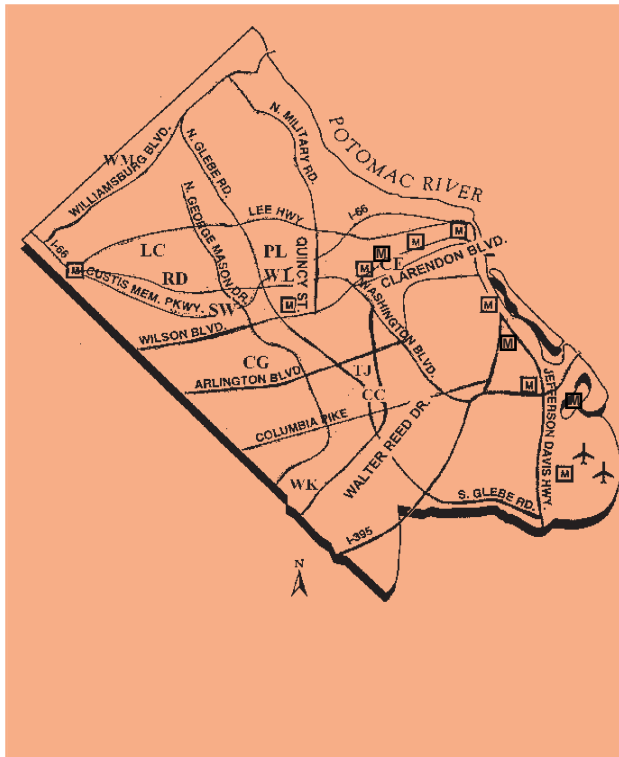


Adult Education Courses



INTERPRETING COURSE INFORMATION (SAMPLE)

Course name Course description Resident, Non-Resident, and Senior Citizen prices

Painting
Beginning through advanced oil and acrylic; supplies (approx. \$54).
\$149 Arl. Res. \$98 Arl. Sr. \$197 Non-Res. \$149 Non-Res. Sr.
FA-301 Glebe 11 6/7 T 1:00p McElvany 5-3 hr

Course number Location code Room number Starting date Day(s) course held Starting time Instructor Number of classes

Key to location codes:

- Ballston Mall - Adult Ed**, 4238 Wilson Blvd.
- Career Center**, 816 S. Walter Reed Dr.
- Clarendon Educ. Center**, 2801 Clarendon Blvd.
- Culpepper Garden Center**, 4435 N. Pershing Dr.
- Drew Model School**, 3500 S. 23rd St.
- Jefferson School**, 125 S. Old Glebe Rd.
- Kenmore School**, 200 S. Carlin Springs Rd.
- SEEC**, 2701 S. Nelson St.
- Swanson School**, 5800 N. Washington Blvd.
- Wakefield School**, 4901 S. Chesterfield Rd.
- Washington-Lee School**, 1301 N. Stafford St.
- Wilson School**, 1601 Wilson Blvd.
- Yorktown School**, 5201 N. 28th Street

Art Programs

Daytime Painting

Beginning through **advanced**, oil and pastel. Nothing required for first class which includes color interaction, mixing demonstration, and information regarding supplies (approx. \$100). **New** students call (703) 228-7200 for supply list.
\$199 Arl. Res. \$149 Arl. Sr. \$249 Non-Res. \$199 Non-Res. Sr.
FA-301A Drew Art Rm 9/16 W 9:30a McElvany 10-3 hr
FA-301B Drew Art Rm 9/17 Th 9:30a McElvany 10-3 hr

Daytime Beginning Watercolor Painting

Novices will have a chance to explore the wonderful world of watercolor. Students will learn techniques and apply them to individual interests in subject matter. It's all about color and seeing the world in a much more exciting way.
Call (703) 228-7200 for supply list.
\$155 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$155 Non-Res. Sr.
FA-302 Clarendon Ctr. 310 9/10 Th 9:30a Neville 8-3 hr

Watercolor Painting Workshop

Students will learn or improve their present artistic skills. Beginners need no previous experience. Continuing and advanced painters will work individually or in a group. **New** students call (703) 228-7200 for supply list.
\$149 Arl. Res. \$115 Arl. Sr. \$189 Non-Res. \$149 Non-Res. Sr.
FA-305 Wash Lee 1123 9/16 W 7:00p Simms 8-2½ hr

Pastel or Oil Painting

Beginning and **intermediate**. Students will work in pastel or oil with their own photographs or work from a still life. Individualized instruction provided. **New students** call (703) 228-7200 for supply list.
\$199 Arl. Res. \$149 Arl. Sr. \$249 Non-Res. \$199 Non-Res. Sr.
FA-307A Drew Art Rm 9/14 M 7:00p McElvany 10-3 hr
FA-307B Drew Art Rm 9/17 Th 7:00p McElvany 10-3 hr

Classical Drawing

This class is for all levels of students who desire to draw what they see. Using graphite, charcoal, and oil pastels, learn Old Master's techniques and develop their ability to draw. Call (703) 228-7200 for supply list.
\$129 Arl. Res. \$95 Arl. Sr. \$165 Non-Res. \$129 Non-Res. Sr.
FA-311A Drew Art Rm 9/17 Th 7:00p Corcoran 6-2½ hr
FA-311B Clarendon Ctr 310 9/18 F 9:30a Corcoran 6-2½ hr

Classical Drawing II

Prerequisite: This class is designed for those who love to draw and want to continue exploring portraits, landscapes, and still lifes. This class will emphasize individual projects. Call (703) 228-7200 for supply list.
\$129 Arl. Res. \$95 Arl. Sr. \$165 Non-Res. \$129 Non-Res. Sr.
FA-319A Drew Art Rm 11/5 Th 7:00p Corcoran 6-2½ hr
FA-319B Clarendon Ctr 310 11/6 F 9:30a Corcoran 6-2½ hr

Drawing Techniques

Explore a variety of approaches to drawing using ink wash, pen, pastel pencils and charcoal on white and toned paper. Drawing elements covered will include line, light and shade, hatching, blending and color temperature. Examples of contemporary, realistic and abstract drawings will be discussed. Beginning and advanced students welcome. Call for supply list.

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
FA-374 Wash Lee 1123 9/8 T 7:00p Ordoveza 6–2½ hr

Portrait Art

Prerequisite: Some previous drawing or painting experience is recommended. Learn to draw or paint portraits of your friends, family members or yourself using your own photo references. We will talk about how to take and choose the best photographs to work from. Composition, proportion, light and shade, hatching and blending will be discussed and we will look at examples of contemporary and historical portrait art. Call for supply list.

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
FA-376 Wash Lee 1123 10/27 T 7:00p Ordoveza 6–2½ hr

Calligraphy I - Learn the Fundamentals

Learn the fundamentals in this beginner's course that presents the basics. Learn how to see writing on a page, master Foundational Minuscule, and Roman capitals. Bring two pencils and rubber bands to the first class. Additional materials required (approx. cost of materials is from \$25 to \$65).

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
FA-315 Clarendon Ctr 308 9/14 M 7:00p Smith 6–2½ hr

Painting with Acrylics and Oils

Spend the morning painting in either acrylics or oils. New and experienced students will experiment with a variety of techniques in this project-oriented course. Teacher led instruction with an emphasis on individual interests. Both still-lives and photographs will be used as reference for paintings. Both painting techniques will be explored according to skill. Call us for supply list.

\$135 Arl. Res. \$100 Arl. Sr. \$170 Non-Res. \$135 Non-Res. Sr.
FA-330A Drew Art Rm 9/16 W 9:30a Corcoran 6–3 hr
FA-330B Drew Art Rm 11/4 W 9:30a Corcoran 6–3 hr

Acrylic Painting

Acrylic painting is clean and easy to transport. Great for traveling and sketching. Students will learn the fundamentals of color and composition using the acrylic medium. This class is designed for beginners and experienced students. Call (703) 228-7200 for supply list.

\$129 Arl. Res. \$95 Arl. Sr. \$165 Non-Res. \$129 Non-Res. Sr.
FA-320A Drew Art Rm 9/15 T 7:00p Corcoran 6–2½ hr
FA-320B Drew Art Rm 11/3 T 7:00p Corcoran 6–2½ hr

Stained Glass I

Using the lead method, students can build a beautiful sun catcher and a lamp or terrarium design. Students can choose from four eye-catching patterns. Instructor will put emphasis on good glass cutting and soldering skills. Students notified at the first class of tools needed. Approximate cost of materials is \$100. Tech. Ed. Lab.

\$149 Arl. Res. \$115 Arl. Sr. \$189 Non-Res. \$149 Non-Res. Sr.
FA-322 Kenmore 9/14 M 7:00p Booher 8–2½ hr

Stained Glass II

Prerequisite: Stained glass I or knowledge of glass cutting. Any project of your choice with emphasis on good design and advanced techniques using the copper foil method. Students are notified of materials needed at first class. Taught in the Tech. Ed. Lab.

\$149 Arl. Res. \$115 Arl. Sr. \$189 Non-Res. \$149 Non-Res. Sr.
FA-323 Kenmore 9/15 T 7:00p Booher 8–2½ hr

Mosaics I

Make your own unique mosaics. Beginners learn the basic terms and techniques of mosaic art including layout, design, gluing, grouting, and finishing. Students will complete three simple projects on a variety of surfaces that will increase in degree of difficulty. Supply fees are included in the cost of the tuition. Kenmore Middle School, Tech. Ed. lab.

\$130 Arl. Res. \$115 Arl. Sr. \$150 Non-Res. \$130 Non-Res. Sr.
FA-324A Kenmore 9/9 W 7:00p Nowak 4–2½ hr
FA-324B Kenmore 10/7 W 7:00p Nowak 4–2½ hr

Mosaics II

This class is designed for students with some basic mosaic experience. Students will build on current skills to create a project large in scope and more focused on design. Students will make a custom designed table or with instructor approval, students can work on their own projects. Call for material information. Kenmore Middle School, Tech. Ed. lab.

\$150 Arl. Res. \$135 Arl. Sr. \$170 Non-Res. \$150 Non-Res. Sr.
FA-325 Kenmore 11/4 W 7:00p Nowak 4–2½ hr

Clay - The Art of Slab Construction

Learn to make fine art ceramic pieces using slab construction. The instructor will demonstrate all of the steps in the process and give individual help as needed. Focus will be on the design of utilitarian pieces as fine art, but abstract ideas are welcomed. There will also be an emphasis on incorporating a variety of textures in your work. The cost for the course includes all materials and firing. Beginners to advanced levels are welcome!

\$170 Arl. Res. \$140 Arl. Sr. \$215 Non-Res. \$170 Non-Res. Sr.
FA-370 Kenmore Art Rm 9/10 Th 6:30p Wilson 8–2½ hr

Explore the Art of Sculpting

Figurative sculpture is a basic, studio course designed for beginning students. It explores the skills and techniques necessary for clay modeling. Students will approach their sculptures from an academic standard of accuracy, proportion and balance. Students will work with terra cotta and build self-supporting hollow sculptures that will be ready to fire in a kiln. Call 703-228-7200 for supply list.

\$159 Arl. Res. \$135 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
FA-373 Drew Art Rm 9/14 M 7:00p Pontes 8–2½ hr

Floral Arrangements

All floral design classes will be held at Buckingham Florist, 301 North Glebe Rd., Arlington.

Fresh Flower Arrangements

Students will learn how to assemble and arrange lovely floral designs. Topics will include the conditioning and preparation of flowers, composing designs for a variety of containers, proper use of greens and fillers and basic color combinations and shapes. Material fee of \$75 payable to instructor. Bring sharp hand clipper or scissors to class.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
FA-354A 9/1 T 7:30p Kim 3- 1½ hr
FA-354B 9/29 T 7:30p Kim 3- 1½ hr

Holiday Floral Arrangements

Students will learn how to make a beautiful assortment of holiday theme arrangements. Something special for a holiday party or elegant decor for your home. Add a personal touch to this festive time of year with custom floral arrangements. Material fee of \$85 payable to instructor. Bring hand clipper or scissors to class.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
FA-355 10/27 T 7:30p Kim 3- 1½ hr

Photography and Video

Beginning Photography

This beginning photography course combines the classroom and darkroom! Learn about camera operation (shutter speeds, f/stops, exposure metering), film selection (black-and-white, color), lenses and filters, and other technical topics. Develop darkroom skills in black-and-white film processing and printing. (Students provide own film and paper.) Camera required: 35mm adjustable camera with built-in meter preferable. No automatic-only cameras. Bring unloaded camera (with instruction manual, if possible) to first class. Course is taught in the Photo Lab.

