: UP & BEYOND BASICS

\$57 Senior Price \$46

This course is for students who need more in-depth file management skills or need a refresher from a previous class. Learn to create and use libraries and set the default programs to open files. **PREREQUISITE:** 2601 Computer Basics 101.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2660-01 RA Tu & Th 8:30-11:30AM 9/25-9/27 Schmidt
2660-02 RA W & Th 12:30-3:30PM 11/7-11/8 Schmidt
2660-03 RA W & Th 6:00-9:00PM 1/2-1/3 Schmidt

2665 WEB BASICS: HTML, CSS & WEB GRAPHICS

\$103 Senior Price \$80

Are you interested in creating your own website for your small business, organization or hobby? This course is an introduction to the website core technologies like HTML, CSS and Search Engine Optimization. It will give you a better understanding of the files and resources that go into creating a great website. **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** You are welcome to bring your laptop to class. ALC isn't responsible for any damage, loss or replacement of your personal device. Recommended Book: *Web Design in Easy Steps 6th Edition* by Sean McManus, ISBN-13: 978-1840786255. Textbook is not available for purchase at the ALC.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2665-01 RA Tu & Th 6:30-8:30PM 9/18-10/4 Hicks
2665-02 RA M & W 6:30-8:30PM 10/15-10/31 Hicks

Microsoft Word, Excel & Access

2644 MS WORD 2016 SIMPLIFIED

\$149 Senior Price \$115

Learn essential word processing fundamentals, shortcuts, tips, ribbons, tool bars, formatting, paragraph and page tools, templates, and merging.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2644-01 RA T, W & Th 12:30-3:30PM 10/10-10/23 Schmidt
2644-02 RA T, W & Th 6:00-9:00PM 1/8-1/17 Schmidt

2650 MS EXCEL 2016 SIMPLIFIED

\$126 Senior Price \$97

This outstanding course will help you quickly learn essential spreadsheet design and development skills. Major topics covered are: basic structure, formatting and custom formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters, and more! Plenty of shortcuts and practical applications are included. **PREREQUISITE:** 2601 Computer Basics 101 or some experience with Microsoft Office applications.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2650-01 RA T, W & Th 12:30-3:30PM 9/27-10/9 Schmidt
2650-02 RA T, W & Th 6:00-9:00PM 10/18-10/30 Schmidt
2650-03 RA Tu & Th 8:30-11:30AM 11/27-12/11 Schmidt
2650-04 RA T, W & Th 12:30-3:30PM 1/10-1/22 Schmidt

2651 MS EXCEL 2016 LEVEL 2

\$126 Senior Price \$97

This course covers advanced functions such as the IF and VLOOKUP functions. Learn to customize ribbons and the work area, use built-in tools such as Goal Seek and Scenarios, link data to other programs, mail merge from Excel to Word and create simple macros.

PREREQUISITE: 2650 MS Excel Simplified or equal knowledge.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2651-01 RA T, W & Th 12:30-3:30PM 1/23-1/31 Schmidt

2656 MS ACCESS 2016 SIMPLIFIED

\$149 Senior Price \$115

Access isn't rocket science - it's a database. This is the most simplified Access 2016 course you can find. The class will learn to design and create a basic database using tables, queries, forms, and reports.

PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2656-01 RA T, W & Th 6:00-9:00PM 1/22-1/31 Schmidt

1-on-1 Classes Just For You!

1-on-1 classes are available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

2687 1-ON-1 COMPUTER BASICS

\$220

Need tutoring or help with a subject not covered in our catalog? Have specific questions that are not appropriate for a classroom setting? Maybe a 1-on-1 class is best for you.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt



2688 1-ON-1 MS EXCEL 2016

\$220

A 1-on-1 class is a great way to learn how to design and develop an Excel spreadsheet. Major topics covered are: basic structure, formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters and more.

PREREQUISITE: Computer 101 or equal knowledge.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt

2689 1-ON-1 MS ACCESS 2016

\$220

A 1-on-1 Access class customized to your needs! Learn how to plan a database from scratch. Design the structure, query the database, and create forms and reports. Perfect class for those running a small business or who are required to make simple business decisions.

PREREQUISITE: Computer 101 or equal knowledge.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt

2690 1-ON-1 MS WORD 2016

\$220

In today's business environment, it is critically important that employees are knowledgeable in creating business-related documents and sharing them with others. Learn the essentials of creating a business letter, formatting a document, addressing an envelope, establishing properties in a document, tracking changes, authorship, and emailing a document. **PREREQUISITE:** Computer 101 or equal knowledge.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt

2691 1-ON-1 MS PUBLISHER 2016

\$220

What could be more fun than learning how to make cards and calendars using your computer? Learn the basics of Publisher—how to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars.

PREREQUISITE: Computer Basics 101 or equal knowledge.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt

2692 1-ON-1 MS POWERPOINT 2016

\$220

Learn how to train, persuade, and inform your audience via PowerPoint, the gold standard in presentation packages. Specifically, learn how to create a presentation with themes, graphics, tables, and photos included. Learn how to add media and special effects.

PREREQUISITE: Computer 101 or equal knowledge.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Schmidt



Follow us on Facebook
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Homemade

NEW! 2701 HOMEMADE SAUERKRAUT & KIMCHI

\$46 Senior Price \$39

Did you know that sauerkraut and kimchi are a great way to get your probiotics with less than half the cost of probiotic supplements and with a much more tangy, spicy, and delicious flavor? Learn this fun and easy technique with us and take some home to share.

