

**SPRING 2017**

**Loudoun County  
Adult Education  
Educación  
para Adultos**

[www.lcps.org/adulted](http://www.lcps.org/adulted)

LCPS – Adult Education  
21000 Education Court  
Ashburn, VA 20148

Tel: 571-252-1393 Fax: 571-252-1633

Email: [adult.education@lcps.org](mailto:adult.education@lcps.org)



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

# Adult Education Centers

Please visit our website for directions to each location:  
[www.lcps.org/adulted](http://www.lcps.org/adulted)

## The Adult Education Office is located at the:

**Loudoun County Public Schools  
Administrative Building  
Room 531  
21000 Education Court  
Ashburn, Virginia 20148**

## other locations

**C.S. Monroe Technology Center (MTC)**  
715 Children Center Rd. SW, Leesburg, VA 20175

**Dominion High School (DHS)**  
21326 Augusta Dr., Sterling, VA 20164

**Loudoun County High School (LCH)**  
415 Dry Mill Rd., SW, Leesburg, VA 20175

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

**Staff Training Center (STC)**  
43711 Partlow Road, Ashburn, VA 20147

**Stone Bridge High School (SBH)**  
43100 Hay Rd., Ashburn, VA 20147

**Woodgrove High School (WHS)**  
36811 Alder School Rd., Purcellville, VA 20132

# Spring Schedule 2017

<b>Jan 03</b>	Registration begins for General Classes. Does NOT include English for English Language Learners (ELL) GED courses Begin
<b>Jan 03</b>	ELL Registration - 5:00 p.m. —8:00 p.m. Administration Building 1st floor
<b>Jan 05</b>	ELL Registration - 5:00 p.m.—8:00 p.m. Administration Building 1st floor
<b>Jan 07</b>	ELL Registration 9:00 a.m.— 12:00 p.m. Administration Building 1st floor
<b>Jan 23</b>	Daytime ELL Classes Begin - Staff Training Center Evening ELL Classes Begin Loudoun County, Park View HS, Stone Bridge HS
<b>Jan 30</b>	General Adult Education Classes Begin. Refer to catalog (on the website) for specific class dates.
<b>Feb 20</b>	<i>Holiday</i> – President's Day No classes.
<b>Apr 10—14</b>	<i>Holiday</i> - Spring Break No classes.
<b>May 29</b>	<i>Holiday</i> - Memorial Day No classes.

## **Adult High School**

The Adult High School classes\* are designed for individuals who need between one (1) and twelve (12) 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 the adult education office (571) 252-1393.**

\*ENGLISH LANGUAGE PROFICIENCY IS REQUIRED FOR ALL GED®, Adult Basic Education, and Adult High School classes.

## **School Closings**

Classes will not meet when Loudoun County Schools are closed for holidays or inclement weather (teacher workdays are not considered holidays). Announcements will be made over local radio, TV stations and social media. **PLEASE DO NOT CALL SCHOOLS OR SCHOOL BOARD OFFICES.**

# Registration payments and process:

## General Classes

Registration can be completed online, [www.lcps/adulted.org](http://www.lcps/adulted.org) with **credit card payment** or **in person (only cash, money order, or check)** at: 21000 Education Court Room 531, Ashburn, VA 20148

## English for English Language Learners/GED Prep classes

Registration must be in person (only cash, money order, or check)  
Payments are due at the time of registration.

# Online registration procedures:

## Registration Link

[www.lcps.org/adulted](http://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**.

# General Information:

## 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.

## Senior Citizen

Citizens 60 years or older 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. 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 (**Initial fee will NOT be refunded**). Discounts are **NOT AVAILABLE** on English as a Second Language, Business/Career, Financial Awareness, Horticulture, Computer Technology/Software or Trade & Industry courses.

## Tuition Fees

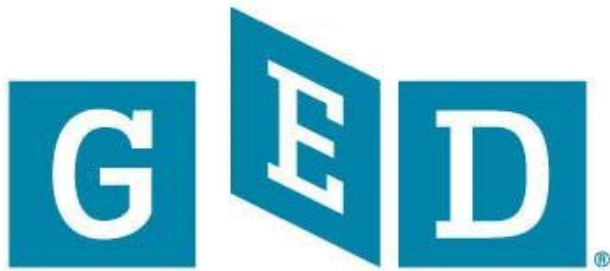
Payment is due when you register. Payments may be paid by credit card (Online Only and credit card fee(s) apply), check (returned checks are subject to a fee), money orders, or cash (exact change). Please Note: Credit Card payments are only processed with ONLINE REGISTRATIONS. Information regarding credit card payments can be found on the Adult Education website.

## Additional Fees

Some classes may require additional fees that are paid the first night of class. Please review the course descriptions regarding these fees. A Credit Card processing fee will be applied to the total.

## Refunds

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



# General Educational Development Test (GED®) Earning your GED® credential is just a click away!

## Adult Education Preparatory Class

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

## Placement Testing Information

The General Assessment of Instructional Needs (GAIN®) measures the English and math skills of adults, from basic literacy and numeracy to more advanced skills taught in secondary schools.

## The GAIN test is a computer-based, timed test.

45 minute Language Arts  
45 minute Math

To schedule an appointment, visit our website [www.lcps.org/adulted](http://www.lcps.org/adulted) or contact the Adult Education office at (571) 252-1393.