\$155 Arl. Res. \$115 Arl. Sr. \$199 Non-Res. \$155 Non-Res. Sr.
FA-340 Career Ctr 233 9/15 T 7:00p Magee 8-3 hr

Intermediate/Advanced Photography

Prerequisite: You must have taken an introductory class (doesn't have to be an Arlington class) in B&W film developing and using an enlarger before joining. Rediscover the hands-on darkroom experience of black and white photography. Lessons taught weekly, but majority of time will be spent in the darkroom. 35mm adjustable camera required. Bring old negatives if possible. Printing starts the first class. Professional presentation of photos including how to mat your pictures will be covered. **Intermediate** students on Monday.

Advanced students on Wednesday.
 \$155 Arl. Res. \$115 Arl. Sr. \$199 Non-Res. \$155 Non-Res. Sr.
FA-345A Career Ctr 233 9/14 M 7:00p Uravitch 8-3 hr
FA-345B Career Ctr 233 9/16 W 7:00p Uravitch 8-3 hr

Jewelry Making

Jewelry Making - Basics

Learn the basics for jewelry making. We will cover techniques such as stringing, knotting and wire wrapping. During class you will make a strung bracelet, a silk knotted bracelet, a wire wrapped bracelet. Students will also make matching sets of earrings.

\$95 Arl. Res. \$75 Arl. Sr. \$120 Non-Res. \$95 Non-Res. Sr.
HE-330A Jefferson Art Rm 9/15 T 7:00p Joy 3-2½ hr
HE-330B Jefferson Art Rm 11/10 T 7:00p Joy 3-2½ hr

Jewelry Making - Beyond the Basics

Prerequisite: Jewelry Making - Basics or previous experience. Using more advanced techniques, create a wrapped cuff bracelet, motion bracelet, floating necklace and a multi-strand necklace. Create beautiful jewelry made by you.

\$95 Arl. Res. \$75 Arl. Sr. \$120 Non-Res. \$95 Non-Res. Sr.
HE-331A Jefferson Art Rm 10/6 T 7:00p Joy 3-2½ hr
HE-331B Jefferson Art Rm 12/1 T 7:00p Joy 3-2½ hr

Jewelry Making - The Next Level

Prerequisite: Jewelry Making - Beyond the Basics or previous experience. Building on the techniques discussed and practiced in previous classes, students can be more creative in making new designs and forms of jewelry to fit their own creative style.

\$130 Arl. Res. \$105 Arl. Sr. \$160 Non-Res. \$130 Non-Res. Sr.
HE-335A Jefferson Art Rm 9/14 M 7:00p Joy 5-2½ hr
HE-335B Jefferson Art Rm 11/2 M 7:00p Joy 5-2½ hr

Digital Photography - An Introduction

Class is designed for beginning photographers using digital cameras. Students will better understand their equipment and many functions that today's cameras have to offer. Fundamental concepts of photography will be covered, including composition, lighting, motion, and we will also explore the artistic side of digital photography. Projects will be assigned and photo critiques provided.

\$130 Arl. Res. \$95 Arl. Sr. \$170 Non-Res. \$130 Non-Res. Sr.
FA-341A Clarendon Ctr 213 9/14 M 7:00p Wingfield 8-2 hr
FA-341B Clarendon Ctr 308 9/29 T 7:00p Capriola 8-2 hr
FA-341C Clarendon Ctr 213 10/3 Sa 10:00a Capriola 8-2 hr
FA-341D Clarendon Ctr 308 12/1 T 7:00p Capriola 8-2 hr
FA-341E Clarendon Ctr 213 12/5 Sa 10:00a Capriola 8-2 hr

Digital Photography - The Next Level

Prerequisite: FA-341 or equivalent knowledge. Students will build on the skills discussed and practiced in previous introductory class. More advanced concepts in photography, especially those working with DSLR cameras, will be elaborated on, including proper lighting. Shooting pictures right the first time and the manipulation of images using Adobe PhotoShop and layering techniques will be discussed. Projects will be assigned and photo critiques provided.

\$130 Arl. Res. \$95 Arl. Sr. \$170 Non-Res. \$130 Non-Res. Sr.
FA-359A Clarendon Ctr 213 9/16 W 7:00p McKinley 8-2 hr
FA-359B Clarendon Ctr 213 9/10 Th 7:00p Lupo 8-2 hr
FA-359C Clarendon Ctr 206 11/2 M/W 7:00p Steele 8-2 hr

Adult Education Program (703) 228-7200

Digital Photography - Advanced

Prerequisite: Digital Photography - The Next Level with Instructor McKinley or instructor permission (contact instructor via email ob@scene4productions.com), and the use of a DSLR camera. With the instructor's guidance, students will learn to maximize the use of their equipment to capture professional looking images. This course is designed to engage students with hands-on activities. Be creative, both behind the camera and on the computer! Class size limited to 9 students.

\$70 Arl. Res. \$55 Arl. Sr. \$95 Non-Res. \$70 Non-Res. Sr.
FA-379 Clarendon Ctr 213 11/18 W 7:00p McKinley 4-2hr

Digital Studio Photography

Prerequisite: FA-341 or equivalent knowledge. Using the photography studio at the Arlington Career Center, students will shoot photos in a studio environment. Learn how to take professional looking portraits and still-life shots. There will be plenty of discussion of camera use, proper exposure and lighting and photo manipulation using Photoshop. Unlike other classes, this class will focus on the studio aspect of photography and not on outdoor shooting.

\$120 Arl. Res. \$90 Arl. Sr. \$150 Non-Res. \$120 Non-Res. Sr.
FA-383 Career Ctr 233 9/30 W 6:00p Fleischer 6-3hr

Zooms and Megapixels: Buying Your New Digital Camera

Thinking about buying a digital camera, but confused about megapixels and storage cards? This class will demystify the features of typical digital cameras and show how they can help you meet your goal of taking good pictures. We'll discuss how you can use your computer as a "digital darkroom" and provide you with guidance for making an informed purchase.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
FA-349 Clarendon Ctr 203 9/17 Th 7:00p Gutnick 1-2½ hr

Arlington Adult Ed. Camera Club and Photo Forum

Join other local photographers and facilitator in our monthly photography club at the Arlington Career Center. The club will meet year-round, except July & August. Photographic image-makers will come together in a social setting to discuss ideas and trends in photography, listen to speakers and guests from the arts/industry and visit photography galleries and studios in the visual arts-rich metro DC area. Shooting assignments, critiques and techniques will also be provided and discussed. Career Center, Learning Lab. Second Tuesday of each month unless field trip scheduled for weekends. Club Membership \$110 - good for one year.

FA-367 Career Ctr 9/8 T 7:00p 10-2½ hr

Holiday Photography

Prerequisite: Must know how to develop black-and-white film and how to use an enlarger. Making your black and white photos into cards; matting photos and how to take holiday and winter pictures and toning will be covered. Students will provide their own mat board.

\$89 Arl. Res. \$69 Arl. Sr. \$115 Non-Res. \$89 Non-Res. Sr.
FA-343 Career Ctr 233 11/23 M 7:00p Uravitch 4-3hr

Pack Philadelphia in Your Camera Bag

Join Kyla Lupo, Arlington Adult Education Instructor and photographer to Philadelphia, Pennsylvania for a three day two night exploration in digital photography. Students will shoot photos of historic sites, modern cityscapes and the natural beauty and charm of one of our country's oldest cities, all the while polishing their camera skills and searching for the illusive "perfect shot". A photo critique session is scheduled for the Wednesday following the trip. **Prerequisite:** FA-341 or equivalent knowledge. Limited to 10 students. Instructor will provide materials list, transportation options, hotel options and meeting point via e-mail prior to trip.

FA-381 Oct. 9, 10 & 11 - (Critique 10/14 @ 7pm) - Cost \$145.

Pack New York in Your Camera Bag

Kyla Lupo's travel photography class heads off to New York City for spectacular fall colors and cityscapes. Spend time taking photos in Central Park, Rockefeller Center, lower Manhattan and more. Capture the lights of the city with an evening session devoted to shooting long exposure photographs. Bring your questions and sense of adventure! A photo critique session is scheduled for the Wednesday following the trip. **Prerequisite:** FA-341 or equivalent knowledge. Limited to 10 students. Instructor will provide materials list, transportation options, hotel options and meeting point via e-mail prior to trip.

FA-382A Oct. 23, 24, & 25 (Critique 10/28 @ 7pm) - Cost \$155

FA-382B Dec. 4 & 5 - (Critique 12/9 @ 7pm) - Cost \$115

Digital Camera and Basic Photo Editing

Students will learn the steps needed to use a digital camera and how to do basic photo editing using Adobe Photoshop Elements. Learn what you should have in your camera bag, how to download pictures onto your computer, how to use resizing techniques, and how to save your digital photos so they will last. If you have a digital camera, bring it to class.

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
FA-336A Claren. Ctr 206 9/10 Th 10:00a Drumheller 5-2½ hr
FA-336B Wash. Lee 1117 9/16 W 7:00p Lupo 5-2½ hr
FA-336C Claren. Ctr 211 9/29 T 7:00p Hilz 5-2½ hr

Introduction to Digital Video Production

This hands-on workshop covers the basic principles and techniques of video production. Areas covered in class will include basic video technology, pre-production planning, scripting, field shooting, lighting, sound and editing. Students will be working on projects that later will be used as promotional material for community education.

\$140 Arl. Res. \$105 Arl. Sr. \$185 Non-Res. \$140 Non-Res. Sr.

GI-738 Career Ctr TV Lab 9/17 Th 7:00p Krishna 6-2½ hr

Advanced Lighting for Video and Photography

More complex lighting patterns will be set-up to create distinct areas of highlights and shadows on the model(s) present and to give depth perspective on backgrounds. Students will be introduced to grip kits including: soft-boxes, umbrellas and other diffusers, warming and cooling gels and cookies. This class is great for photographers as well as for those shooting video.

\$59 Arl. Res. \$45 Arl. Sr. \$70 Non-Res. \$59 Non-Res. Sr.

GI-736 Career Ctr TV Lab 10/29 Th 7:00p Krishna 2-2½ hr

Advanced Cinematography

Learn the art of shooting with a prosumer video camera. Learn advanced camera tips and techniques for many categories of video programming including sit down interviews, B-Roll, and scripted narratives. We will also explore the moving camera, iris controls, rack focus & lenses.

\$59 Arl. Res. \$45 Arl. Sr. \$70 Non-Res. \$59 Non-Res. Sr.
GI-737 Career Ctr TV Lab 12/3 Th 7:00p Krishna 2-2½ hr

Advanced Sound for Video Productions

Students will learn more advanced sound recording techniques, including the use of a mixer and multiple microphones. Practical exercises will be used to record with different mics and set-up a sound mixer.

\$59 Arl. Res. \$45 Arl. Sr. \$70 Non-Res. \$59 Non-Res. Sr.
GI-739 Career Ctr TV Lab 11/10 T 7:00p Krishna 2-2½ hr

Music Classes

Piano for Beginners

Finally learn how to play the piano. Class is designed for students who have no experience playing the piano. Students will learn basic chords, placement, musical scales and terms. Students will play music each class. Music kit will be provided. Limited enrollment. A \$23 Text fee payable to instructor is required.

\$125 Arl. Res. \$90 Arl. Sr. \$165 Non-Res. \$125 Non-Res. Sr.
MU-110A N. Emerson St. 9/22 T 9:30a Lee 8-2 hr
MU-110B N. Emerson St. 9/22 T 7:00p Lee 8-2 hr
MU-110C N. Emerson St. 9/24 Th 7:00p Lee 8-2 hr

Piano Refresher Course

This course offers instruction for students wishing to renew their acquaintance with musical fundamentals and their former piano training. This course is for anyone who took piano lessons "way back when". Class will cover basic music theory and musical notation. Assistance will be provided in reviewing and renewing the piano expertise you once had. Limited enrollment. A \$23 Text fee payable to instructor is required.