PLEASE NOTE: Class includes kit and all ingredients.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2701-01 RA Tu 6:30-8:30PM 10/9 Perry

2701-02 RA Tu 6:30-8:30PM 11/27 Perry

NEW! 2717 PICKLING PERFECTION

\$46 Senior Price \$39

Did you know that 80% of your immune system is in your gut and about 85% of your serotonin (or feel good hormone) is produced in the gut? Because of this, our digestive tract is affectionately called our "second brain." In this class you'll learn about the lacto-fermentation method of making your own tasty pickles and pickled vegetables. Once you start making these yourself, you'll never want to buy another jar of pickles again. You'll learn this fun and easy technique and take some home to share. **PLEASE NOTE:** Class includes kit and all ingredients.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2717-01 RA Tu 6:30-8:30PM 10/23 Perry

2717-02 RA Tu 6:30-8:30PM 1/22 Perry

Mouthwatering Meals

NEW! 2730 GOURMET MEALS ON A TAKE-OUT BUDGET, PART 1

\$124 Senior Price \$108

For about the same amount of money the average family spends on burgers, fries, pizza and other take-out foods, you can learn to create delicious "Gourmet Style" meals in your own kitchen. In Part 1, cooking instruction and recipes include Super Side Dishes (how to cook root vegetables, new potatoes with rosemary, and grilled squash with eggplant); *Rigatoni with Bolognese*; *Chicken Stuffed Mashed Potato Loaf*; and *Spinach, Feta and Bacon Stuffed Pork Loin*. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2730-01 RA M 6:30-8:30PM 9/17-10/8 Bollenbacher

NEW! 2731 GOURMET MEALS ON A TAKE-OUT BUDGET, PART 2

\$124 Senior Price \$108

Continue learning how to create gourmet style meals in Part 2 with a new set of recipes. In Part 2, cooking instruction and recipes include *Oven-Baked Salmon with Shallots*, *Cornish Hens in Vinegar Sauce*, *Braised Lamb*, and *Black Forrest Cake*. Participating in Part 1 is not required. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2731-01 RA M 6:30-8:30PM 10/15-11/5 Bollenbacher

NEW! 2732 MEATLESS IS NOT TASTELESS

\$43 Senior Price \$36

Learn how to make amazingly flavorful meatless dishes in this hands-on, 2-hour class. A guest speaker, who is a vegan chef and food coach, will give a presentation on the benefits of a "meatless" lifestyle. Some of the dishes that we will prepare are *Portabella Burgers*, *Tofu Breakfast Scramble*, and *Lemon-basil Pasta*. You will be surprised by how wonderful meatless dishes can taste! **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2732-01	RA Th	6:30-8:30PM	9/13	Bollenbacher
2732-02	RA Th	6:30-8:30PM	11/8	Bollenbacher

NEW! 2733 SOUPS, SALADS & SLAW

\$46 Senior Price \$39

Learn how to make your own soup stocks and dressings to create satisfying classic soups like *Italian Wedding Soup* and *Puerto Rican Fish Stew*, as well as delicious salads like *Baby Greens with Grilled Tomato and Onion Dressing!* This 2-day class will help you to make dishes that are great for those chilly fall nights by the fire! **PLEASE NOTE:** Class includes all ingredients and needed utensils.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2733-01	RA Th	6:30-8:30PM	10/11-10/18	Bollenbacher
2733-02	RA Th	6:30-8:30PM	12/6-12/13	Bollenbacher

NEW! 2738 COZY COMFORT FOODS

\$43 Senior Price \$36

Do you enjoy a great bowl of hot, homemade chicken noodle soup on a cold fall or winter evening? Does your mouth water when you think of a rich, cheesy plate of lasagna? If you answered yes to either question, then this class is for you! In this 2-hour class, you will create some cozy, soul warming and satisfying comfort classics such as; *Rich and Hearty Beef Stew*, and two of my Chili Cook-off winning recipes (*Red Chicken Chili* and *Four Meat Chili*) just in time for cold weather. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2738-01 RA Th 6:30-8:30PM 10/25 Bollenbacher

The Italian Experience

NEW! 2740 HOW TO MAKE A PERFECT RISOTTO

\$34

Learn the techniques to make the perfect risotto, the history of different types of rice, and how to prepare different broths. The instructor will demonstrate the preparation of *Risotto alla Milanese* with Saffron; *Risotto Peperoni* with light pesto and peppers; and *Risotto Cacio e Pepe* with truffle. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 3.5 hrs ea 0.4 CEU 4.2 CPE

2740-01 RA Th 6:00-9:30PM 10/4-10/4 Piperno

NEW! 2741 TASTE OF ROME

\$34

Learn the history, legends, and how to prepare classic Roman recipes: *Rigatoni alla Carbonara* with egg yolks, Romano cheese and pancetta; *Bucatini alla Matriciana* with tomato sauce and pancetta; and *Penne alla Norma* with eggplant, tomato confit and dry ricotta. During the course you will also learn how to make aromatized oil and tomato confit. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 3.5 hrs ea 0.4 CEU 4.2 CPE

2741-01 RA S 11:00AM-2:30PM 9/8 Piperno

NEW! 2742 STUFFED HOMEMADE PASTA

\$34

Learn how to make stuffed pasta, the history of different recipes, and about different types of stuffing. Recipes for the class include *Tortellini alla Papalina*—Italian tortellini stuffed with prosciutto, bologna and Parmesan with a cream, green peas, mushroom and sausage sauce; and Ravioli stuffed with ricotta cheese and spinach with a tomato sauce with thyme. **PLEASE NOTE:** Class includes all ingredients and needed utensils