Test results, and final class recommendations will be sent emailed.

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

## 2016–17 GED Course Schedule

*\$20 Non refundable registration/testing  
\$160 Tuition Fee*

### 1st Session

August 1st—Orientation  
August 2nd—Classes begin  
October 13th—Classes end

### 2nd Session

October 17th—Orientation  
October 18th—Classes begin  
January 19th—Classes end

### 3rd Session

January 23rd—Orientation  
January 24th—Classes begin  
April 6th—Classes end

### 4th Session

April 17th—Orientation  
April 18th—Classes begin  
June 29th—Classes end

**For special accommodations,** Please contact the Adult Education office.

*Classes meet twice a week:*

**6:30pm - 9:00pm Stone Bridge High School  
43100 Hay Road, Ashburn, VA, 20147**

### Ready to take the GED test:

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

**Online** [www.ged.com](http://www.ged.com)

**Pearson VUE Call Center** 1-877-392-6433

*Loudoun County Adult Education's Pearson VUE testing site is located at C.S. Monroe Technology Center in Leesburg, VA.*

# English for English Language Learners

Loudoun County Adult Education offers ELL 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 13 weeks, 2.5 hours per class. All students **MUST** attend a registration/testing session prior to joining the ELL classes. Payment is due when you register.

**Classes start the week of January 23, 2017.**

**Tuition:**

The cost of ALL ELL classes are a total of \$170 for the 13 weeks. This includes \$150 for the class (books included) and a \$20 non-refundable registration/testing fee.

**Registration:**

Please come to one of the below dates to register for an ELL class. Registration will **ONLY** be done at the administration building for all locations. Childcare is not provided and children are not allowed at the registration session or during classes.

**Address for Registration:**

Administration Building  
21000 Education Court  
Ashburn, VA 20148

**Tuesday, January 3rd** 5:00 p.m.—8:00 p.m.  
**Thursday, January 5th** 5:00 p.m.—8:00 p.m.  
**Saturday, January 7th** 9:00 a.m.—12:00 p.m.

<p><b>Please bring the following Information to registration sessions:</b></p> <ul style="list-style-type: none"> <li>-Current, Non-expired Picture ID</li> </ul>	<ul style="list-style-type: none"> <li>-Proof of Current Address</li> <li>-Payment (cash exact change, check or money order)</li> </ul>
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**Daytime ELL Classes**

Daytime Classes meet at one location twice a week. Your instructor will contact you after the registration process with the specific day and time of your class.

**Times and Days:**

<p><b>Literacy</b> Mon. and Wed. 9:00 a.m. - 11:30 a.m.</p> <p><b>Beginning</b> Mon. - Wed. 11:25 a.m. - 2:15 p.m.</p>	<p><b>Intermediate</b> Tue and Thur 9:00 a.m. - 11:30 a.m.</p> <p><b>Advanced Classes</b> Tue and Thur 11:25 a.m. - 2:15 p.m.</p>
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**Ashburn Location:**  
Staff Training Center  
43711 Partlow Road, Ashburn, VA 20147

**Evening ELL Classes**

Evening classes meet at three different locations twice a week. All classes meet 6:30pm. to 9:00pm.

**Ashburn Location**  
**(classes are Tues/Thurs evenings)**  
Stone Bridge High School  
43100 Hay Road, Ashburn, VA 20147

**Leesburg Location**  
**(classes are Mon/Wed evenings)**  
Loudoun High School  
415 Dry Mill Road, Leesburg, VA 20175

**Sterling Location**  
**(classes are Mon/Wed evenings)**  
Park View High School  
400 W. Laurel Avenue, Sterling, VA 20164

# Inglés como Segundo Idioma

La educación para adultos del Condado de Loudoun ofrece clases de inglés a los residentes del Condado de Loudoun que desean mejorar su entendimiento del idioma inglés. Se proporciona la enseñanza en la lectura, escritura y en hablar el inglés. Las clases se ofrecen en varios niveles, la escritura y lectura a niveles avanzados, y se reúnen dos veces por semana por trece (13) semanas. Todos los estudiantes DEBEN asistir a la matrícula/evaluación del inglés antes de poder asistir a las clases de inglés. Se tiene que hacer el pago durante la matrícula/evaluación.

## Clases comienzan en la semana de 23 de enero de 2017.

### Costo del Curso:

El costo de las clases es de \$ 170 por 13 semanas. Esto incluye \$ 150 para la clase (libros incluidos) y una cuota de inscripción de \$ 20 no reembolsable.

### Inscripción:

Por favor asistir a una de las siguientes echas para inscribirse en una clase de ELL. La inscripción sólo se puede hacer en el edificio de administración para todas las ubicaciones. No se proporciona cuidado de niños.

### Dirección para inscribirse:

Edificio de Administración  
21000 Education Court  
Ashburn, VA 20148

**Martes, 3 de enero** 5:00 p.m.—8:00 p.m.  
**Jueves, 5 de enero** 5:00 p.m.—8:00 p.m.  
**Sábado, 7 de enero** 9:00 a.m. – 12:00 p.m.

<b>Por favor traer el día de la inscripción:</b>	-Pago para la inscripción—Efectivo
-Identificación con foto (NO expirada)	(monto exacto), Cheque o Money Order
-Comprobante de vivienda actual	

### Clases Diurnas

Las clases diurnas se reúnen dos veces por semana. Su instructor se pondrá en contacto con usted después del proceso de inscripción con el día y la hora específica de su clase.