\$125 Arl. Res. \$90 Arl. Sr. \$165 Non-Res. \$125 Non-Res. Sr.
MU-115 N. Emerson St. 9/24 Th 12:00p Lee 8-2 hr

Guitar - Workshop

This is an exploratory class designed for students who have no experience playing the guitar. The instructor will provide the basic knowledge of the instrument and teach students how to tune and maintain it, as well as change strings, use a tuner, proper finger placement and more. Students are required to bring their own guitar (acoustic). Handouts provided. Call for classroom information.

\$29 Arl. Res. \$25 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
MU-099 Ballston Mall 9/9 W 7:00p Doyle 1-2 hr

Guitar - Beginning I

This class is designed for students who have no experience playing the guitar. Beyond learning basic music theory, students will learn chords, strumming patterns, finger placement, and several scales. Students are required to bring their own guitar (acoustic). Assignments / handouts will be provided. For classes at Ballston Mall, call for classroom information.

\$120 Arl. Res. \$89 Arl. Sr. \$159 Non-Res. \$120 Non-Res. Sr.
MU-100A Claren. Ctr 300 9/15 T 7:00p Brown 8-1½ hr
MU-100B Ballston Mall 9/14 M 7:00p Doyle 8-1½ hr
MU-100C Ballston Mall 10/7 W 7:00p Schreiber 8-1½ hr

Guitar - Beginning II

Prerequisite: Guitar Beginning I or equivalent experience.

This class is continue to assist students learn chords, strumming patterns, finger placement, and several scales. Students are required to bring their own guitar (acoustic). Handouts provided. Call for classroom information.

\$120 Arl. Res. \$89 Arl. Sr. \$159 Non-Res. \$120 Non-Res. Sr.
MU-101A Ballston Mall 9/8 T 7:00p Doyle 8-1½ hr
MU-101B Ballston Mall 11/3 T 7:00p Doyle 8-1½ hr

Voice Lessons for Adults - Level I

This Voice Lesson class is designed for students who want to improve and develop their singing talents. This class is for beginners and for those who have not experienced singing lessons or techniques before. Students will learn singing basics which will include methods of warm up, breath control, clear singing pronunciation of lyrics, scales, and terminology. Students will practice singing songs throughout the course.

\$120 Arl. Res. \$89 Arl. Sr. \$159 Non-Res. \$120 Non-Res. Sr.
MU-201A Career Ctr 229 9/9 W 7:00p Frederick 6-2 hr
MU-201B Career Ctr 229 9/15 T 7:00p Jugdersuren 6-2 hr
MU-201C Career Ctr 229 9/17 Th 7:00p Jugdersuren 6-2 hr

Voice Lessons for Adults - Level II

This class is a continuation of Voice Lessons for Adult level I. Students will continue to develop breath control, singing pronunciation of lyrics, scales, and terminology. Students will practice singing songs throughout the course.

\$120 Arl. Res. \$89 Arl. Sr. \$159 Non-Res. \$120 Non-Res. Sr.
MU-204 Career Ctr 229 11/3 T 7:00p Jugdersuren 6-2 hr

Adult Education Program (703) 228-7200

Introduction to Music Theory & Basic Composition

Ever wonder how music was written? Would you like to write your own song but didn't know where to start? Learn to compose your own music by learning basic music composition skills. Explore music notation, tonality, basic rhythms, basic chord structures, and listening skills that are needed to compose music. Students will develop an understanding of relative pitch, verbal musical literacy, and an ability to listen actively. Students will explore the basics of composition towards the end of the course. Text: Practical Theory Complete ISBN 0-88284-225-0.

\$149 Arl. Res. \$115 Arl. Sr. \$189 Non-Res. \$149 Non-Res. Sr.
MU-220 Career Ctr 229 9/14 M 7:00p Frederick 8-2½ hr

Sight-Singing for the Singer

This six-week course is designed for any singer (choral, jazz, pop, etc.) that can not read music. Develop skills in sight-reading and sight-singing just like the professional musicians. Emphasis will be placed on understanding rhythms, how to sing melodic major and minor scales, intervals and much more. Students will also learn how to practice and implement their new skills. Supplementary materials provided.

\$120 Arl. Res. \$89 Arl. Sr. \$159 Non-Res. \$120 Non-Res. Sr.
MU-230 Career Ctr 229 10/21 W 7:00p Frederick 6-2 hr

Arlington Community Band

Arlington Adult Education is developing a community band for Arlington County. The Arlington Community Band is a wind and percussion ensemble for adult musicians. Inspired by the great tradition of city and town bands, we are sounding the call for brass, woodwind and percussion players to come out and play. This group is seeking musicians with intermediate to advanced playing skills, or players who have studied previously and want to return to their musical past and focus on performing in an ensemble. Arlington Community Band aims to be an ensemble that will not only provide a local opportunity for musicians, but will serve as a promoter of music, music education and community. Tell your family, tell your friends, get that instrument out and join the band!

Rehearsals are Wednesday nights from 7-9 pm in the Swanson Middle School band room. Openings exist for most positions - please call first to inquire about open seats. For details and openings contact Josh Rhoads at 703-963-0575.

Membership Fee: \$65. Fee paid for each semester. (Bring your own instrument)

MU-200 Swanson Band Rm 9/9 W 7:00p 12-2 hr

Business Seminars

Small Business Start-Up

Creating your own part-time or full-time business enterprise can be one of the most interesting and exciting opportunities available to individuals. This seminar will address the current business environment and will review the entrepreneurial skills needed for success. Legal issues associated with starting a sole proprietorship, a partnership, a limited liability company and a corporation will be examined. Room 309.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
ME-300 Clarendon Ctr 9/8 T/Th 6:30p Velez de Berliner 2-3 hr

Develop and Prepare a Successful Business and Marketing Plan

This seminar will focus on topics such as: audiences for the business plan, planning time-horizon, plan updating, sources of planning information, business management and operations, an analysis of your industry, marketing strategies, and business financial planning techniques. Learn from a small business expert how to successfully start your own business enterprise or significantly improve an existing business.

\$59 Arl. Res. \$45 Arl. Sr. \$79 Non-Res. \$59 Non-Res. Sr.
ME-309 Clarendon Ctr 309 10/8 Th 7:00p Panetta 2-3 hr

Can You Keep Your Day Job and Run a Small Business?

Students will explore issues of work-life balance; the legal, ethical and potential conflict of interest that can arise with your small business and your day job. We will also address topics to include time management, planning and realistic goal setting.

\$59 Arl. Res. \$45 Arl. Sr. \$79 Non-Res. \$59 Non-Res. Sr.
ME-380 Clarendon Ctr 309 11/12 Th 7:00p Panetta 2-3 hr

Secrets of Successful Consulting

Take the mystery out of developing a successful consulting practice. Learn techniques that locate and attract clients who will pay for the real value of your services. Determine how to price your services and obtain qualified referrals. Topics include targeting your customers, networking for results, obtaining free publicity, and more.

\$59 Arl. Res. \$45 Arl. Sr. \$79 Non-Res. \$59 Non-Res. Sr.
ME-350 Clarendon Ctr 309 10/13 T 7:00p Kursban 2-3 hr

What Are You Accomplishing with Your Time?

Did you accomplish today what you had to or wanted to? Do you feel overwhelmed by tasks and obligations that never end? Do you feel like the proverbial hamster going round and round without really going anywhere? If yes, you need to register for this class taught by a former Queen of Multitasking. students will learn how to not let Clarendon Center, room 309

\$59 Arl. Res. \$45 Arl. Sr. \$79 Non-Res. \$59 Non-Res. Sr.
GI-770 Clarendon Ctr 9/21 M/W 6:30p Velez de Berliner 2-3 hr

How to Develop a Vision for Your Small Business

Are you searching for a vision for your existing small business? If you're starting a new business, do you have a clear vision statement? This seminar will link your passion, your ability and the marketplace into a vision for your small business. Proven methodologies, creative techniques and structured brainstorming will be explored. Clear goals will be developed to help you take your vision and apply it to your business success. Students should bring an open mind.

\$55 Arl. Res. \$40 Arl. Sr. \$75 Non-Res. \$55 Non-Res. Sr.
ME-379 Clarendon Ctr 306 9/10 Th 7:00p Panetta 2-2½ hr

Cashing In Through a Web Presence

Every small business, consultant, and freelancer needs a presence on the Internet...that's where potential customers expect to find you! The class will discuss the reasons why and walk you through the steps involved in establishing a domain name and web site, inexpensively and easily. We'll also discuss search engine rankings. No technical experience needed-just your good business savvy.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
BE-439 Clarendon Ctr 203 10/8 Th 7:00p Gutnick 1-2½ hr

Invasion of the Generations - War of the Worlds

Explore the dynamics in your world when different generations attempt to relate their ideas, values and styles. When these cultural worlds clash, who wins and who loses? While you are trying to win battles, you may lose the war. Don't allow generational misunderstandings to destroy your relationships at home, work or play. Learn how to adapt communication styles that will help penetrate the force fields of other age groups and live in greater harmony.

\$29 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
ME-351 Clarendon Ctr 309 9/29 T 7:00p Ovalle 1-2 hr

Event Planning

Learn the basics of event planning with concepts beneficial to both, profit and non-profit organizations. Areas of site selection, budget planning, marketing, creative party ideas and etiquette will be discussed. This course will be ideal for those organizing events such as fundraisers, auctions, galas, formal dinners and other business related parties.

\$50 Arl. Res. \$40 Arl. Sr. \$65 Non-Res. \$50 Non-Res. Sr.
ME-356 Clarendon Ctr 311 10/8 Th 7:00p Blauhut 2-2 hr

Enhance Your Presentation Skills

Having a strong message means little if you have weak public speaking or presentation skills. Learn how to formulate, write, and deliver an effective presentation or speech to an audience while overcoming your public speaking fears! Students will prepare a short speech to be presented at the second class and will be professionally critiqued.

\$59 Arl. Res. \$45 Arl. Sr. \$79 Non-Res. \$59 Non-Res. Sr.
CE-117 Clarendon Ctr 306 11/9 M 6:30p Malagisi 2-3 hr

You may also be interested in the "Effective Career Networking" class found on page 27

Business Etiquette

In this competitive economy, employers aren't just looking for workers who can do the job; they also want people who can fit into their workplace culture and represent the company in a professional manner. Learn the basics of business etiquette including: grooming for an interview, proper greetings, dining rules, polite technology use and more!

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
ME-344 Clarendon Ctr 309 10/21 W 7:00p Aquila 1-2½ hr

Leadership and Strategies

Do you lead, follow, or get out of the way when faced with a challenge? Are leaders born or made? How does teamwork play a role in leadership strategies? Leaders are found everywhere – the workplace, family, schools, politics, social groups, etc. Recognize there are common threads among those in power. Learn strategies that successful leaders use to inspire multiple generations in a group and still make progress. Leave class with information that leaders use to communicate and accomplish their goals.

\$29 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
ME-360 Clarendon Ctr 308 9/8 T 7:00p Ovalle 1-2 hr

Getting Into the Export Business

Prerequisite: Do's and Don't's of International Trade or equivalent knowledge. How you can sell to the millions of consumers that live outside the United States? Learn the pitfalls of international trade and how to manage a profitable export business. Learn how to identify and evaluate the best markets for your product; how to find, evaluate, and select market-placement channels; promote your products; use the World Wide Web effectively; get paid; navigate through the laws and regulations that affect foreign trade; and remain competitive. This is a practical, hands-on course that will use real-life examples to illustrate points. Clarendon Center, room 309.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
ME-340 Clarendon Ctr 9/15 T 6:30p Velez de Berliner 1-3 hr

Getting Into the Import Business

Prerequisite: Do's and Don't's of International Trade or equivalent knowledge. 96% of the world's consumers live outside the US borders. Find out how you can buy from them. Learn the pitfalls of international trade and how to manage a profitable import business. Learn how to negotiate contracts, use the World Wide Web effectively, navigate through the laws and regulations that affect foreign trade, and remain competitive. This is a practical, hands-on course that will use real-life examples to illustrate points. Clarendon Ctr., room 309.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
ME-343 Clarendon Ctr 9/17 Th 6:30p Velez de Berliner 1-3 hr

Conflict Communication

Workplace conflicts are practically inevitable, but without good communication, these situations become more frequent and more serious. Learn how to minimize, or even prevent drama at the office by mastering some simple communication techniques - also useful at home.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
ME-363 Clarendon Ctr 309 9/9 W 7:00p Aquila 1-2½ hr

Information Technology

Identity Theft - Don't be a Victim

Spend a Saturday morning learning the best techniques possible to avoid being a victim of identity theft. Class will discuss common mistakes made by consumers, proper securing of sensitive documents, proper disposal of sensitive material, Internet safety and more.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-675 Clarendon Ctr 211 10/17 Sa 9:00a Mumford 1-3 hr

Organizing Your Computer Files & Folders Using Windows XP

Prerequisite: Basic computer knowledge and familiarity with Windows. Learn the basic skills for organizing files on your computer and how to use Windows XP to create folders, display the date and time a file was last saved and sort by name or date. Also learn how to move files around on your computer, delete files, and create shortcuts on your desktop. Naming and searching for files will also be covered.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-335 Clarendon Ctr 206 10/14 W 10:00a Drumheller 1-3 hr

Digital Music - Sound Revolution

The world of music has changed with the advent of digital formats, Internet downloads, and iPods. Learn what MP3 are, why they are the most commonly used music file format on the Internet today, and how to work with them. Learn to rip music from CDs, download music from the Internet, and burn a CD. We'll also discuss converting existing music from vinyl or cassette to CD.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
FA-348 Clarendon Ctr 203 9/24 Th 7:00p Gutnick 1-3 hr

Tune Up Your PC

Prerequisite: Basic skills using a PC. Students will be taught how to properly care for their PC to ensure optimal performance. Learn to perform routine maintenance, care and prevention on your PC desktop or laptop computer. \$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.