1 class @ 3.5 hrs ea 0.4 CEU 4.2 CPE

2742-01 RA Th 6:00-9:30PM 9/20 Piperno



Holiday Treats

NEW! 2734 NO BAKE DIABETIC-FRIENDLY HOLIDAY TREATS

\$43 Senior Price \$36

No bake cookies are a great stress-free way to incorporate Superfoods into a satisfying sweet holiday treat with less guilt and no baking...so no waiting. Superfoods that add great nutrient density and taste include: cocoa, nut and seed butters, flax and chia, raw honey, cacao nibs, goji berries, protein powders, cinnamon, and stress-easing herbs such as ashwagandha, eleuthero, and maca. In this class you'll make your own no bake holiday treats and learn how to incorporate healthy ingredients that boost energy and reduce stress during the holiday season. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2734-01 RA Tu 6:30-8:30PM 11/13 Perry

2734-02 RA Tu 6:30-8:30PM 12/11 Perry

NEW! 2739 HOLIDAY SWEET TREATS
\$43 Senior Price \$36

There is no better way to show someone how much they mean to you than by giving them a gift of handmade treats for the holidays! In this 2-hour class, learn how to create delicious treats for the holidays that you can give as gifts to friends and loved ones! Treats to include: *Chocolate Dipped Horns, Kolacky tarts, Hanukkah cookies, Chocolate Peanut Butter Cup cookies*, and much more. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2739-01 RA M 6:30-8:30PM 12/10 Bollenbacher

Good For You

NEW! 2735 DIY FLU PREVENTION: RECIPES FOR IMMUNITY

\$46 Senior Price \$39

Changes in seasons and colder weather do not have to mean getting ill. Prepare your body and maintain wellness during these months with simple self-care practices that will give you the nourishment and energy you need to enjoy family and friends this holiday and beyond. In this class you'll learn the history of and how to make your own natural flu prevention remedies of immune boosting fire cider and elderberry syrup. You'll also learn about natural fever reducing and throat soothing herbs and how to make them in teas. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2735-01 RA Tu 6:30-8:30PM 11/6 Perry

2735-02 RA Tu 6:30-8:30PM 1/15 Perry

NEW! 2736 BRAIN-BOOSTING, BACK-TO-SCHOOL LUNCHES

\$43 Senior Price \$36

Learn tasty, fun and easy lunch recipes to help support brain health, attention and concentration, and fight mid-day fatigue. This class is great for educators and school administrators as well as parents and guardians of school-aged children. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2736-01 RA Tu 6:30-8:30PM 9/11-9/11 Perry

NEW! 2737 BRAIN-BOOSTING, BACK-TO-SCHOOL SNACKS

\$43 Senior Price \$36

Learn tasty, fun and easy snack recipes that help support brain health, attention and concentration, and fight mid-day fatigue. This class is great for educators and school administrators as well as parents and guardians of school-aged children. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

2737-01 RA Tu 6:30-8:30PM 9/25 Perry

1-on-1 Class Just For You!

NEW! 2770 1-ON-1 NUTRITION COACHING & MEAL PLANNING

\$160

Work one-on-one with your own nutritionist and herbalist. I look forward to working with you towards your wellness goals. Whether it's dropping or gaining a few pounds, addressing chronic concerns, boosting energy, improving sleep or just feeling better about eating and fitness habits, we will construct a personal plan together for your unique needs that fits into your lifestyle. Nutrition intervention is great for pain management, attaining fitness goals, addressing mood and reproductive health, and immunity and brain health as well. Get started today to make changes that will benefit your life! **PLEASE NOTE:** Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE Perry



Register online today!
www.alc.vbschools.com

Sewing & Needlework

3233 SEWING FOR BEGINNERS

\$144 Senior Price \$110

The course will teach students the basics of sewing. The student will learn sewing terminology, how to read patterns, determine tools and notions needed to construct a garment, how to use a sewing machine, and how to sew fabric pieces and complete a garment.

PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

3233-01 LKMS M 6:00-9:00PM 9/17-10/22 Tyler

3234 SEWING—BEYOND THE BASICS

\$144 Senior Price \$110

This course is for persons who are ready to expand their sewing knowledge and skills. Students will learn complex sewing techniques and use more challenging patterns. **PREREQUISITE:** Basic sewing knowledge and experience. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

3234-01 LKMS M 6:00-9:00PM 10/29-12/10 Tyler

3238 HAND EMBROIDERY

\$69 Senior Price \$53

Bored with cross stitch, lazy daisy, French knots, or just need help to master these or new stitches? Embroider a thread bag with different stitches or bring your own project. **PLEASE NOTE:** Bring the following supplies to the first class: embroidery needles, embroidery floss and embroidery hoop. Instructor will provide fabric for the class.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

3238-01 RA M & W 6:30-8:30PM 1/7-1/16 Lowenthal

1-on-1 Class Just For You!

3232 1-ON-1 SEWING PROJECTS

\$110

This course is for students who want assistance with a specific sewing project in a one-on-one setting. **PLEASE NOTE:** Students must know the basics of sewing and use of a sewing machine. Students need to provide all necessary materials including a sewing machine. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Instructor is available on Thursdays and Fridays only. **PLEASE NOTE:** Available throughout the semester. Register by mail or in person at the Adult Learning Center. The instructor will contact you to arrange a meeting time. Once you have scheduled course times with the instructor, the ALC requires 24 hours' notice to cancel a course meeting time. If notice is not given, you will forfeit that meeting time and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. Written documentation is required for an extension to be granted due to unforeseen circumstances.