### Horarios de Clases:

#### Básico I

#### (principiante)

lunes y miércoles  
9:00 a.m. - 11:30 a.m.

#### Intermedio

martes y jueves  
9:00 a.m. - 11:30 a.m.

#### Básico II

lunes y miércoles  
11:45 a.m. - 2:15 p.m.

#### Avanzado

martes y jueves  
11:25 a.m. - 2:15 p.m.

### Dirección:

Staff Training Center  
43711 Partlow Road, Ashburn, VA 20147

### Evening ELL Classes

Las clases nocturnas se ofrecen en tres lugares diferentes dos veces a la semana. Todas las clases son the 6:30pm - 9:00pm.

#### Ashburn

#### (martes y jueves)

Stone Bridge High School  
43100 Hay Road, Ashburn, VA 20147

#### Leesburg

#### (lunes y miércoles)

Loudoun High School  
415 Dry Mill Road, Leesburg, VA 20175

#### Sterling

#### (lunes y miércoles)

Park View High School  
400 W. Laurel Avenue, Sterling, VA 20164



# Additional English for English Language Learners Classes

Students **MUST** register **AND** submit payment before attending classes. All classes meet once a week, for 12 weeks. Registration Must be completed in-person at the Adult Education office or during an ELL Registration session. *(No senior discount available)*

## **ELL: Advanced Conversation - \$140**

Students are taught to develop competence in natural conversation. Focus on vocabulary and advanced grammar skills through conversation on topics of students choice dealing with cultural and daily challenges. Improvement in listening comprehension will be achieved through awareness-building drill and exercises. Online activities and homework will be expected.

**Start date:** week of January 30th **12 sessions**

**17101A STC** Fri., 9:00 a.m.–11:30 a.m. T. Dickerson

**17101B LCHS** Mon., 6:30 p.m. – 9:00 p.m. G. DiNardo

**17101C SBHS** Tues., 6:30 p.m. – 9:00 p.m. L. Buckman

## **17102A - ELL: English for Academic Purposes - \$140**

**Instructor:** TBA

The English for Academic Purposes (EAP) course provides language instruction for academic study in American universities. Language skills addressed include: listening comprehension, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development. Academic study skills addressed include: test taking and note taking skills, academic vocabulary usage, critical reading and writing, comprehending academic lectures, research and library skills, formal composition forms and development, including research papers.

**Start date:** 2/1/17; **12 sessions**

**Days:** Wednesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

## **17103A – ELL: Citizenship - \$140**

**Instructor:** E. Pierre Ceus

This class is designed to help students understand the US Constitution and will provide information and the practices needed to pass the citizenship process. Citizenship classes prepare participants for their interview and exam with U.S. Citizenship and Immigration Services.

**Start date:** 1/30/17; **12 sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Park View High School

## **ELL: Advanced Writing - \$140**

Focus on your writing skills. Topics include grammar, structure, formatting documents and revision. Students will be expected to produce progressively more sophisticated writing samples such as; paragraphs, summaries and essays. Students will develop writing portfolios of their work. Materials required: notebook and a 3-ring binder.

**Start date:** week of January 30th; **12 sessions**

**17104A PVHS** Mon., 6:30 p.m. – 9:00 p.m. A. Strickland

**17104B STC** Tues., 9:00 a.m. –11:30 a.m. K. Ahn

## **17105A – ELL: Advanced Reading & Vocabulary - \$140**

**Instructor:** A. Goodwin

Focus on developing a solid core of reading skills and increasing your vocabulary. 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.

**Start date:** 3/8/2017; **12 sessions**

**Days:** Wednesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Park View High School

## **17106A - ELL: Advanced Reading, Writing and Conversation- \$140**

**Instructor:** H. Banks

This course will be a blend of advanced reading, writing and conversation using every day materials and topics. Students will create a portfolio of written work and participate in small groups for conversations and reading activities. The class will include both paper and online activities.

**Start date:**1/30/2017; **12 sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

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

## Arts & Crafts

### **17107 Rotary Cut Quilt - Disappearing Hourglass - \$60**

**Instructor:** S. Wycoff

Whether you are a beginner quilter or have some experience, you can do the Disappearing Hourglass pattern. Learn the basics of rotary cutting and have an interesting lap quilt by the end of class. Please visit the [www.lcps.org/adulted](http://www.lcps.org/adulted) for required supplies.

**Start date:** 01/30/2017; **5 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Park View High School

## Photography

### **17110A - Photography: Introduction - \$140**

**Instructor:** N. May

This class is designed for inexperienced camera users. Learn camera operation, composition, exposure control and how to use settings and equipment for desired effects. Lecture, demo and practice. Outside assignments reinforce concepts presented. Supplies Required: Students must have access to a manually adjustable DSLR camera with owner's manual for each session.