BE-525 Clarendon Ctr 211 10/8 Th 7:00p Levenson 1-2 ½ hr

Introduction to the Personal Computer

Take the fear and mystery out of computers. Class will give you an introduction to computer basics and use of the mouse. Become familiar with terminology, how computers work, and how you can use the computer at home or work. \$99 Arl. Res. \$75 Arl. Sr. \$129 Non-Res. \$99 Non-Res. Sr.

BE-420A Career Ctr 213 9/10 Th 7:00p Foster 3-2½ hr

BE-420B Clarendon Ctr 206 9/15 T 10:00a Kassim 3-2½ hr

BE-420C Clarendon Ctr 213 11/5 Th 7:00p Kassim 3-2½ hr

Computer Keyboarding/Typing I

Learn beginning keyboarding skills on a personal computer. Emphasis is placed on mastering the keyboard using the touch system. Text: *College Keyboarding*.

\$129 Arl. Res. \$99 Arl. Sr. \$169 Non-Res. \$129 Non-Res. Sr.
BE-406A Clarendon Ctr 206 9/14 M/W 5:30p Stanley 8-1½ hr
BE-406B Clarendon Ctr 206 10/19 M/W 5:30p Stanley 8-1½ hr

Computer Keyboarding/Typing II

Prerequisite: BE-406 or good keyboarding skills. Continue developing keyboarding speed and accuracy. This course introduces production of business and personal documents. Text: *College Keyboarding*.

\$129 Arl. Res. \$99 Arl. Sr. \$169 Non-Res. \$129 Non-Res. Sr.
BE-407A Clarendon Ctr 206 9/15 T/Th 5:30p Stanley 8-1½ hr
BE-407B Clarendon Ctr 206 10/20 T/Th 5:30p Stanley 8-1½ hr

Blogs and Wikis, Demystified

Blogs and Wikis aren't just for computer gurus -- they're effective communications and collaboration tools in business, education and even personal life. In this session, you'll learn what they are and how to use them, and you'll have the opportunity to create your own.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
BE-444 Clarendon Ctr 203 10/15 Th 7:00p Gutnick 1-2½ hr

Introduction to Effectively Using the Internet

Students are offered a conceptual and fundamental understanding of the Web. Class will consist of a guided tour, hands-on supervised exercises, and time for students to explore their interests on the Internet. Usage and search tips will enhance your speed and search results.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
BE-418A Clarendon Ctr 211 10/6 T 10:00a Kassim 1-2½ hr
BE-418B Clarendon Ctr 211 12/3 Th 7:00p Kassim 1-2½ hr

Spread Your Message with Podcasts

Podcasts are a popular tool for effectively delivering a message, whether for business or educational purposes, or for advancing a personal agenda. In this hands-on class, you'll learn the basics of audio production, using free open source software, as well as how to distribute and promote your creations in cyberspace.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
BE-447 Clarendon Ctr 203 10/29 Th 7:00p Gutnick 1-3 hr

Explore Facebook - Find Your Friends and Family Online

Learn to use Facebook safely. Online social networking is where you may find old friends and reconnect. Learn online safety by setting program permissions so you can control who sees your information. We will go through the whole program with you. You must be willing to sign up for a Facebook account for this class and you can (but do not have to) delete the account after class.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-660 Clarendon Ctr 206 10/6 T 10:00a Drumheller 1-3 hr

Also see "Making Online Dating Work for You" on pg. 26

HTML Fundamentals

Are you ready to move beyond canned solutions and cookbook approaches to web page creation? Learn the basics of home page design, development, and programming. If you are comfortable using a simple windows-based text editor like Word Pad, this is the opportunity to learn the ingredients needed to create your own home page directly in HTML software language.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
BE-415 Claren. Ctr 213 9/12 Sa 9:00a Boukhris 2-2½ hr

HTML II

Prerequisite: HTML Fundamentals. Drawing from your basic knowledge of HTML programming, learn to program some more creative tricks for web page construction.

Discussion will focus on the programming used to create tables and frames with an opportunity for the student to be creative in a hands-on environment using these HTML techniques.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
BE-416 Claren. Ctr 211 9/26 Sa 9:00a Staff 2-2½ hr

PHP Programming - An Introduction

Prerequisite: A basic knowledge of HTML and typing skills. Learn to use PHP's flexible server-side scripting to produce dynamic web pages as well as to run from the command-line. Examine PHP data types, functions, database connectivity and their uses with hands-on activities.

\$160 Arl. Res. \$120 Arl. Sr. \$209 Non-Res. \$160 Non-Res. Sr.
BE-399 Clarendon Ctr 206 9/10 Th 7:00p Peterson 6-2½ hr

Advanced PHP Programming

Prerequisite: A basic knowledge of HTML, typing skills and PHP Programming - An Introduction (BE-400). Class will discuss PHP OOP abilities, cookie support, and basic Smarty templating. These concepts will all be applied in a small in class project.

\$160 Arl. Res. \$120 Arl. Sr. \$209 Non-Res. \$160 Non-Res. Sr.
BE-400 Clarendon Ctr 206 10/29 Th 7:00p Peterson 6-2½ hr

Genealogy on the Internet

The Internet is becoming the most powerful tool for genealogy research. Through this demonstration class students will learn techniques that will make research easier, more fun and with better results.

\$55 Arl. Res. \$40 Arl. Sr. \$65 Non-Res. \$55 Non-Res. Sr.
BE-435 Clarendon Ctr 211 10/10 Sa 9:00a Carothers 1-4 hr

Securing Your Home Computer

Cable modems and DSL lines that use full time connections become prime targets for hackers. Learn how to take the proper measures to secure your home computer, including your sensitive files and other data. Course will provide students with the knowledge necessary to protect their privacy, guard against theft, minimize risk and avoid common mistakes.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-678 Clarendon Ctr 211 11/7 Sa 9:00a Mumford 1-3 hr

Survive the Economic Recession (unique money making and savings opportunities on the Internet)

Has the terrible US economy got you down? Need to cut expenses and make some extra money to pay bills? Learn how to purchase just about everything for up to 70% off retail store prices by using selected Websites. Find the best websites for coupons, auctions, closeouts and used goods. Also, we will show you how to make extra money on-line through effective use of Craisglist, Amazon, EBay and paid market research opportunities and credit card arbitrage. Use the Internet to make and save money.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
BE-446 Clarendon Ctr 308 10/29 Th 7:00p Robertson 1-2½ hr

Designing Web Pages with Macromedia Dreamweaver CS3

Prerequisite: Familiarity with Windows-based applications and operating system and keyboarding skills. Expand your web knowledge with the best web design tool in the industry. Learn to build with tables and how to use templates, to use roll-overs, and the fundamentals of style sheets and forms. User-friendly web-page design techniques will also be discussed.

\$145 Arl. Res. \$109 Arl. Sr. \$189 Non-Res. \$145 Non-Res. Sr.
BE-422A Clarendon Ctr 211 9/14 M 6:30p Girelle 4-2½ hr
BE-422B Clarendon Ctr 211 10/19 M 6:30p Girelle 4-2½ hr
BE-422C Clarendon Ctr 211 10/31 Sa 9:00a Boukhris 4-2½ hr

Build and Maintain Your Own Web Site

Create your own personal or business Website using easy to use Web building software. Learn several Web hosting options and Web creation tools. Also, explore how to make your Website easy to find on the World Wide Web. This class will give you a comprehensive understanding of the entire Web building process from start to finish and everything we can think of to show you in-between.

\$145 Arl. Res. \$125 Arl. Sr. \$169 Non-Res. \$145 Non-Res. Sr.
BE-430 Clarendon Ctr 206 10/13 T 10:00a Drumheller 5-2½ hr

Web Browsing: The Next Generation

Web browsers have changed a lot since the days of Netscape. They're better and safer. Along with Internet Explorer, today's choices include Firefox, Safari, Opera and Google Chrome. In this session, you'll learn how to harness the newer features which will enhance your browsing experience and make your web surfing more fun and productive.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
BE-438 Clarendon Ctr 203 10/1 Th 7:00p Gutnick 1-3 hr

Also see "Cashing in Through a Web Presence on pg. 9

Check Out the Convenience of Online Classes

Adult Education Online Courses

Course Code	Course Title	Cost
OLC01	Access 2003 Series MS	\$65
OLC05	Excel 2003 Series MS	\$65
OLC13	Internet/Internet Explorer 6	\$65
OLC15	Introduction to PC Series	\$65
OLC20	Office 2000 Series MS	\$65
OLC25	Outlook 2003 MS	\$65
OLC28	PowerPoint 2003 Series MS	\$65
OLC35	MS Project 2003 Series	\$65
OLC40	MS Word 2003	\$65
OLC45	Dreamweaver MX Series	\$65
OLC50	Flash MX Series	\$65
OLC55	MS FrontPage	\$60
OLC60	Web Publishing & Design w/HTML	\$70
OLC65	Internet Marketing Series	\$120
OLC70	Java Web Services	\$65
OLC75	Photoshop CS Series	\$70
OLC80	Linux LPIC 101 Series	\$65
OLC85	Visual Basic 6.0 Series	\$70
OLC95	Crystal Reports 8 Series	\$65

Course Code	Course Title	Cost
OLB01	Basics of Business Math	\$60
OLB05	Effective Business Communication	\$50
OLB10	Business Ethics Series	\$65
OLB15	Fund. of Business Management	\$60
OLB20	Customer Service Series	\$65
OLB25	Sexual Harassment- The Workplace	\$65
OLB30	Negotiating Series	\$60
OLB35	Motivation Series	\$50
OLB40	Budget & Saving Series	\$65
OLB45	Home Business Series	\$65
OLB55	Resumes Series	\$50
OLB60	Project Management Professional Certification Series	\$65

For Online Photography classes see page 6

Our new online classes are great for busy professionals who struggle making it to class or for any student who would like to study when and where they want. Register online or over the phone and within 48 hours, you will receive login information for your class. You can take up to 90 days to finish your course. It's convenient, flexible, effective and a great value.

Now that you have been using Microsoft Office for so long, isn't it time to get certified?



Microsoft Office Specialist Exam

The official Microsoft Office Specialist Exam is administered Tuesday through Thursday. Students must call the Adult Education Registration Office at (703) 228-7200 to register. Cost of each exam: \$59.00.