1 class @ 3 hrs ea 0.3 CEU 3.6 CPE Tyler

NEW! 3239 KNITTING MADE EASY

\$69 Senior Price \$53

Have you always wanted to learn to knit or just want to advance your knitting skills? Beginner knitters will learn to cast on, knit, pearl and cast off while knitting a scarf.

PLEASE NOTE: Bring the following supplies to the first class—knitting needles. Instructor will provide a supply list during the first class.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

3239-01 RA Th 6:30-8:30PM 9/6-9/27 Lowenthal

Fashion

3242 FASHION: PACK FOR A 10-DAY TRIP

\$33 Senior Price \$26

Learn how to pack for a 10-day vacation using 10 pieces in coordinating colors that will give you the versatility to go from casual to dressy outfits. You will have the confidence to dress for every occasion. **PLEASE NOTE:** Bring a notebook and pen to class.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

3242-01 RA W 6:00-8:00PM 12/12 Balestino

3244 FASHION: DRESS FOR YOUR BODY TYPE

\$33 Senior Price \$26

Learn how to identify your body type and dress to accentuate positive aspects and minimize the negative aspects to look and feel great in every outfit. **PLEASE NOTE:** Bring a notebook and pen to class.

1 class @ 2 hrs ea 0.2 CEU 2.4 CPE

3244-01 RA W 6:00-8:00PM 1/16 Balestino

Express Yourself

NEW! 3264 CREATE A SMASH BOOK JOURNAL

\$52 Senior Price \$41

Learn how to unleash your creative energy and turn a composition book into a work of art to use for journaling. In this fun class you will create your journal and learn how to use it to inspire your inner self. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE

3264-01 RA Tu 2:30-4:30PM 9/11-9/25 Woodruff

3264-02 RA Th 6:00-8:00PM 10/18-11/1 Woodruff

3264-03 RA Tu 6:00-8:00PM 1/8-1/22 Woodruff

3260 BASIC INTERIOR DECORATING

\$103 Senior Price \$79

Learn design principles and how to apply them to DIY home decorating. Color, lighting, furnishings, window treatments and flooring - find out how to put it all together to create a pleasing environment!

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

3260-01 LKMS W 6:00-8:30PM 9/5-10/3 Keeter

3260-02 LKMS W 6:00-8:30PM 1/2-1/30 Keeter

3262 SEWING FOR HOME DÉCOR

\$121 Senior Price \$92

This course will teach you to sew a home décor project of your choice such as pillows, cushions, window treatments, table covers, or bedding. You will be required to purchase materials for your chosen project after the first class. **PREREQUISITES:** Must know how to use a sewing machine and have basic sewing skills. Students are required to have basic sewing tools: scissors, rulers, tape measure, seam gauge, pins, needles, and a seam ripper. **PLEASE NOTE:** Sewing machines will be provided; however, you may bring your own sewing machine to class. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Students will receive supply list during the first class.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

3262-01 LKMS Th 6:00-9:00PM 9/6-10/4 Keeter

3262-02 LKMS Th 6:00-9:00PM 1/3-1/31 Keeter

**Genealogy****3205 BEGINNING GENEALOGY**

\$42 Senior Price \$33

Course will provide an overview of basic genealogy techniques for tracing family history using home records, census records and vital records (birth, marriage, death).

5 classes @ 1 hr ea 0.5 CEU 6 CPE

3205-01 RA W 2:30-3:30PM 9/5-10/3 Moore

3205-02 RA W 6:30-7:30PM 11/7-12/12 Moore

3206 INTERMEDIATE GENEALOGY

\$36 Senior Price \$29

This class will discuss the use of deed, probate, and non-census population records in genealogical research and demonstrate basic problem-solving techniques to resolve conflicting information. **PREREQUISITE:** Beginning Genealogy or basic genealogy knowledge.

4 class @ 1 hr ea 0.4 CEU 4.8 CPE

3206-01 RA W 2:30-3:30PM 10/10-10/31 Moore

3206-02 RA W 6:30-7:30PM 1/9-1/30 Moore

Fitness**3110 BEGINNERS YOGA**

\$64 Senior Price \$48

In this an introductory course to the ancient traditions of yoga you will learn the basic movements (asana), breathing exercises (pranayama), as well as experience guided meditation (yoga nidra) and group discussions on yoga philosophy. You will also learn correlates to the "energetic anatomy" of yoga each week via themes based on each of the 7 wheels (chakras) of the body.

PLEASE NOTE: Students should wear comfortable clothing and bring a yoga mat and water bottle. Yoga block is optional.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

3110-01 RA Tu 6:00-7:00PM 9/11-10/30 Wood

3110-02 RA Tu 6:00-7:00PM 11/13-1/15 Wood

NEW! 3111 ADVANCED YOGA

\$63 Senior Price \$48

This 90-minute yoga class blends traditional vinyasa and hatha yoga practices with yoga therapy concepts, human anatomy and physiology education. Each week will focus on a different muscle group, region of the body or organ system. We will demonstrate how yoga can be personalized for a home practice to generate vitality and wellness. **PREREQUISITE:** Experience with yoga, fitness or exercise. **PLEASE NOTE:** Students should wear comfortable clothing and bring a yoga mat and water bottle. Yoga block is optional.