**Start date:** 02/27/17; **10 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Park View High School

## Music

### **17111A Guitar Introduction - \$75**

**Instructor:** M. Campayno

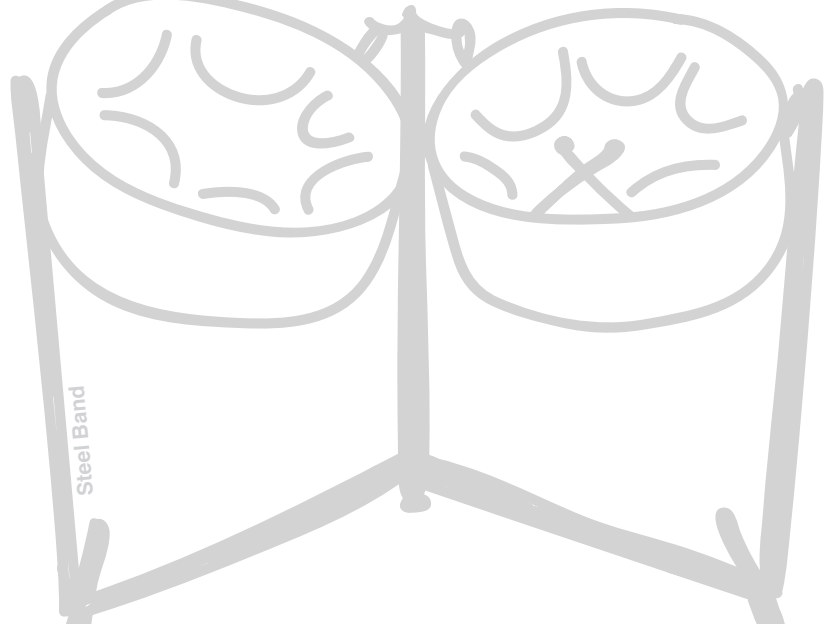
The course on beginning guitar is for those who have never played the guitar or have played previously and wish to refresh their playing skills. Course topics include: fingerpicking, strumming, chord progression memorization, tab and chord chart reading, beginning song writing, and guitar maintenance. Emphasis will be on developing a strong foundational technique and teaching yourself to learn songs. Materials required: guitar, picks and notebook/pencil. Optional Materials: electronic tuner and extra strings.

**Start date:** 04/20/2017; **5 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School



### **17153A Beginning Steel Band - \$140**

**Instructor:** M. Campayno

In this course, we will learn the fundamentals of playing the steel pan. We will explore a variety of Caribbean musical styles such as Soca, Regge, and Calypso. Our class will conclude with a public performance. Students do not need any music experience for this course. All levels welcome!

**Start date:** 03/13/2017; **10 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** River Bend Middle School

## Visual Arts

### **17108A - Paint a Masterpiece! - \$75**

**Instructor:** Dr. L. Fink

Learn the secrets of the modern masters of art (Cezanne, Gauguin, Matisse, Picasso) and apply them to your own canvas. If you've never picked up a brush before, this six week course will teach you how to copy signature works of these groundbreaking artists. Each had a unique approach to his subjects and developed techniques to capture emotion and beauty. When you understand how and why they painted the way they did, you can apply that to your own interpretation of their work. This is a hands on course. We will begin with basic color theory and sketching and make our way to completing your personal masterpiece. Designed to encourage the novice with no or minimal prior experience. Please visit the [www.lcps.org/adulted](http://www.lcps.org/adulted) for required supplies.

**Start date:** 03/15/2017; **4 Sessions**

**Days:** Wednesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

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

### **17109A - Basic Drawing and Beyond - \$120**

**Instructor:** D. Landau

This class is for those who would like to learn basic drawing skills, or for those who would like to refine the skills they have. Learn the tools of the trade, shading techniques, perspective and how to see beyond the obvious to make your drawings show off your personality. Every person has their own way of looking at the world, and with a better understanding of the basics of drawing you can put your visions on to paper. Most work will be done with pencil and ink, but may also incorporate color. Lecture, demos, and practice. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for supply/ textbook information.

**Start date:** 01/30/17; **8 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. - 9:00 p.m.

**Location:** Loudoun County High School

## **Horticulture/Floral**

*(No senior discount available)*

### **17112A - Designing a landscape for your home - \$ 110**

**Instructor:** D. Chaves

Lab Fee \$10. A hands-on course to assist in designing a personal landscape. Student will investigate plant materials suitable for their property. Bring a plant and photos of property to be designed. Students will have the option to use Landscape Pro, a computer program for design.

**Start date:** 02/28/17; **4 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Monroe Tech Center

### **17113A - Spring Floral Design - \$125**

**Instructor:** D. Chaves

This is a three weeks class in which you will create three distinctly unique fresh arrangements with themes to make spring come alive!. Lab Fee \$75 included in Tuition.

**Start date:** 03/28/17; **3 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Monroe Tech Center

### **17114A - Winter Wonders Floral Design \$125**

**Instructor:** D. Chaves

Brighten your winter with fresh floral designs. Students will enjoy creating and taking home winter wonderful designs to accent their home or office. Lab Fee \$75 included in Tuition.

**Start date:** 01/31/17; **3 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Monroe Tech Center

## **Business & Career**

*(No senior discount available)*

### **17115A - Voice-Overs...NOW is YOUR Time! - \$40**

**Instructor:** Dan Levine

In what could be one of the most enlightening 2 hours you've ever spent. This class will show how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside 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!(Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local advertising ADDY Awards and nominations.)