Windows and Computer Applications

Students registering for Windows based courses are expected to have mouse navigation and keyboarding skills. Students needing to acquire these skills are recommended to register for Introduction to the Personal Computer found on pg. 10

Windows XP Basics

Prerequisite: Users are expected to have a working knowledge of general computer typing skills, and mouse and keyboard maneuverability. Get up to speed quickly with Windows XP! Learn how to create, organize, and work with information on your computer. Brush up on Windows skills and learn new ones. Windows XP features, improved programs, and tools will be discussed. Examine what's new and learn about the programs Windows XP contains. In addition, find out how to dress up your desktop with your customized themes and Internet access. *Text: Microsoft Windows XP Step by Step ISBN 978-0-7356-2114-5.* Available for purchase through the Adult Education Office. \$160 Arl. Res. \$120 Arl. Sr. \$209 Non-Res. \$160 Non-Res. Sr.
BE-461 Clarendon Ctr 213 10/6 T/Th 7:00p Atef 6-2 ½ hr

Microsoft Office System 2003- Introduction

Prerequisite: Working knowledge of Windows. Course is a step-by-step approach to learning basic Microsoft Office XP 2003 skills. It covers Word, Excel, Access, and PowerPoint programs. Learn basic techniques in all of these programs, including cut, paste, edit, merge, formulas, queries, animation and much more. Work on practical assignments to enforce acquired knowledge. *Text: Microsoft Office System -Step by Step, ISBN: 978-0-7356-1520-5.* Available for purchase through the Adult Education Office. \$195 Arl. Res. \$160 Arl. Sr. \$235 Non-Res. \$195 Non-Res. Sr.
BE-465A Clarendon Ctr 211 9/1 T/Th 7:00p Atef 6-3 hr
BE-465B Clarendon Ctr 211 9/12 Sa 10:00a Foster 6-3 hr
BE-465C Clarendon Ctr 211 9/23 W 7:00p Atef 6-3 hr

Microsoft Office System 2003- Intermediate Level

Prerequisite: Microsoft Office System 2003 - Introduction class or equivalent knowledge. This course is designed to teach more advanced topics in the four most popular MS Office applications; Word, Excel, Access, and PowerPoint. Learn more in-depth techniques in all of these programs, including merges, hyperlinks, formulas, queries, graphs, exporting data from one application to another and more. *Text: Microsoft Office System-Step by Step, ISBN: 978-0-7356-1520-5.* Available for purchase through the Adult Education Office. \$130 Arl. Res. \$99 Arl. Sr. \$169 Non-Res. \$130 Non-Res. Sr.
BE-472 Clarendon Ctr 211 9/22 T/Th 7:00p Atef 4-3 hr

Windows MovieMaker and YouTube

Learn how to capture video, import photos and add text, music and effects with Windows Movie Maker to create your own home videos and slide shows. MovieMaker comes standard on most PCs. Once your videos are done, post them on Youtube to share with your friends, family and the world. \$109 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$109 Non-Res. Sr.
BE-488 Clarendon Ctr 211 11/10 T 7:00p Cid 3-3 hr

Quicken - Finance Software

Whip your finances into shape with America's most popular personal finance software. Learn to set up your own Quicken file, track your income and expenses, download your transactions, chart the growth of your investments, set up a budget, and generate your own financial statements. \$99 Arl. Res. \$75 Arl. Sr. \$129 Non-Res. \$99 Non-Res. Sr.
BE-463 Clarendon Ctr 213 9/15 T 7:00p Bowen 3-2½ hr

QuickBooks for Small Businesses and Non-Profits

Learn to keep your organization's books in shape with America's leading bookkeeping and accounting software. Set up and customize your QuickBooks file; enter receipts and payments; track payables, receivables, donations and pledges; and generate a wide range of financial and budget reports on an overall basis and by program or project. \$145 Arl. Res. \$109 Arl. Sr. \$189 Non-Res. \$145 Non-Res. Sr.
BE-466 Clarendon Ctr 213 10/13 T 7:00p Bowen 5-2½ hr

Microsoft Word – The Basics

Prerequisite: Working knowledge of Microsoft Windows. Students will develop skills in the world's most popular word processor. Navigate through the screen, menus and dialogue boxes. Study editing techniques such as copy, move and delete. Understand printing and multiple document manipulation. Increase efficiency by using find, replace, and spell check. Exercise document formatting techniques by changing font size, font type, and adding color and bullets. \$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
BE-469A Career Ctr 213 10/19 M 6:30p Boone 2-3 hr
BE-469B Clarendon Ctr 206 10/31 Sa 9:00a Foster 2-3 hr

Microsoft Word – Go Beyond the Basics

Prerequisite: Basic working knowledge of Microsoft Word. Refine your skills in the world's most popular word processor. Learn to create tables, page borders, modify custom dictionaries, make columns, insert table of contents, add logos into the headers and footers, use right mouse menu commands, create text boxes, create HTML links, templates, borders and shading, and more. \$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
BE-464A Career Ctr 213 11/9 M 6:30p Boone 2-3 hr
BE-464B Clarendon Ctr 206 11/14 Sa 9:00a Foster 2-3 hr

Microsoft Excel Basics

Prerequisite: Working knowledge of Windows. Learn the uses of spreadsheets and tricks to increase the speed of data entry. Improve the readability of spreadsheets using formatting. Study how to write correct formulas and avoid common spreadsheet mistakes. Learn to present data in several types of graphs and use powerful built-in functions. Concepts presented will be useful for all versions of Excel. \$160 Arl. Res. \$120 Arl. Sr. \$209 Non-Res. \$160 Non-Res. Sr.
BE-470 Career Ctr 213 9/9 W 6:30p Foster 5-3 hr

Interested in Teaching? Propose a course on our website

Microsoft Excel: Beyond the Basics

Prerequisite: Microsoft Excel Basics or equivalent. Learn handy features of Excel to make your spreadsheets more useful. Use named ranges to make more readable formulas, conditional formatting to highlight critical values, and logical functions to test data. Learn to add comments to your worksheet and use external data.

\$109 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$109 Non-Res. Sr.
BE-471 Career Ctr 203 10/14 W 6:30p Nichols 3-3 hr

Microsoft PowerPoint

Prerequisite: Working knowledge of Windows. The student will create presentations and slides, work with PowerPoint objects, put text on slides, and add visuals to slides such as graphics, charts, clip art, and shapes. Using PowerPoint special effects tools such as slide transition, timing and sound will be covered. Class will be held in the PC Lab of the Arlington Career Center.

\$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
BE-480A Career Ctr 213 9/14 M 6:30p Boone 2-3 hr
BE-480B Claren. Ctr 206 9/15 T 10:00a Ruble 2-3 hr

Adobe PhotoShop CS3 Basics

This class will appeal to photographers, graphic designers, web designers, and anyone involved with image manipulation. This class is intended for those students with little or no experience with Adobe Photoshop. They will become comfortable with the PhotoShop interface, using the toolbox and palettes, and working with layers and filters. Photoshop is a industry leader in image enhancements, learn it!

\$145 Arl. Res. \$109 Arl. Sr. \$189 Non-Res. \$145 Non-Res. Sr.
BE-482A Clarendon Ctr 206 9/8 T 7:00p Smith 5-2½ hr
BE-482B Clarendon Ctr 206 10/17 Sa 10:00a Smith 5-2½ hr

Basic Adobe Photoshop Elements

Learn basic image/ photo editing skills including how to streamline image/ photo editing processes, enhance, and resize for print and the Web. This class introduces you to filters and layers, and print methods. This class will help you enhance photos taken from your digital camera. Also, take some basic design skills back to your office with you and/ or add to your resume.

\$145 Arl. Res. \$109 Arl. Sr. \$189 Non-Res. \$145 Non-Res. Sr.
FA-337A Claren. Ctr 206 9/23 W 7:00p Smith 5-2½ hr
FA-337B Claren. Ctr 206 10/22 Th 10:00a Drumheller 5-2½ hr

21st Century Online Tools for Collaboration and Social Networks

This course is taught in a computer lab to provide participants with a hands-on experience with tools such as Blogs, Wikis, Google Docs, Google Calendars, research tools, video creation, podcasting, Twitter, Facebook, and several other popular tools for collaboration and social networking.

\$65 Arl. Res. \$49 Arl. Sr. \$89 Non-Res. \$65 Non-Res. Sr.
BE-440 Clarendon Ctr 206 10/19 M 7:00p Egenrieder 2-2 hr

Digital Scrapbooking

This class is designed for students who may be apprehensive or curious about the world of digital scrapbooking. Using the award-winning StoryBook Creator Plus, participants will learn the basics of digi-scraping and how to create beautiful pages with just the click of a mouse. \$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.
FA-505 Clarendon Ctr 211 11/4 W 7:00p MacLaury 1- 2½ hr

Apple Computers

Mac Basics

Prerequisite: Basic skills using a computer mouse. Using an iMac computer, learn beginning computer skills such as how to open, resize, move, zoom, and close windows; create, copy, and delete files and folders; use menus, control panels; and execute keyboard commands. You will be introduced to AppleWorks word processing, drawing and paint programs. Finally, you will learn how to surf the Internet and email basics.

\$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
BE-502 Clarendon Ctr 207 9/15 T 7:00p Holdridge 3-2 hr

Tune Up Your Mac

Prerequisites: Familiarity using a Mac. Students will be taught how to handle routine maintenance, care and prevention on their Mac desktop or laptop computer. Exercises will cover updating software, purging internet cache, rebuilding the desktop, using Disk Utility, verifying and repairing permissions. This is not a tech-savvy class; it is a class for anyone with a desire to keep their Mac running smoothly for a long time.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
BE-512A Clarendon Ctr 207 9/16 W 7:00p Kondielat 1-2½ hr
BE-512B Clarendon Ctr 207 10/21 W 7:00p Kondielat 1-2½ hr

Introduction to Adobe InDesign

Prerequisite: Working knowledge using a Mac. Learn the basics of this professional, industry standard page layout program to produce newsletter, flyers, brochures, catalogs and much more on a Mac. Learn basic layout skills, type-setting rules, copyfitting techniques, how to place graphics from Illustrator and Photoshop. Students will create a flyer or brochure.

\$115 Arl. Res. \$85 Arl. Sr. \$149 Non-Res. \$115 Non-Res. Sr.
BE-513 Clarendon Ctr 207 10/13 T 7:00p Holdridge 4-2 hr

Introduction to Adobe Illustrator

Prerequisite: Basic knowledge of Adobe Illustrator on a Mac. Using this industry standard professional drawing/illustration program, students will gain an understanding of tools, fills, strokes, creating and editing shapes, text manipulations, palettes, and file formats. To help prepare students for real-world situation, students will be given a final project to complete using their newly acquired skills.

\$115 Arl. Res. \$85 Arl. Sr. \$149 Non-Res. \$115 Non-Res. Sr.
BE-505 Clarendon Ctr 207 11/17 T 7:00p Holdridge 4-2 hr

Adobe Flash

Prerequisite: Basic knowledge of Adobe Illustrator on a Mac. This course will introduce the students to concepts and designs utilized in the development of interactive projects for education, sales, marketing, and creative purposes. Students will create an interactive multimedia presentation using the basic concepts and principles of Macromedia Flash.

\$115 Arl. Res. \$85 Arl. Sr. \$149 Non-Res. \$115 Non-Res. Sr.
BE-500 Clarendon Ctr 207 10/28 W 7:00p Kondielat 4-2 hr

Communication

Grammar Basics

Grammar, if not understood properly, can cause embarrassing moments. This course is designed for international students whose first language is not English and for native English speakers who need to brush up on BASIC grammar skills. No matter if you are a student or in the workplace, mastering the basics of grammar will increase your confidence and professionalism when writing and communicating. Required Text: Grammar Form and Function 2, ISBN 0-13-184412-1. Read Unit 1 for first class.

\$139 Arl. Res. \$105 Arl. Sr. \$179 Non-Res. \$139 Non-Res. Sr.
CE-120 Clarendon Ctr 311 9/10 Th 7:00p Hodge 7-2½ hr

Business Writing

Prerequisite: Grammar Basics or other grammar instruction. Enhance your business writing (and/or science and technical writing) with this advanced-level course. Designed for those who already write in the professional workplace, this course will teach you how to improve sentence structure, word choice, and overall organization to make your writing clearer, more accurate, easier to read, and more effective. Required text: Effective Business Writing, 2nd Edition, ISBN 0-06-273381-8. Read Chapters 1 and 2 prior to the first class. Optional but recommended text: The Elements of Style, by Strunk & White (softback).

\$139 Arl. Res. \$105 Arl. Sr. \$179 Non-Res. \$139 Non-Res. Sr.
CE-122 Clarendon Ctr 311 10/29 Th 7:00p Hodge 7-2½ hr

Spoken English & Pronunciation

Prerequisite: A good working knowledge of the English language. This course is designed to assist students whose first language is not English to better express themselves in spoken English. We will sharpen listening skills, practice oral exercises, and incorporate creative writing, script scenes, and role play. Through small group work and class activities, we will practice and improve your skills to communicate more clearly.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
CE-170 Clarendon Ctr 311 10/27 T 7:00p Ruble 3-2 hr

You may also be interested in "Enhance Your Presentation Skills" found on page 9

Getting Paid to Talk

An Introduction to Professional Voice Overs

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all - important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited! Registration closes one week prior to class, so register early.