8 classes @ 1.5 hrs ea 1.2 CEU 14.4 CPE

3111-01 RA Th 6:00-7:30PM 9/13-11/1 Wood

3111-02 RA Th 6:00-7:30PM 11/15-1/24 Wood

3120 A JOYFUL JOURNEY TO WEIGHT LOSS: MAKING PEACE WITH YOUR BODY

\$52 Senior Price \$41

Tired of diets, deprivation, and drama about your weight? Ready to nourish your body with what it's really hungry for, make slow but lasting changes, and be happy while on your journey to the weight you choose? This diet-free approach to weight loss focuses on body acceptance and the belief that you can have the life you want in the body you have now. Giving up on dieting isn't giving up on yourself; it's giving up false beliefs, self-criticism, and being hungry. This class will teach you how to make lasting changes in a body you accept, love, and take care of.

4 classes @ 1.5 hrs ea 0.6 CEU 7.2 CPE

3120-01 RA Th 6:30-8:00PM 11/15-12/13 McAbee

NEW! 3122 WEIGHT MANAGEMENT MADE EASY

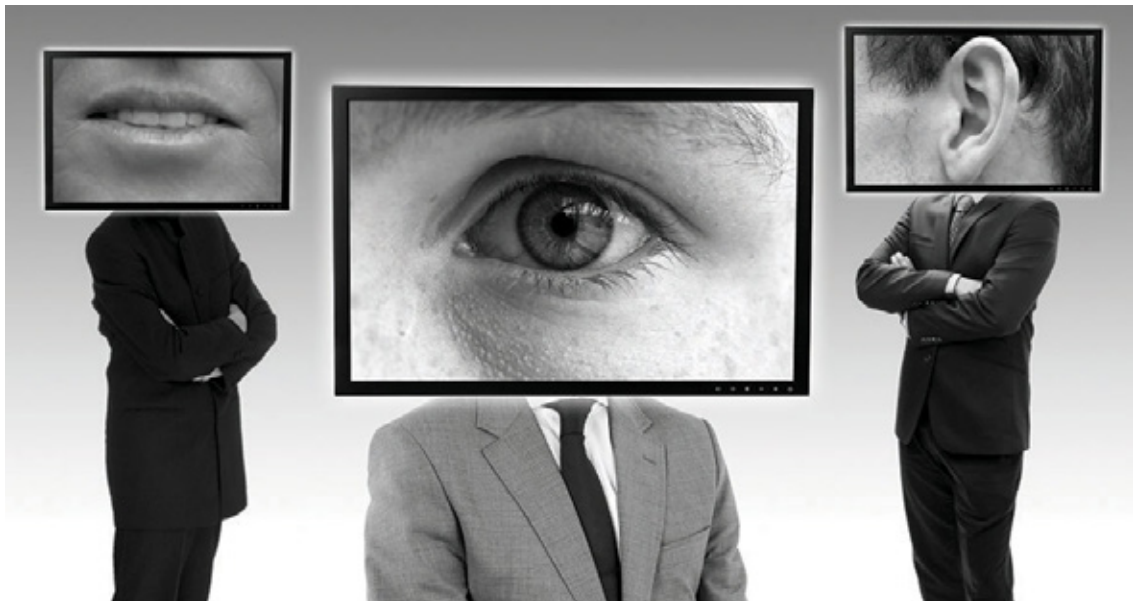
\$52 Senior Price \$41

Are you one of millions of Americans struggling to keep your weight down? Effectively managing your weight is as easy as you are willing to make it. This course will help you identify and understand which foods promote good health. Learn what you should eat to rid yourself of those unwanted pounds without the need of dieting.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE

3122-01 RA W 6:00-8:00PM 10/17-10/31 Tompanis

3122-02 RA W 6:00-8:00PM 1/9-1/23 Tompanis



Mental Health & Safety

3140 DON'T BE A VICTIM! ACTIVE SHOOTER & SITUATIONAL AWARENESS

\$33 Senior Price \$26

Protect yourself and your family! This course is designed to help you develop situational awareness techniques as a form of self-defense in active shooter and other dangerous scenarios. Learn how mental preparation and strategic avoidance, not physical force, can be used in various surroundings including home, elevators, gas stations and vehicles.

1 class @ 3 hrs ea 0.3 CEU 3.6 CPE

3140-01	RA Tu	6:00PM-9:00PM	9/11	Ocampo
3140-02	RA S	9:30AM-12:30PM	9/22	Ocampo
3140-03	RA Tu	9:30AM-12:30PM	10/2	Ocampo
3140-04	RA Tu	6:00PM-9:00PM	11/6	Ocampo
3140-05	RA S	9:30AM-12:30PM	11/17	Ocampo
3140-06	RA Tu	6:00PM-9:00PM	12/4	Ocampo
3140-07	RA S	9:30AM-12:30PM	1/5	Ocampo

3240 DECLUTTERING YOUR LIFE INSIDE & OUT

\$52 Senior Price \$41

If your life is stressed and out of balance, your home will be too. In this class, you will learn how to get and stay organized, use a variety of strategies for eliminating clutter, and identify blockages to progress. In addition to eliminating physical clutter, you will also learn to remove the emotional clutter, stress and negativity that keep us from fully enjoying our lives.