**Start date:** 3/14/17; **1 Session**

**Days:** Tuesday

**Time:** 6:30 p.m.– 9:00 p.m.

**Location:** Stone Bridge High School

### **17116A - Business Skills for Dining Professional - \$40**

**Instructor:** B. Cermola

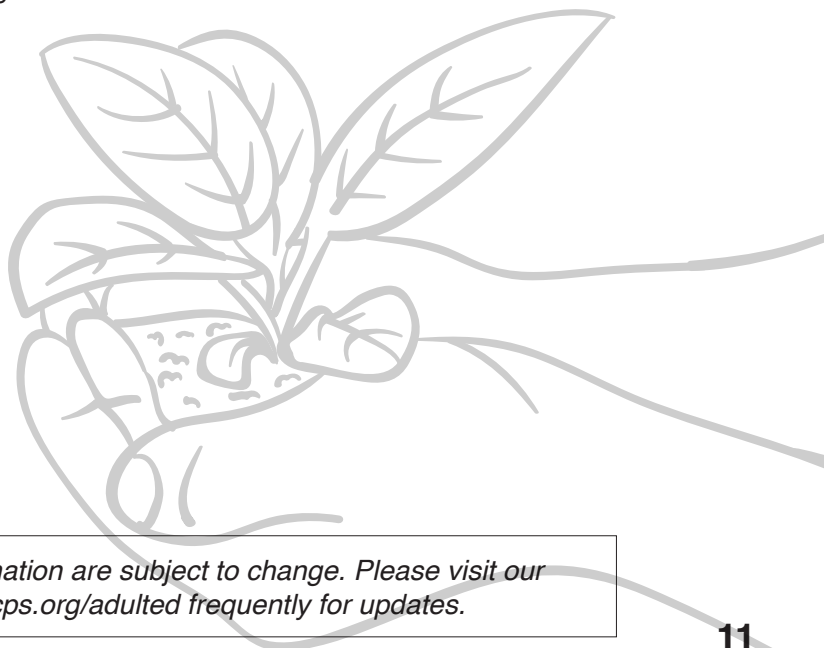
Polished table manners will distinguish you from the crowd in the business arena. Learn how to host luncheons/dinners like a diplomat; learn how to be the most gracious guest; dine with exquisite manners, and much more! Instructor will provide manual for \$20 each.

**Start date:** 04/25/17; **2 Sessions**

**Days:** Tuesday & Thursday

**Time:** 6:30 p.m.– 9:00 p.m.

**Location:** Dominion High School



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

### **17117A - Client Relations 101 \$100**

**Instructor:** B. Cermola

85% of your success depends on your communication skills! Learn how to develop your client relations skills and get ahead of your colleagues! In order to master dealing with clients you need to fall under certain criteria (or learn how to) and follow outlined steps that will get you there. Being great at client relations/customer service will open unsuspected doors that will boost your career.

**Start date:** 2/6/17; **8 Sessions**

**Days:** Monday

**Time:** 6:30 p.m.– 9:00 p.m.

**Location:** Loudoun County High School

### **How to Start and Run a Homebased Virtual Assistant Business \$50**

**Instructor:** C. Hardy

The virtual assistant (VA) industry has been growing and thriving for thirteen years strong! Consider this class a crash course in how to use YOUR administrative skill set to start and market your own homebased VA business, find your ideal clients, and make money in a new career you'll love. **1 Session**

**17118A DHS** Tuesday 3/7/2017, 6:30 p.m. – 9:00 p.m.

**17118B STC** Friday 4/21/2017, 11:45 a.m. – 2:15 p.m.

### **17119A - Let's Get You Office Ready! \$50**

**Instructor:** C. Hardy

Entering the workforce for the first time? Re-entering after having taken years off for personal reasons? Based on the Mock Office High School Program (a workplace readiness experience for teens), this 3-part course has been adapted for adults to help them get ready for today's fast-paced office environment. For the duration of each session, the classroom becomes a "company" that simulates the day-to-day activities of a bustling consulting firm with a fictitious roster of clients, and attendees become "employees" handling a host of tasks that help them update their skill set and expose them to some of today's popular technologies.

**Start date:** 3/14/17; **3 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m.– 9:00 p.m.

**Location:** Stone Bridge High School

## **Computer Software/Technology**

*(No senior discount available)*

### **17121A - Introduction to iPhone and iPad for Beginners - \$75**

**Instructor:** B. Cermola

The iPhone, Apple's smartphone, and the iPad, Apple's tablet computer, are very popular tools in our world today. In order to use them, we must learn how to operate their multi-touch screen and virtual keyboard. Both can also shoot video, take photos, play music, and perform Internet functions such as web-browsing and emailing. These are the basics we will cover in this class. Instructor will provide manual \$20 each.

**Start date:** 2/16/17; **4 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School

### **17120A - Intro to Twitter for Business Owners - \$75**

**Instructor:** B. Cermola

Have you wondered how Twitter works? In this beginners class you will learn how to navigate Twitter, how to connect with potential clients and allies, learn some basics and take advantage of this great marketing tool. Instructor will provide Manual for \$20.00 each.

**Start date:** 2/2/17; **2 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School



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

**17122A- Introduction to FB Business Pages for Beginners (Business Owners) - \$75**

**Instructor:** B. Cermola

Learn how to build your FB Business pages and take advantage of them. Learn basic strategies on how to attract more business and engage your audience. This course is for those that would like to start using FB as a business marketing tool for their business. Instructor will provide Manual for \$20.00 each.