\$39 Arl. Res. \$30 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
CE-166A Clarendon Ctr 308 9/23 W 6:30p 1-2½ hr
CE-166B Clarendon Ctr 308 11/17 T 6:30p 1-2½ hr

Acting Workshop - Part I

If you have ever been bitten by the acting bug, this class is for you! No previous experience necessary. Come and have fun learning the basic elements of acting, and explore character development through improvisation and scene work. Taught by a professional stage and screen actor/director, this workshop is sure to be challenging and rewarding. Text: *Let the Part Play You* by Anita Jesse ISBN 0-9639655-2-2.

\$159 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
CE-139 Kenmore Blk Box 9/15 T 7:00p Timmons 10-2½ hr

Advanced Acting - On Camera!

Prerequisite: Acting Workshop with permission of the Instructor or Acting Workshop - Part II. In this 10 week course students will refine their technique applying acting principals to on-camera interpretation of character. Specific exercises will explore physical and vocal aspects of character development for camera work. Scenes and monologues will highlight adaptation of stage technique to the particularities of working on the small screen. Each class member will receive a DVD of final scene work. Text: Respect for Acting ISBN: 0-02-547390-5, can be purchased through the Adult Education Office.

\$159 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
CE-160 Career Ctr TV 9/21 M 7:00p Timmons 10-2½ hr

Adult Education Program (703) 228-7200

Travel Writing – A One-Day Short Course

Prerequisite: Basic writing skills. A day-long short course in writing accounts of your travels and getting them published. We'll discuss collecting facts as you travel, snapping marketable photos, structuring your article, avoiding stylistic problems, anticipating the needs of editors, and selling what you've produced. Your instructor has published more than 195 travel articles for major newspapers including the Washington Post, Los Angeles Times and Baltimore Sun, and his "Road Reads" book review column and monthly travel magazine reviews appear in the Post's Travel section. Suggested text: L. Peat O'Neil, Travel Writing (2nd edition). A 30 min. break for lunch is scheduled. Lunch on your own. \$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr. **CE-126** Clarendon Ctr 309 11/7 Sa 9:00a Haines 1–6 hr

Daytime Writers

Take a little time for yourself in the afternoon and join like-minded souls in this workshop for writers of every level and of every type of writing: fiction, nonfiction, including memoirs, books, stories, articles -- for those trying to start, those trying to finish, and everything in between. Marketing and publication discussed. Email Instructor with any questions at CPage1@arlington.k12.va.us. \$119 Arl. Res. \$89 Arl. Sr. \$155 Non-Res. \$119 Non-Res. Sr. **CE-100** Culpepper Gardens R2 9/10 Th 1:00p Page 8–2 hr

Screenwriting Basics

Wanna be in pictures? Come to this class and through mini-lectures, assignments, and movie watching, learn how to write a script and how to sell it. Class will cover all the basics: format, dialogue, exposition, character development, etc. Also learn about the movie business. Hollywood's waiting! Email questions to cpage1@arlington.k12.va.us. \$119 Arl. Res. \$89 Arl. Sr. \$155 Non-Res. \$119 Non-Res. Sr. **CE-130** Career Ctr 222 9/15 T 7:00p Page 8–2 hr

Writing Memoirs

Every life is a story. This workshop will help participants find the stories in their lives. Aspiring memoirists will bring their writing projects to class to receive feedback from instructor and fellow writers. Anyone who hasn't begun writing will get help getting started. Those who aren't sure what they want to write about will get help sorting it out. No lectures; no assignments. Marketing and publishing discussed. Email instructor with questions: CPage1@arlington.k12.va.us. \$119 Arl. Res. \$89 Arl. Sr. \$155 Non-Res. \$119 Non-Res. Sr. **CE-131** Career Ctr 222 9/9 W 7:00p Page 8–2 hr

A Writer's Workshop

For every level of writer -- beginning to advanced -- and every type of writing, both fiction and nonfiction -- books, novels, stories, essays, articles, poetry, children's, suspense/mysteries, romances, political, etc. Bring your work and get feedback in an atmosphere of support and encouragement. Marketing and publishing also discussed. Email with questions at CPage1@arlington.k12.va.us. \$149 Arl. Res. \$115 Arl. Sr. \$195 Non-Res. \$149 Non-Res. Sr. **CE-116** Career Ctr 222 9/14 M 7:00p Page 8–2½ hr

Beginning Creative Writing

Do you have stories or poem ideas running around in your head but you never write them down? Have you created characters in your imagination from strangers you see in daily life? If so, this class will help you get started on your own individual writing path. Reading and writing assignments, as well as receiving feedback from other new writers and suggestions from the instructor, will reinforce your skills. Fiction and poetry only. Questions? Contact instructor, Jean Russell at JRussel1@arlington.k12.va.us. \$149 Arl. Res. \$115 Arl. Sr. \$195 Non-Res. \$149 Non-Res. Sr. **CE-118** Career Ctr 205 9/15 T 7:00p Russell 8–2½ hr

Creative Writing - A Continuation

Prerequisite: Beginning Creative Writing or some writing experience and training. Continue the journey on your individual writer's path, venturing beyond the basics. This class focuses on specific techniques, editing/revising, and experimenting with more abstract elements of writing. It also includes receiving feedback from instructor and fellow students. There are writing and reading assignments and handouts that will show you how to avoid many common pitfalls. Questions? Contact instructor, Jean Russell at JRussel1@arlington.k12.va.us. \$149 Arl. Res. \$115 Arl. Sr. \$195 Non-Res. \$149 Non-Res. Sr. **CE-121** Career Ctr 205 9/16 W 7:00p Russell 8–2½ hr

Tell Us How We're Doing

The Adult Education Program is student-centered! Students share with instructors the responsibility for ensuring worthwhile learning experiences. If you don't get what you want, tell your instructor first—politely, and helpfully. The students and instructors make the program successful.

Tell the Adult Education staff about your ideas: what we have left out of the program or what offerings are too long or too short. We need constructive suggestions. Email roffice@arlington.k12.va.us with your comments.

A Writer's Harbor: Creative Writing

Class is intended for fiction writers who are currently working on stories, novels, plays and/or poetry. Writers will get feedback and suggestions from the instructor and other writers. Class is NOT for beginning writers who have not yet put pen to paper. Basic elements of writing, marketing and the business of publishing will be covered. There will be some reading assignments and many helpful handouts. Fiction and poetry only. Questions? Contact instructor, Jean Russell at JRussell1@arlington.k12.va.us.

\$149 Arl. Res. \$115 Arl. Sr. \$195 Non-Res. \$149 Non-Res. Sr.
CE-119 Career Ctr 205 9/17 Th 7:00p Russell 8-2½ hr

Maximizing Your Assertiveness

This course will examine what assertive communication looks like when it has your unique style and signature. Students will learn practical strategies to help overcome real life challenges. Proven techniques include specific language strategies designed to keep the conversation flowing, determining ways to keep a positive mind-set intact and understanding the roles of beliefs, stress level and boundary-setting. Feel more at ease and have greater success with difficult conversations and situations.

\$69 Arl. Res. \$55 Arl. Sr. \$89 Non-Res. \$69 Non-Res. Sr.
CE-127 Clarendon Ctr 308 9/24 Th 7:00p Brody 3-2½ hr

Social Networking Online with Facebook, Twitter, Linked-In and More

Students will learn about various new media websites used for social networking such as Facebook, YouTube, Linked-In, Twitter and MySpace. Learn how to upload YouTube videos, and create an effective "Blog" and various other resources available on the net. Social and professional networking topics will be covered.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-325 Clarendon Ctr. 311 11/10 T 6:30p Malagisi 1-3 hr

Write On the Money: Sell Freelance Articles and Photos

In a single session learn to collect cash from wanderings and work, whether from your nonfiction articles, photographs, or moving images. Your instructor has published in print, online, and digital media, and distilled that experience to the most practical and practicable. Tap top tips to make or mind money, keep it funny and out of court, with hard-knocks insight on hidden and lucrative markets for freelance writers and photographers.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
CE-144 Clarendon Ctr 311 9/9 W 6:30p Mola 1-3 hr

American Sign Language I

This course introduces the basics of American Sign Language. Students will focus on the acquisition of both comprehension and production skills. Increased knowledge of the deaf community and the development of cultural awareness will improve communication interaction. Basic finger spelling skills, readiness activities, questions, and conversational etiquette will also be stressed. Text: *Learning American Sign Language 2nd Edition*, ISBN:0-205-27553-2, available for purchase through the Adult Education Office.

\$159 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
CE-142 Wash. Lee 2211 9/9 W 7:00p Anderson 10-2½ hr

American Sign Language II

Prerequisite: American Sign Language I or the equivalent in experience. Students will acquire additional vocabulary, grammatical and conversational skills. Student will also continue to learn to relate to everyday life situations experienced by members of the deaf community. Text: *Learning American Sign Language 2nd Edition*, ISBN:0-205-27553-2, available for purchase through the Adult Education Office.

\$159 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
CE-145 Wash. Lee 2211 9/8 T 7:00p Anderson 10-2½ hr

American Sign Language III

Prerequisite: American Sign Language II or the equivalent in experience. Students will continue to acquire additional vocabulary, grammatical and conversational skills. Common everyday life situations experienced by members of the deaf community will continue to be explored. Text: *Learning American Sign Language 2nd Edition*, ISBN:0-205-27553-2, available for purchase through the Adult Education Office.

\$159 Arl. Res. \$119 Arl. Sr. \$199 Non-Res. \$159 Non-Res. Sr.
CE-146 Wash. Lee 2211 9/10 Th 7:00p Anderson 10-2½ hr

Foreign Languages

French I, level 1: Le français pour le débutant

Want to speak French? Come to our Saturday morning class. No previous knowledge required. You'll begin to understand and speak some French the first day. The reading and writing will follow. Coffee is allowed! Adult classes are fun and there is no pressure. Text: *Le Nouveau Sans Frontières 1*

ISBN: 209-0334495. Available for purchase through the Adult Education Office.

\$175 Arl. Res. \$130 Arl. Sr. \$220 Non-Res. \$175 Non-Res. Sr.
FL-500A Clarendon Ctr 214 9/19 Sa 9:00a McKenna 10-2 hr
FL-500B Clarendon Ctr 311 9/18 F 11:00a McKenna 10-2 hr

French I, level 2: français un peu plus avancé

Prerequisite: French I-level 1 or equivalent. Pick up your French where you left off, no matter how long ago, by joining us Saturday mornings. Improvement of understanding, speaking, reading and writing will be our goal.

Text: *Le Nouveau Sans Frontières 1* - ISBN: 209-0334495. Available for purchase through the Adult Education Office.

\$175 Arl. Res. \$130 Arl. Sr. \$220 Non-Res. \$175 Non-Res. Sr.
FL-501 Clarendon Ctr 214 9/19 Sa 11:15a McKenna 10-2 hr

Parlons français! - Intermediate Level

Put French back in your life! A "Cours de la Sorbonne" text (\$44) gets you started easily and quickly. The class is always lively and friendly. Join others like you who want to pick up their French language skills. Non-threatening teacher!

\$175 Arl. Res. \$130 Arl. Sr. \$220 Non-Res. \$175 Non-Res. Sr.
FL-506 Clarendon Ctr 311 9/16 W 10:00a McKenna 10-2 hr

French Grammar Review and Conversation

Prerequisite: An understanding of intermediate level of French grammar. This course is designed to expand vocabulary and grammar while further developing conversational skills.

\$169 Arl. Res. \$125 Arl. Sr. \$215 Non-Res. \$169 Non-Res. Sr.
FL-502 Clarendon Ctr 306 9/19 Sa 9:30a Morrissey 10-2 hr

Conversational French

Prerequisite: Students must be able to converse in French. During this course students will focus on improving their conversational skills and expanding their vocabulary. Class conducted in French.