4 classes @ 1.5 hrs ea 0.6 CEU 7.2 CPE

3240-01	RA Th	6:30-8:00PM	9/6-9/27	McAbee
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NEW! 3241 DECLUTTERING 2: CREATING AN ORGANIZED LIFE

\$52 Senior Price \$41

This course will continue to clear out both physical and emotional clutter, freeing up your energy and time to focus on what really matters. Learn new daily habits and focus on developing organizational skills to create stress-free homes and lives. Living more simply, practicing self-care, and creating more space will help you clear out all the stuff (inside and out) that keeps you stuck. **PREREQUISITE:** Decluttering Your Life Inside & Out course (3240).

4 classes @ 1.5 hrs ea 0.6 CEU 7.2 CPE

3241-01	RA Th	6:30-8:00PM	10/11-11/1	McAbee
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NEW! 3103 VISION BOARD WORKSHOP

\$40 Senior Price \$33

Vision boards are visual representations of your goals and desires. Using the law of attraction, you will learn the SECRET to creating the lifestyle and future you desire. This hands-on workshop will explore where to start and how to create a vision board that will help you use your imagination and will motivate and guide you to reach your goals. Pictures will become symbols of your success, rewards, and opportunities for your life.

1 class @ 3 hrs ea 0.3 CEU 3.6 CPE

3103-01	RA Th	6:00-9:00PM	9/27	Gossman
3103-02	RA Th	6:00-9:00PM	10/25	Gossman
3103-03	RA Th	6:00-9:00PM	12/6	Gossman
3103-04	RA Tu	6:00-9:00PM	1/29	Gossman

Sign

3730 SIGN LANGUAGE 1

\$176 Senior Price \$146

This course is designed for students who have no knowledge of American Sign Language. The topics will cover basic signing vocabulary, finger-spelling, American Sign Language linguistic features, simple phrases and cultural protocols. Basic American Sign Language conversations will include answering questions; introductions and exchanging personal information; and discussing family, friends and surroundings.

PREREQUISITE: Student should be fluent in reading and writing the English language.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3730-01 RA M & W 6:00-8:00PM 9/24-10/17 Freeman

3731 SIGN LANGUAGE 2

\$152 Senior Price \$122

Expand vocabulary skills and learn to chain signs together. Simple grammatical concepts will be addressed and we will review all the signing skills in a fun classroom setting. Adapting signs as a means of alternative communication will be incorporated as needed. You will continue to focus on finger-spelling, numbers, structure, syntax and grammar. Learn how to develop the conversational/cultural behaviors necessary to hold a beginning level conversation. **PREREQUISITE:** 3730 *Sign Language 1* and/or previous Sign Language experience and knowledge of topics described in *Sign Language 1*. Textbook from *Sign Language 1, The American Sign Language Phrase Book with DVD 1st Edition*. ISBN-13: 978-0071759328. Textbook is not available for purchase at the ALC.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3731-01 RA M & W 6:00-8:00PM 11/5-12/5 Freeman

Spoken

3741 ITALIAN 1

\$164 Senior Price \$134

Learn Italian! This course, designed for absolute beginners, covers greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3741-01 LKMS Tu 6:00-8:00PM 9/4-10/30 Schaller

3761 SPANISH 1

\$164 Senior Price \$134

Learn Spanish! Designed for absolute beginners, this course covers greetings and basic communications for daily life situations while exploring the culture. Develop elementary skills in grammar, reading and writing.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3761-01 RA M 1:00-3:00PM 9/10-10/29 Reyes

3761-02 LKMS M 6:00-8:00PM 9/17-11/5 Correa

3761-03 LKMS W 6:00-8:00PM 9/12-10/31 Alvarez

3762 SPANISH 2

\$128 Senior Price \$98

If you took Spanish 1 or have some experience with the language, here is a chance to practice your conversation skills. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense; speaking will be emphasized. **PREREQUISITE:** *Spanish 1* and textbook, ISBN# 9781438074979, Barron's *Learn Spanish the Fast and Fun Way*. Textbook is not available for purchase at the ALC.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3762-01 RA M 1:00-3:00PM 11/5-1/14 Reyes

Saturday Spanish

NEW! 3772 CONVERSATIONS WITH ANA—SATURDAY SPANISH

\$33 Senior Price \$26

Meet on Saturdays in a relaxed atmosphere to discuss various topics with Ana Johnson, long-time ALC instructor. Each session will feature a new topic presentation and then you will practice your Spanish conversation skills. **Topics, course numbers and dates are:** *Making Friends* (3772-01) - 9/22, *Food* (3772-02) - 10/6, *Preventing Crime* (3772-03) - 10/20, *Music* (3772-04) - 11/3, and *Health Issues* (3772-05) - 11/17. Register for one, two, or all five courses. **PLEASE NOTE:** This class is for high intermediate and advanced Spanish students.

1 class @ 1.5 hrs ea 0.2 CEU 1.8 CPE

3772-01 RA S 10:00-11:30AM 9/22 Johnson

3772-02 RA S 10:00-11:30AM 10/6 Johnson

3772-03 RA S 10:00-11:30AM 10/20 Johnson

3772-04 RA S 10:00-11:30AM 11/3 Johnson

3772-05 RA S 10:00-11:30AM 11/17 Johnson

Join our team and teach for the Adult Learning Center!

Share your passion and expertise. The ALC is always in search of talented instructors with varied backgrounds and experiences to design new courses that are timely, beneficial, and fun. You could inspire someone to begin a new career, a new hobby or learn a new language. Browse our catalog and see where you fit into our family as an ALC Community Education instructor.

The ALC has offered quality education to Hampton Roads for over 50 years.