**Start date:** 3/16/17; **2 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School

**17123A- Microsoft Word 2016 - \$100**

**Instructor:** L.Martel

Explore the possibilities you may create in this program! Creating professional documents, shortcuts, working with pictures, table labels will be discovered. Please bring a flash drive to the first class.

**Start date:** 3/06/17; **6 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

**17124A- Introduction to Facebook for Beginners - \$50**

**Instructor:** B. Cermola

If Facebook were a country, it would not have the third largest population in the world! Do you know how to navigate on Facebook? Are you worried about your privacy and safety? From sharing and keeping in touch with family and friends to marketing your business or starting a group, there is much to learn and even more to gain. Bring your laptop or tablet if you have Wi-Fi. Instructor will provide Manual for \$20.00 each.

**Start date:** 3/30/17; **2 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School

**17125A - Microsoft Word 2016 Beginner - \$120**

**Instructor:** R. Hatter

This class will introduce you to the basic commands, functions, and capabilities of Microsoft Office Word 2016. Prerequisites: A basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 1/18/17; **5 Sessions**

**Days:** Wednesday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center

**17126A - Microsoft Word 2016 Intermediate - \$120**

**Instructor:** R. Hatter

Learn more advanced commands and functions of MS Office Word. Topics include headers/footers, complete tables and graphics, and much more. Prerequisites: Previous experience with Word and a basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 3/1/17; **5 Sessions**

**Days:** Wednesday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center

**1127A - Microsoft Word 2016 Advanced - \$120**

**Instructor:** R. Hatter

Learn more advanced commands and functions of MS Office Word. Topics include organizing long documents, tracking and editing, sharing and securing content, macros, and integrating word other programs, and much more. Prerequisites: Previous experience with Word and a basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 4/19/17; **5 Sessions**

**Days:** Wednesday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center

**17128A - Microsoft Excel 2016 for Beginners - \$120**

**Instructor:** R. Hatter

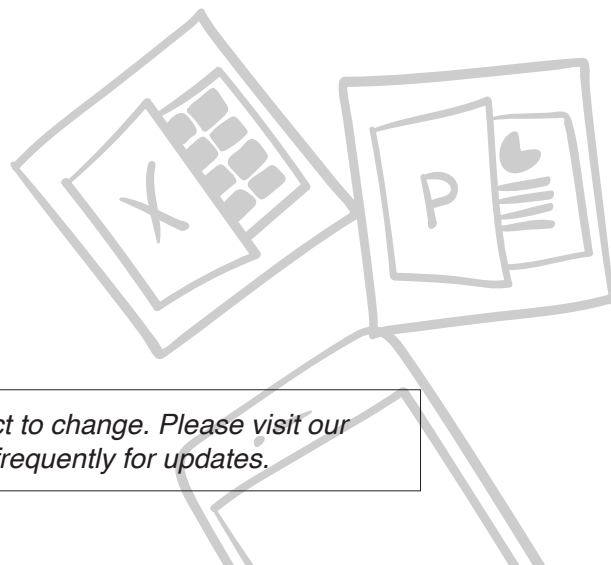
This class will introduce you to creating, editing, and printing spreadsheets. Topics also include format/customize worksheets, printouts and the use of charts. Prerequisites: A basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 1/19/17; **5 Sessions**

**Days:** Thursday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center



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### **17129A - Microsoft Excel 2016 Intermediate - \$120**

**Instructor:** R. Hatter

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 2010. Prerequisites: Previous experience with Excel and a basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 3/2/17; **5 Sessions**

**Days:** Thursday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center

### **17130A - Microsoft Excel 2016 Advanced - \$120**

**Instructor:** R. Hatter

Learn more advanced commands and functions of MS Office Excel. Topics include lookup functions, pivot tables, macros, advanced formatting, analysis tools, collaborating in excel, sharing workbooks, tracking changes, integrating excel with other programs, and much more. Prerequisites: Previous experience with Excel and a basic knowledge of Windows Skills. Please bring flash drive to the first class. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 4/20/17; **5 Sessions**

**Days:** Thursday

**Time:** 9:00 a.m. – 12:30 p.m.

**Location:** Staff Training Center

### **17131A -Microsoft Excel - \$100**

**Instructor:** A. Mahdi

This course is designed to go over intermediate and advanced Excel skills that are used in professional life. The course will go over tools and formulas such as format painter, conditional formatting, sum functions, Pivot Tables and VLOOKUP. There will be a booklet and an electronic file provided to the student. Prior knowledge of Excel is preferred as the course will not go over some of the basic elements of the program.

**Start date:** 1/31/17; **5 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School

## **Financial Awareness**

**(No senior discount available)**

### **17132A - How to Address the 16 Challenges of Retirement: Both Pre and Post Retirement - \$60**

**Instructor:** K. O'Neil

High level discussion of a holistic approach to retirement planning that categorizes, quantifies and identifies the challenges we all face as we prepare and enter into retirement (financial, legal, risk management, real estate, government "entitlements", etc.)

**Start date:** 3/6/17; **2 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

### **17133A - Estate Planning: Understanding Wills, Trusts and Estate Tax - \$30**

**Instructor:** M. Lench

Class discussion will cover the basics of wills, revocable trusts, durable financial powers of attorney, health care powers of attorney, and living wills. Additional topics include: intestate succession; probate and how to avoid it; property ownership; differences between revocable trusts and wills; a review of recent changes to estate and gift taxes and portability of the deceased spouse's exclusion amount.