\$175 Arl. Res. \$130 Arl. Sr. \$220 Non-Res. \$175 Non-Res. Sr.
FL-504 Wash. Lee 2226 9/15 T 7:00p Morrissey 10-2 hr

Advanced Conversational French

Prerequisite: Solid conversational and French grammar skills. During this course, which is all conducted in French, students will continue to develop their conversational skills while reading and conversing about current events and discussing various articles.

\$175 Arl. Res. \$130 Arl. Sr. \$220 Non-Res. \$175 Non-Res. Sr.
FL-516 Wash. Lee 2226 9/16 W 7:00p Morrissey 10-2 hr

Daytime Conversational French

French for fluent speakers. Emphasis will be on oral and reading skills. Translation, some writing, conversation, and vocabulary will be covered. This course will be taught in the Culpepper Garden Room 3.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-200 Culpepper Rm 3 9/15 T 9:30a Farzaneh 12-2½ hr

Spanish-Beginning I

For students who have never studied Spanish. Formal program. Emphasis on grammar and beginning conversation. Text: *Dicho y Hecho* & workbook, 7th Edition.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-517A Wash. Lee 2210 9/14 M 7:00p Sarmiento 12-2½ hr
FL-517B Wash. Lee 2210 9/8 T 7:00p de Leon 12-2½ hr
FL-517C Wash. Lee 2210 9/16 W 7:00p de Leon 12-2½ hr

Spanish-Beginning II

Prerequisite: Spanish-Beginning I or equivalent. Formal program. Emphasis on grammar and beginning conversation. Text: *Dicho y Hecho* & workbook, 7th Edition.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-518A Wash. Lee 2213 9/16 W 7:00p Sarmiento 12-2½ hr
FL-518B Wash. Lee 2210 9/10 Th 7:00p de Leon 12-2½ hr

Spanish-Beginning III

Prerequisite: Spanish-Beginning II or equivalent. This is a new formal program with an emphasis on grammar and beginning conversation and is a transitional course to intermediate Spanish. Text: *Dicho y Hecho* & wkbk, 7th Ed.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-523 Wash. Lee 2215 9/10 Th 7:00p Morocho 12-2½ hr

Spanish-Intermediate I

Prerequisite: Spanish-Beginning III or equivalent. This is a continuation of Spanish Beginning III. Class will focus more on conversation. Grammar and vocabulary will also be emphasized. *Dicho y Hecho* & workbook, 7th Edition.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-519 Wash. Lee 2215 9/8 T 7:00p Morocho 12-2½ hr

Spanish-Intermediate II

Prerequisite: Spanish-Intermediate I or equivalent. In this class students will build on previous Spanish knowledge and focus more on conversation and vocabulary.

Text: *Dicho y Hecho* & workbook, 7th Edition
\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-520 Wash. Lee 2215 9/14 M 7:00p Morocho 12-2½ hr

Spanish-Advanced

Prerequisite: All previous levels of Spanish or equivalent. Students will study grammar, conversation skills and Latin American literature. Class is conducted entirely in Spanish.

\$250 Arl. Res. \$189 Arl. Sr. \$325 Non-Res. \$250 Non-Res. Sr.
FL-521 Wash. Lee 2215 9/9 W 7:00p Morocho 12-2½ hr

Spanish Conversation through Literature and Film

Prerequisite: All Spanish speakers are welcomed. Students will view and discuss selected films, based on literary works, from Spain and Latin America. Join us for lively discussion and improve your Spanish conversational skills.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-514 Clarendon Ctr. 306 9/28 M 7:00p Russo 10–3 hr

Spanish Conversation - An Interactive Approach

All Spanish speakers are welcomed. No prerequisite required. This class is for students who would like to further develop their Spanish language skills while also learning more about Spanish/Latin American culture and traditions. The method of instruction will include short videos, music, theater, and guest speakers. Instructor is a producer, hostess and film reviewer of a local cable TV program.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-526 Clarendon Ctr. 306 9/29 T 7:00p Russo 10–3 hr

Exploring Global Culture Through Cinema

Films are among the most complete art forms of the 20th century. Through them we collect an enormous amount of useful information about life-styles, customs, history, and political issues from around the globe. All these subjects will be discussed after the students review the best and most popular foreign movies ever made from Europe, Asia, Africa, India and Latin America. Instructor is a producer and hostess of a local cable TV program.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
GI-748 Clarendon Ctr. Conf Rm 9/30 W 7:00p Russo 10–3 hr

Other Daytime Foreign Language Classes

Spanish for Beginners

This course is for beginning students without knowledge of the Spanish language. Course includes elements of grammar, vocabulary, oral skills, listening comprehension, and reading and writing. Text: *Repaso*.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-251A Clarendon Ctr 311 9/10 Th 9:30a Bufill 10–3 hr
FL-251B Clarendon Ctr 311 9/15 T 2:00p Orloff 10–3 hr

Elementary Spanish I

This course is for **beginners**; students with basic communication skills. Also recommended for students without contact with the language for a **long** period of time. Course includes elements of grammar, vocabulary, oral skills, listening comprehension, and reading. Text: *Curso Primero*.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-252 Clarendon Ctr 309 9/15 T 9:30a Bufill 10–3 hr

Elementary Spanish II

A continuation of Elementary Spanish I. For students with some knowledge of Spanish. Course includes elements of grammar, vocabulary, oral skills, listening comprehension, and reading and writing. Text: *Curso Segundo*.

\$205 Arl. Res. \$175 Arl. Sr \$255 Non-Res. \$205 Non-Res. Sr.
FL-253 Clarendon Ctr 310 9/9 W 9:30a Orloff 12–3 hr

Elementary Spanish III

A continuation of Elementary Spanish II. This course is designed to expand grammar and vocabulary. Class will focus on developing conversation skills through oral and written exercises on a variety of topics. This class is a transition to Spanish Intermediate. Text: *Curso Segundo*.

\$205 Arl. Res. \$175 Arl. Sr \$255 Non-Res. \$205 Non-Res. Sr.
FL-258 Clarendon Ctr 310 9/9 W 2:00p Orloff 12–3 hr

Intermediate Spanish

A continuation of Elementary Spanish II. Course includes elements of grammar, vocabulary, oral skills, listening comprehension, and reading and writing. Text: *Curso Segundo*.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-254 Claren. Ctr. 311 9/17 Th 10:00a de Leon 10–3 hr

Conversational Spanish

Prerequisite: Elementary Spanish I, II, III, or approval of instructor. Course emphasizes conversation to improve oral expression, vocabulary, and fluency.

Text: *Curso Segundo*.

\$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr.
FL-257 Claren. Ctr. 311 9/18 F 10:00a de Leon 10–3 hr

Advanced Spanish

Prerequisite: Intermediate Spanish II or approval of instructor. This course will focus on development of oral and written expressions on topics of current interest. Reading and translation, writing, grammar, conversation and vocabulary will be covered.

\$205 Arl. Res. \$175 Arl. Sr \$255 Non-Res. \$205 Non-Res. Sr.
FL-260 Culpepper Lib 9/9 W 9:30a Bufill 12–3 hr

Read and Think in Spanish

Prerequisite: Intermediate Spanish speaking, writing and reading skills. Through comparative analysis of selected literary works, the course develops an awareness of cultural and literary contributions from the Spanish speaking societies. The course is taught in Spanish with emphasis on composition as a medium of expression. Text: *Read & Think Spanish ISBN 9780071460347*.

\$205 Arl. Res. \$175 Arl. Sr \$255 Non-Res. \$205 Non-Res. Sr.
FL-265 Clarendon Ctr 309 9/11 F 9:30a Orloff 12–3 hr

Adult Education Program (703) 228-7200

Italian–Beginning I

Designed for beginners, class will focus on basic grammar and vocabulary. Particular emphasis will be given to developing conversational skills. Text: *Oggi in Italia* 7th edition. \$155 Arl. Res. \$115 Arl. Sr \$195 Non-Res. \$155 Non-Res. Sr.
FL-545 Clarendon Ctr. 227 9/12 Sa 9:30a Stoss 12–1½ hr

Italian–Beginning II

Prerequisite: Italian–Beginning I or equivalency. A continuation of Italian–Beginning I, class is for students who already know basic elements of the language. Conversational skills will be further developed. Text: *Oggi in Italia* 7th edition. \$155 Arl. Res. \$115 Arl. Sr \$195 Non-Res. \$155 Non-Res. Sr.
FL-546 Clarendon Ctr. 227 9/12 Sa 11:00a Stoss 12– 1½ hr

Italian–Intermediate

Prerequisite: Italian–Beginning II. Class is for students who feel comfortable with the basic elements of the language. Grammar, speaking and reading skills will be covered. Conversational skills will be further developed. Text: *Oggi in Italia* 7th edition, optional. \$125 Arl. Res. \$89 Arl. Sr \$169 Non-Res. \$125 Non-Res. Sr.
FL-547 Clarendon Ctr. 212 9/12 Sa 9:30a de Bosis 8–1½ hr

Italian–Conversation

Prerequisite: Italian–Intermediate or equivalency. Come and enjoy a Saturday morning conversing in Italian. Various topics of discussion will be introduced to class. Students will enhance and improve their vocabulary and fluency, grammar and reading. \$125 Arl. Res. \$89 Arl. Sr \$169 Non-Res. \$125 Non-Res. Sr.
FL-548 Clarendon Ctr. 212 9/12 Sa 11:00a de Bosis 8– 1½ hr

Portuguese–For Travelers

This class is for students who are planning to visit Brazil or who want to learn the basics of the beautiful Brazilian language. In addition to learning basic grammar and conversation skills to communicate in a number of everyday real-life situations, students will also explore the Brazilian culture, food and traditions. \$169 Arl. Res. \$125 Arl. Sr. \$215 Non-Res. \$169 Non-Res. Sr.
FL-528 Wash. Lee 2209 9/16 W 7:30p Lima de Paulo 10–2 hr

Conversational Portuguese

Prerequisite: Portuguese-Intermediate I or equivalent. Emphasis will be on improving conversational skills, with attention to correct pronunciation and intonation. Grammar will be reviewed as needed, and students will continue to study Brazilian culture. \$169 Arl. Res. \$125 Arl. Sr. \$215 Non-Res. \$169 Non-Res. Sr.
FL-532 Wash. Lee 2209 9/17 Th 7:30p Lima de Paulo 10-2 hr

Chinese Mandarin I-Level I

This course is designed for people with no prior knowledge of the language. It emphasizes functional communication in Mandarin Chinese for the purposes of travel, business, and social occasions. Reading and writing are included and grammar is taught as needed. Various cultural topics will be covered in class to enhance learning interest. Text: Integrated Chinese 3rd Edition, Level 1, part 1 - Simplified characters ISBN 9780887276385. Text is recommended but not required. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr.
FL-550 Wash. Lee 2012 9/14 M 7:00p Chu 12-2 hr

Chinese Mandarin I-Level II

This is a continuation of Chinese Mandarin I-Level I and is intended to provide a solid foundation of basic grammatical patterns and daily use vocabulary in modern spoken Mandarin. This course will emphasize accurate pronunciation and tonal quality. Oral proficiency is the primary objective, but more emphasis will be placed on reading and writing Chinese characters. Text: Integrated Chinese 3rd Edition, Level 1, part 1 - Simplified characters ISBN 9780887276385. Text is recommended but not required. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr.
FL-551 Wash. Lee 2012 9/16 W 7:00p Chu 12-2 hr

Arabic for Beginners

This course is designed for students with no prior Arabic instruction. Instructional emphasis will be placed on the proper pronunciation of Arabic letters and sounds. Salutations, expressions and other basic phrases will be discussed. Students will also study the Arabic culture. Egyptian dialect will be used. Text: *Al-Kitaab Intro. to Arabic Letters and Sounds* ISBN 1-58901-102-3. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr.
FL-538A Wash. Lee 2018 9/15 T 7:00p Albayati 10-2½ hr
FL-538B Wash. Lee 2018 9/14 M 7:00p Kassim 10-2½ hr

Arabic–Beginning I

Prerequisite: Arabic for Beginners or equivalent. This course will continue to focus on proper letter and word pronunciation. Emphasis will also be placed on reading, writing and Arabic pronunciation. Salutations, expressions and other basic conversational phrases and skills will be covered. Students will also study the Arabic culture. Text: *Al-Kitaab Intro. to Arabic Letters and Sounds* ISBN 1-58901-102-3. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr.
FL-540 Wash. Lee 2018 9/16 W 7:00p Albayati 10-2½ hr