Please call 757-648-6063 for more information.



Music & Dance

2128 INTERMEDIATE GUITAR—PART 1

\$69 Senior Price \$53

For those who have taken previous introduction courses and/or have basic knowledge of chords, notes, strumming, picking technique, and basic theory gained elsewhere. This course focuses less on music reading and theory and more on ear training and improvisation. An introduction to *The Blues* is also included. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

2128-01 LKMS Tu 6:30-7:30PM 9/4-10/23 Allred

NEW! 2129 INTERMEDIATE GUITAR—PART 2

\$69 Senior Price \$53

This course is a continuation of *Intermediate Guitar—Part 1* (2128-01), and focuses on the integration of all previously learned skills and techniques to evoke Chord-Melody and solo playing. A continued study of *The Blues* is also included. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

2129-01 LKMS Tu 6:30-7:30PM 10/30-12/18 Allred

2170 BALLROOM & WEDDING DANCING

\$50

A variety of Smooth ballroom dances will be taught in each session. Examples of Smooth dances are *Foxtrot*, *Waltz* and *Tango*. You will learn the pattern, technique, and theory of each dance. **No experience is necessary.** TWO LEFT FEET are welcome! Come by yourself or have a friend or partner register and come too. **PLEASE NOTE:** Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes. Class is held at 757 Dance, 176 S. Rosemont Rd.

5 classes @ 1 hr ea 0.5 CEU 6 CPE

2170-01 OFF-SITE M 7:00-8:00PM 9/10-10/8 Staff

2170-02 OFF-SITE M 7:00-8:00PM 11/19-12/17 Staff

2171 SALSA, SWING & MORE!

\$50

A variety of Latin or Rhythmic ballroom dances will be taught in each session: Latin dances are *Cha-Cha*, *Salsa* and *Swing*. You will learn the pattern, technique, and theory of each dance. **No experience is necessary.** TWO LEFT FEET are welcome! Come by yourself or have a friend or partner register and come too. **PLEASE NOTE:** Bring hard sole shoes that you can comfortably turn on a wood/tile floor. Dance shoes are recommended: Latin, Smooth, or practice shoes. Class is held at 757 Dance, 176 S. Rosemont Rd.

5 classes @ 1 hr ea 0.5 CEU 6 CPE

2171-01 OFF-SITE Th 7:00-8:00PM 9/6-10/4 Staff

2171-02 OFF-SITE Th 7:00-8:00PM 1/3-1/31 Staff

Visual

2102 WATERCOLOR PENCILS

\$74 Senior Price \$58

You may find that watercolor painting lacks the control you long for, but you love the way it looks when finished. Watercolor pencils are the answer. The pencils give the artist control over their work and the ability to soften and blend colors to create strong drawings/watercolors.

PLEASE NOTE: Some drawing experience preferred.

Supply list available online at www.alc.vbschools.com.

Bring supplies to the first class.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2102-01 RA Th 6:00-8:00PM 9/13-10/4 Woodruff

2103 YOU CAN DRAW!

\$107 Senior Price \$83

Learn to sketch and draw in this class! Understanding shading, value, textures, and creative composition will take your drawings to a new level. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies and a reference photo or drawing to first class.

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

2103-01 RA Th 1:30-4:00PM 9/20-10/18 Wertheimer

2104 EASTERN WATERCOLOR

\$103 Senior Price \$79

Explore traditional watercolor techniques of China and Japan, using bamboo brushes, imported rice paper, and vibrant watercolor paints. Complete a painting at every class. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies and a reference photo or drawing to first class.

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

2104-01 RA M 1:30-4:00PM 9/17-10/15 Wertheimer

2105 INTRODUCTION TO WATERCOLOR: A WORLD OF COLOR AWAITS

\$103 Senior Price \$80

Discover how to paint in vibrant watercolors. In this beginner's watercolor class you will learn basic skills, techniques and painting strategies. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2105-01 RA Tu 6:00-8:00PM 9/11-10/23 Woodruff

2105-02 RA Tu 2:30-4:30PM 10/23-11/27 Woodruff

2106 INTERMEDIATE WATERCOLOR PAINTING

\$88 Senior Price \$69

You have learned the basics of watercolor. Now, you desire to improve your skills and learn more about this medium. This class will help you develop your skills and improve your control while you paint. Students will apply these skills and create their own masterpiece in class.

PLEASE NOTE: Supply list online at

www.alc.vbschools.com. Bring supplies to first class.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2106-01 RA Tu 6:00-8:00PM 11/6-12/4 Woodruff

Photography

NEW! 2141 ESPRESSO & COFFEE PAINTING—THE NEW WATERCOLOR

\$36 Senior Price \$29

Learn how to create a painting using espresso and coffee as your medium. Works of art are very similar to watercolors, but have a twist. Achieve dark and light shades in your work and learn to manipulate this drink into art. **PLEASE NOTE:** Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

1 class@ 2 hrs ea 0.2 CEU 2.4 CPE
 2141-01 RA Tu 2:30-4:30PM 10/9 Woodruff
 2141-02 RA Tu 6:00-8:00PM 12/18 Woodruff
 2141-03 RA Th 2:30-4:30PM 1/10 Woodruff

NEW! 2142 WATERCOLOR REFRESHER

\$74 Senior Price \$58

You took a watercolor class or two, and life got in the way. Let's get together to refresh your skills and remind you of all the basics. Return to the joy of painting!

PLEASE NOTE: Supply list available online at www.alc.vbschools.com. Bring supplies to first class..