**Start date:** 4/26/17; **1 Session**

**Days:** Wednesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

### **17134A - Women and Money: Financial Challenges in Retirement and How to Meet Them Head-On - \$50**

**Instructor:** R. Davidson

The prospect of retirement can be a welcome though somewhat nerve-racking change in your lifestyle. To help you understand the adjustments you will need to make, we will discuss the unique financial challenges women often face in preparing for retirement and solutions to help you take charge of your financial future and avoid those pitfalls. Session 1 will cover the need to establish retirement goals and how to overcome the retirement savings challenges that women often face. Retirement income planning and social security will be discussed in Session 2. The course will conclude with planning for long term care and estate planning basics.

**Start date:** 4/20/17; **3 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School

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## **Pre-Retirement Guide for Federal Employees - \$50**

**Instructor:** R. Davidson

If you are a Federal Employee, this class is for you! Get the information you need to make fully informed decisions about your retirement from Federal service. Session 1 will cover how your retirement, social security and survivor benefits are calculated. Health and life insurance benefits will be discussed in Session 2. The class will conclude by focusing on using the TSP to its fullest, now and during retirement.

**3 Sessions at each location**

**17135A LCHS** Wednesday 3/15/2016 6:30 p.m.– 9:00 p.m.

**17135B SBHS** Thursday 3/16/2016 6:30 p.m.– 9:00 p.m.

## **17136A - Financial Strategies for Successful Retirement - \$60**

**Instructor:** J. Kurtz

This retirement planning course teaches you to seek maximization of your income and see 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.

**Start date:** 2/21/17; **3 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School

## **7137A -Savvy Social Security Planning: What Baby Boomers Need to Know to Maximize Retirement Income - \$20**

**Instructor:** J. Kurtz

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

**Start date:** 2/7/17; **1 Session**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Dominion High School

## **Savvy Investing for Women - \$60**

**Instructor:** P. Sams

This course helps women overcome any feelings of helplessness about investments, enabling them to take charge of their financial futures. Learn all the information you need to know for successful money management, research, planning, and personal risk tolerance.

**1 Session at each location**

**17138A SBHS** Tuesday 1/31/2017 6:30 p.m.– 9:00 p.m.

**17138B DHS** Tuesday 3/07/2017 6:30 p.m. – 9:00 p.m.

**17138C SBHS** Tuesday 4/04/2017 6:30 p.m.– 9:00 p.m.

**17138D DHS** Tuesday 5/02/2017 6:30 p.m. – 9:00 p.m.

**17138E SBHS** Tuesday 6/13/2017 6:30 p.m. – 9:00 p.m.

## **Savvy IRA Planning for Boomers - \$60**

**Instructor:** P. Sams

This course will discuss everything you need to know about IRA's. From the nitty-gritty of contributions, deductions, taxation and Required Minimum Distributions to estate planning issues and planning for beneficiaries. Featuring the 7 Deadly IRA Sins.

**1 Session at each location**

**17139A SBHS** Tuesday 2/21/2017 6:30 p.m.– 9:00 p.m.

**17139B SBHS** Tuesday 3/14/2017 6:30 p.m. – 9:00 p.m.

**17139C SBHS** Tuesday 4/18/2017 6:30 p.m.– 9:00 p.m.

**17139D SBHS** Tuesday 5/16/2017 6:30 p.m. – 9:00 p.m.

**17139E SBHS** Tuesday 6/06/2017 6:30 p.m. – 9:00 p.m.

## **Foreign Languages**

### **17140A - French Intermediate - \$140**

**Instructor:** A. Bartley

This course is a continuation of French Beginners Course, and it is designed for the student who has a grasp of French grammar usage in the present and has limited use of future and some past tenses. We will build on reading, writing, speaking and listening in French. The course will be taught in the Parisian dialect and some cultural topics will be covered. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 1/30/17; **10 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

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### **17141A German: Beyond the Basics - \$140**

**Instructor:** A. Kunk

This intermediate course is focused on improving comprehension and spoken communication. You begin to engage in practical communications about topics such as living arrangements, travel, descriptions and short narratives. Cultural topics of German speaking nations are expounded upon.

**Start date:** 1/31/17; **10 Sessions**

**Days:** Tuesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School

### **17142A- Spanish Beginners - \$140**

**Instructor:** E. Navarro

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. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 1/30/17; **10 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

### **17143A Spanish Beyond Beginners - \$140**

**Instructor:** E. Navarro

Students will continue their study of a second language. Teaching will focus on extending vocabulary, grammar, and improving communication skills. Students will continue to use the four skills: listening, speaking, reading, and writing. Visit [www.lcps.org/adulted](http://www.lcps.org/adulted) for textbook/supply information.

**Start date:** 2/1/17; **10 Sessions**

**Days:** Wednesday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

### **162234A Spanish Advanced Reading/ Conversation - \$140**

**Instructor:** A. Goodwin Drazenovich

Advanced Reading and Conversation for students who have already taken Spanish and want to put in practice all what they have learned.