4 classes@ 2 hrs ea 0.8 CEU 9.6 CPE
 2142-01 RA Th 6:00-8:00PM 1/3-1/24 Woodruff

Performing

2130 VOICE-OVERS...NOW IS YOUR TIME!

\$35

You've heard Bridget's voice in Samsung, Audible, and Mazda commercials, as well as Spanish Telenovela English translations. Now hear Bridget LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films and videos! Most people go about it the wrong way. Bridget will show you a unique, outside of the box way to cash in on one of the most lucrative full- or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen, as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!

1 class@ 2.5 hrs ea 0.3 CEU 3 CPE
 2130-01 RA M 6:30-9:00PM 9/24 Such A Voice Staff

2107 DIGITAL SLR CAMERA FOR BEGINNERS

\$69 Senior Price \$53

It is a daunting task to set a digital SLR so that you get that special picture. This course for beginners will demystify all those knobs, dials, buttons and menus on your DSLR, while also taking time to actually have you take pictures and rate them based on the knowledge in the "how to take pictures part of the course". **PLEASE NOTE:** Bring camera, all cables, extra batteries and instruction book to ALL classes. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

4 classes@ 2 hrs ea 0.8 CEU 9.6 CPE
 2107-01 RA Tu & Th 6:00-8:00PM 10/18-10/30 McGrady
 2107-02 RA W 6:00-8:00PM 11/28-12/19 McGrady

2109 DIGITAL CAMERA 2—SIMPLE PHOTO EDITING

\$36 Senior Price \$29

Continue your experience with the digital camera. Expand your knowledge of photography and learn the basics of photo editing and restoration. Picasa and Photo Shop Elements will be covered. This class will give you tips to capture amazing photos that will impress your family and friends! **PLEASE NOTE:** Bring camera, all cables, extra batteries and instruction book to ALL classes. A small picture is optional. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

2 classes@ 2 hrs ea 0.4 CEU 4.8 CPE
 2109-01 RA W 6:00-8:00PM 1/9-1/16 McGrady

2110 PRESERVE, ORGANIZE & SAVE YOUR PHOTOS!

\$33 Senior Price \$26

Overwhelmed by your photographs and digital photo files? Your family memories are worth organizing and preserving. This class provides an overview of photo scanning, different scanning options, the ABC's of photo organizing, Digital Photo Hub (DPH) organization, how to use a cloud for backup and the various cloud solutions. Learn how to preserve out-dated media (videotapes, slides, film reels, etc.). Also, the class will explore different ways to celebrate and share memories with photo gifts, framing, photo books and slide shows.

1 class@ 2 hrs ea 0.2 CEU 2.4 CPE
 2110-01 RA S 9:00AM-11:00AM 9/22 Parker
 2110-02 LKMS M 6:30PM-8:30PM 10/8 Parker

Take advantage of a free seminar!

This seminar requires individual registration using the link at the end of the description. You will not be able to register through our website, in person, or by mail. **PLEASE NOTE:** A confirmation email will not be sent, but you will be notified of any schedule changes.

DEVELOPING A HEALTHIER LIFESTYLE

Health advocate, Nick Tompanis, will discuss improving your health through natural dietary and lifestyle habits. Nick provides a holistic approach to managing your weight without dieting and explores strategies to significantly decrease the odds of developing various diseases. **Prepare for the holiday season with a new health regimen!**

Adult Learning Center, Saturday, November 3, 11:00AM–1:00PM.

Registration for this seminar is available only through <https://goo.gl/forms/snry1r2Gco7poeNF2>

**NEW! 2112 CREATING PHOTO BOOKS 101:
SIMPLE, FAST & FUN**

\$36 Senior Price \$29

Make a keepsake photo album using online software! Following step-by-step instructions you will learn how to use the software and upload your photos. You may bring up to 50 photos to the first session to be scanned for your project. If you do not have a project, the instructor will help you choose one. There will be one week between sessions so that you can work on your album at home. You will complete the book during the second session. While the software is free, the completed photo album must be purchased if you would like a printed copy. Prices start at \$19.99. You may continue using the free software after class is finished. **PREREQUISITE:** Basic computer skills. Course 2110, *Preserve, Organize & Save Your Photos!* is recommended. **PLEASE NOTE:** Bring your laptop to class. If you do not have a laptop, a limited number of ALC laptops will be available for use during class. Tablets are not recommended for this class. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2112-01 RA M 6:30-8:30PM 11/5-11/19 Parker

NEW! 2113 CREATE PHOTO GIFTS FOR CHRISTMAS

\$36 Senior Price \$29

Give the gift of memories for Christmas this year! Following step-by-step instructions you will learn how to use online software to upload your photos to create a special gift. You may bring up to 10 photos to the first session to be scanned for your project. You will complete the project during the second session. While the software is free, the completed project must be purchased. Prices for gifts currently range from 79 cents for each Christmas card; \$10 to \$20 for calendars/mugs/ornaments; \$19.99 and up for photo books; and \$24.99 and up for wall art projects. You may continue using the free software after class is finished. **PREREQUISITE:** Basic computer skills. Course 2110, *Preserve, Organize & Save Your Photos!* is recommended. **PLEASE NOTE:** Bring your laptop to class. If you do not have a laptop, a limited number of ALC laptops will be available for use during class. Tablets are not recommended for this class. ALC isn't responsible for any damage, loss or replacement of your personal equipment.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2113-01 RA M 6:30-8:30PM 11/26-12/3 Parker