**Start date:** 3/3/17; **10 Sessions**

**Days:** Friday

**Time:** 9:00 a.m. – 11:30 a.m.

**Location:** Staff Training Center

### **17145A Introduction to Arabic Language & Culture - \$140**

**Instructor:** A. Nassar

This class is for students who have previous knowledge of the alphabet & basic phrases. However, since the class is 2.5 hours long, we are also able to accommodate serious beginners who are willing to make the effort to learn the alphabet in short time and are able to catch up to level of the other students in the class. The history, culture and geography of the region will also be discussed.

**Start date:** 2/16/17; **10 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School

## **Personal Improvement**

### **17146A The Writers Circle - \$100**

**Instructor:** W. Kent

For those who want helpful, constructive comments about works in progress, this course offers a writers group that aims to nurture, support, inspire, provide positive feedback, solve problems, offer editorial suggestions, and coping strategies concerning the general care for the writer's soul. Open to writers of all abilities, experience and genres. The two requirements are the courage to share your work with others, and the compassion to help others improve.

**Start date:** 2/2/17; **8 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Stone Bridge High School





### **17148A How to Have a Fabulous Wedding on a Realistic Budget - \$30**

**Instructor:** J. Welsh

You truly can have the wedding of your dreams. This course will provide real life solutions and creative ideas to plan a wedding without going bankrupt. Learn how to save on nationally advertised bridal gowns, veils and bridesmaids dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoons, attendant gifts and more.

**Start date:** 3/9/17; **1 Session**

**Days:** Thursday

**Time:** 6:30p.m. – 9:00p.m.

**Location:** Stone Bridge High School

## **Trade & Industry** *(No senior discount available)*

### **17149A Electricity for Homeowners - \$175**

**Instructor:** K. Rodney

Using both book-work and hands-on, learn electrical theory, safety, tools of the trade, materials and installation methods, lighting, receptacles, water heater, dryer and stove circuits, NEC requirements, remodeling and upgrading methods, service panels and more.

**Start date:** 2/2/17; **10 Sessions**

**Days:** Thursday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Monroe Technology Center

### **17150A Introduction to Welding Methods - \$220**

**Instructor:** TBD

This course will teach you the basic welding safety and technical training. Covering oxy-fuel welding and cutting, SMAW, GMAW.

**Start date:** 3/16/2017; **10 Sessions**

**Days:** Monday

**Time:** 6:30p.m.– 9:00p.m.

**Location:** Monroe Technology Center

### **17152A Furniture Stripping & Refinishing - \$240**

**Instructor:** W.Washington

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

**Start date:** 1/30/17; **12 Sessions**

**Days:** Monday

**Time:** 6:30 p.m. – 9:00 p.m.

**Location:** Loudoun County High School

## **LIKE US ON FACEBOOK & FOLLOW US ON TWITTER!**



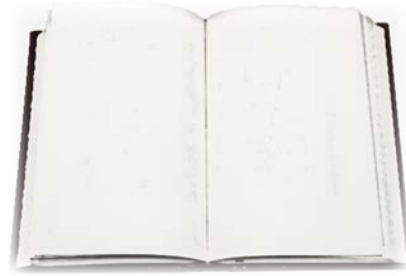
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# Share your **KNOWLEDGE**



## Spread your passion and teach for LCPS!

Loudoun County Public Schools is looking for passionate individuals who have knowledge to share. Be a part of our adult education team. We are looking for qualified individuals who want to give back to the community.

- Teach job skills
- Inspire someone to start another career
- Teach English to people from around the world
- Share your hobby and interests with others

### Teach...

**Arts and Crafts**

**HTML, JAVA, C#, C++**

**Business and Computer Software**

**English or Foreign Languages**

**Financial Awareness**

**Health – certified CPR/First Aid**

**Horticulture**

**Music**

**Personal Improvement**

**Photography**

**Trade and Industry – welding, electricity, HVAC, etc.**

To apply:

If you are a current LCPS employee, please email your resume, your area of interest and your PID# to [adult.education@lcps.org](mailto:adult.education@lcps.org).

If you are NOT a current LCPS employee, please go online and fill out an LCPS application at <https://apply.lcps.org/appentry/>. After filling out the online general LCPS application, email your PID# (system generated), along with your resume and area of interest to [adult.education@lcps.org](mailto:adult.education@lcps.org).

# Mail/In-Person Registration Form

Adult Education  
21000 Education Court  
Ashburn, VA 20148

CHECK NUMBER \_\_\_\_\_

All checks make payable to:  
**County of Loudoun - Adult Ed.**

NAME \_\_\_\_\_

ADDRESS (street) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

EMAIL (please print) \_\_\_\_\_

COURSE #	COURSE TITLE	START DATE	TUITION FEE	LOCATION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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EMAIL (please print) \_\_\_\_\_

COURSE #	COURSE TITLE	START DATE	TUITION FEE	LOCATION
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# Mai/In-Person Registration Form

Adult Education  
21000 Education Court  
Ashburn, VA 20148

CHECK NUMBER \_\_\_\_\_

All checks make payable to:  
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ADDRESS (street) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

EMAIL (please print) \_\_\_\_\_

COURSE #	COURSE TITLE	START DATE	TUITION FEE	LOCATION
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Ashburn, VA 20148

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CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

EMAIL (please print) \_\_\_\_\_

COURSE #	COURSE TITLE	START DATE	TUITION FEE	LOCATION
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