Japanese-Beginning I

Designed for beginners, class will focus on the basics of Japanese. Learn useful expressions, basic grammar, and how to read and write all phonetic symbols in Hiragana and Katakana. Students will have opportunities to explore various aspects of Japanese culture and discuss a wide range of cross-cultural issues. Text: *Japanese for Busy People I*, ISBN 9784770030092 (revised edition; kana version recommended), & workbook ISBN 9784770030375. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr. **FL-555** Wash Lee 2012 9/15 T 6:30p Yamamoto 10-2½ hr

Japanese - Beginning II

Prerequisite: Japanese - Beginning I or equivalent knowledge of the Japanese language. This class will continue to focus on the basics of Japanese. Learn useful expressions, basic grammar, and how to read and write all phonetic symbols in Hiragana and Katakana. Japanese culture and cross-cultural issues will be discussed. Text: *Japanese for Busy People I*, ISBN 9784770030092 (revised edition; kana version recommended), & workbook ISBN 9784770030375. \$175 Arl. Res. \$130 Arl. Sr \$225 Non-Res. \$175 Non-Res. Sr. **FL-556** Wash Lee 2012 9/17 Th 7:00p Yuzawa 10-2½ hr

Japanese-Beginning VI

Designed for students who have completed Japanese Beginning V or equivalent knowledge. Class will continue to learn useful expressions, basic grammar, and how to read and write all phonetic symbols in Hiragana and Katakana. Students will have opportunities to explore various aspects of Japanese culture and discuss a wide range of cross-cultural issues. Text: *Japanese for Busy People II*, ISBN 9784770030108 (revised edition; kana version recommended) & workbook ISBN 9784770030351. \$190 Arl. Res. \$145 Arl. Sr \$245 Non-Res. \$190 Non-Res. Sr. **FL-570** Wash Lee 2013 9/14 M 7:00p Yuzawa 10-3 hr

Tagalog – Beginning I

Pilipino (Tagalog) is the national language of the Philippines. It is widely spoken and understood in all the regions of the country. The course covers pronunciation, common greetings and expressions, grammar and sentence construction. Text: *Basic Tagalog. Available for purchase through the Adult Education Office.* \$169 Arl. Res. \$129 Arl. Sr. \$219 Non-Res. \$169 Non-Res. Sr. **FL-562** Wash. Lee 2229 9/15 T 6:30p Montesa 10-2 hr

Travel Foreign Language Classes

Travel Turkish

This course is designed to introduce the Turkish language to beginning students, to develop practical, oral and written skills. Perfect for students who are traveling to Turkey or those who want to learn the basics of the Turkish language. Required Text: *Teach Yourself Turkish Complete Course* Audio package (Teach Yourself Series). ISBN: 0071434232. \$115 Arl. Res. \$85 Arl. Sr \$145 Non-Res. \$115 Non-Res. Sr. **FL-566** Wash. Lee 2228 9/15 T 7:00p Hodge 6-2½ hr

Travel German

For students with little or no knowledge of the German language and perfect for students considering learning the German language more thoroughly. Learn basic communication skills to include greetings, common phrases, recognizing sounds for meaning and basic reading skills. Students will also learn about German culture and foods. Travel with knowledge! Text: *Conversational German in 7 Days* ISBN 0-07-143261-2. \$140 Arl. Res. \$105 Arl. Sr \$185 Non-Res. \$140 Non-Res. Sr. **FL-508** Wash. Lee 2208 9/23 W 7:00p Staff 7-2½ hr

Greek for the Traveler

This course explores everyday Modern Greek for Americans visiting Greece. We will learn the alphabet, useful phrases and sentences along with a limited vocabulary that can help a visitor get by on situations on the street, the restaurant, hotel, airport, store, etc. In addition, in each class, we will explore Modern and Ancient Greek culture and history. \$110 Arl. Res. \$85 Arl. Sr \$140 Non-Res. \$110 Non-Res. Sr. **FL-507** Wash. Lee 2227 9/15 T 7:00p Apostolou 10-2 hr

Travel Korean

Learn common phrases that will allow students with little or no knowledge of the Korean language to build a travel vocabulary, including greetings, asking for directions, ordering a meal, and recognizing sights/sounds through basic reading skills. Students will gain an appreciation for Korean culture and foods through hands-on simulation activities and role-play in a conversational setting, allowing immediate feedback to enhance understanding and recall. Appropriate for all students considering learning the Korean language more thoroughly. \$115 Arl. Res. \$85 Arl. Sr \$145 Non-Res. \$115 Non-Res. Sr. **FL-560** Wash. Lee 2208 9/10 Th 7:00p Park 6-2½ hr

Travel Thai

This class is great for those traveling to Thailand or for students who want to learn the basics of the Thai language. In addition to learning phrases and greetings, students will also explore the Thai culture and traditions. \$115 Arl. Res. \$85 Arl. Sr \$145 Non-Res. \$115 Non-Res. Sr. **FL-553** Clarendon Ctr 217 9/19 Sa 9:00a Snyder 6-2½ hr

Vietnamese for Travelers

If you are planning to visit Vietnam, some knowledge of the local language will greatly enhance your experience. This course will introduce you to the basics of Vietnamese language as well as traditional and modern culture. Focus is on language you might use in everyday situations. Topics like shopping, travel and lodging will all be covered. You'll be surprised at how much you'll learn. Text: TBD. \$115 Arl. Res. \$85 Arl. Sr \$145 Non-Res. \$115 Non-Res. Sr. **FL-557** Wash. Lee 2002 9/16 W 7:00p Nguyen 6-2½ hr

How To... / Etc...

How to Buy a Residence

Buying opportunities abound in this real estate market!! Interest rates, inventory and prices create exceptional circumstances for purchasing a home. Learn the entire process: agency relationship, financial qualifications, property analysis, contract negotiation and settlement procedures in this entire overview. Whether you have never bought or have not purchased in a long time, this course is valuable!!

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-620A Clarendon Ctr 219 9/26 Sa 9:00a Murphy 1-3 hr
GI-620B Clarendon Ctr 219 10/24 Sa 9:00a Murphy 1-3 hr

Landlording

Are you a landlord or are you considering renting out your home or purchasing an investment property? This class will help you understand your rights and responsibilities as a residential and/or commercial landlord in Virginia. You may have more rights than you think! Determine whether your rental(s) are exempt from the Virginia Residential Landlord Tenant Act and learn the essentials on how to avoid landlord/tenant problems. A must for any landlord or prospective landlord.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
GI-640A Clarendon Ctr 311 9/21 M 6:30p Duffett 1-3 hr
GI-640B Clarendon Ctr 309 10/28 W 6:30p Duffett 1-3 hr

Mortgage "University"

New content: \$8,000 Tax Credit for first time buyers ends November 20th, 2009. Learn more about the FHA Down Payment Assistance Plan. "Mortgage University" will help evaluate lenders, match mortgage types and assess the pros and cons of paying points. Learn how credit controls your mortgage options. In addition to a wealth of information, students will also receive a mortgage shopping guide, trend charts and payment and cost calculator guides.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-645A Clarendon Ctr 219 9/12 Sa 9:00a Richard 1-3 hr
GI-645B Clarendon Ctr 219 10/17 Sa 9:00a Richard 1-3 hr

Real Estate Investing for the Beginner

Designed for beginners, this class will introduce students to the basics of real estate investing. Topics included are investment assumptions, financing strategies, estimating rental income, operating expenses and projecting cash flow. Students will analyze two case studies in Arlington and discuss the pros and cons of each investment choice. Get a better understanding of the current housing market and decide for yourself if now is the time to invest in real estate.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-648 Clarendon Ctr 311 11/4 W 6:30p Kapur 1-3 hr

Fixing Up Your Home to Sell

All homeowners can benefit from this class, especially those who currently own a home and are planning to put it on the market or intend to sell, in the next couple of years. Learn what home improvements to make that will add the most value to your home. Enjoy the improvements you make now and reap the economic benefits when you sell.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
GI-636 Clarendon Ctr. 311 9/23 W 7:00p Ford 2-2 hr

Reverse Mortgage Benefits

Are you 62, or older, and "house-rich but cash poor"? This class will show you how a Reverse Mortgage can be an excellent way to tap into the equity of your home. Learn how to utilize this government-backed program to get tax-free income, without having to make any monthly repayments. We will debunk many of the myths associated with these loans and show you how a senior can live their best life now, and utilize a Reverse Mortgage to preserve, protect and quite possibly enhance an estate for their heirs! Learn how Reverse Mortgages are rapidly becoming a tool to help all senior homeowners meet their financial goals in a tax savvy manner. Printed resources provided.

\$29 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
GI-649 Clarendon Ctr. 219 9/19 Sa 10:00a Stephenson 1-2 hr

Your Credit Score – Scrub and Improve It!

This course will solve the mysteries of credit reports. This dynamic workshop provides 7 tips on how to quickly increase your credit score. Understand the "FICO" score and the 4-Cs of credit. Learn where to go to get your credit score free. Students will also understand what is considered "alternative credit" and strategies on how to increase credit scores by 50-70 points within 45 days.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
GI-638 Clarendon Ctr. 209 9/17 Th 7:00p Ginoba 2-2½ hr

Get Organized

Learn from a Professional Organizer how to organize any room of your home! For your class project, select one room to organize and be coached through each step. Design your space based on room activities and storage. Discover how to sort and purge, assign "homes" for items, use containers, and label. Learn tips on how to stop mail from taking over your space. Conquer clutter and regain control!

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
GI-778 Clarendon Ctr 309 10/29 Th 7:00p Coccozza 2-2 hr

Organize Your Office & Control the Paper

Every day paper comes into your office and you have to decide what to do with it. Don't let it take over your desk! Learn how to design your office, manage the paperwork and create a filing system to support your work, whether in a traditional office, home-based business or cubicle environment. Bonus tips on how to be organized while traveling will be included.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-779 Clarendon Ctr 309 9/24 Th 7:00p Coccozza 1-2½ hr



The Arlington Public Schools Parent Academy assists parents of children attending public or private schools in Arlington, in obtaining information on a wide variety of topics. Courses include topics related to student achievement, educational programs and personal or family growth. The Parent Academy also serves as a clearinghouse of resources and support offered within Arlington Public Schools and by parent and community affiliates and partners. Most courses are free. Some courses and events require registration and are noted below. Registration is available online through the Adult Education Program.

PLEASE NOTE: The following listing includes courses and sessions scheduled at this time. However, Parent Academy courses are regularly added throughout the year. To see the most up-to-date listing of Parent Academy courses, check online at www.apsva.us/parentacademy. Interested participants are also encouraged to register online to receive APS School Talk email messages. Regular course reminders, announcements of new Parent Academy courses, and messages about last minute schedule changes are regularly released via APS School Talk emails.

Parenting Preschoolers: The Power of Choices & the Pitfalls of Power Struggles

Parenting preschoolers can be a challenge. As they develop independence and a desire to be in control, parents can begin to wonder who really is in charge in the home. In this presentation, you will learn how to avoid “no win” power struggles with your preschooler. In addition, you will gain new strategies, particularly the value of using choices, which allow preschoolers to have some freedom within the limits you choose in your home. Sponsored by the APS Office of Pupil Services, 703-228-6061.

PA-128 Ed Center Board Rm 10/7 W 7pm Thompson 1-2hr

1-2-3 Magic: Effective Discipline for Children ages 2 through 12

Based on the book by Thomas W. Phelan, Ph.D. With 1-2-3 Magic you will learn how to get your kids to stop doing what you don't want them to do (arguing, whining, tantrums, sibling rivalry, etc.) and how to encourage your kids to start doing what you want them to do (cleaning rooms, going to bed, homework, etc.) and more. Sponsored by the APS Office of Pupil Services, 703-228-6061.

PA-205 TBD 9/23 W 9:30am Carroll/McInerney 8-1hr

Becoming an Active Member of Your Child's IEP Team

Participants will gain a thorough understanding of Individualized Education Programs (IEPs) provided for students with disabilities requiring special education services. This course provides a detailed overview of components of the IEP, including stating present levels of performance, developing measurable goals, and identifying required services, modifications and accommodations. Learn about the roles of various IEP team members, what to expect and how to prepare for IEP meetings, and how to actively and effectively participate as a member of the IEP team. Sponsored by, APS Special Education PRC, 703-228-7239.

PA-132A Claren. 312 10/22 Th 9:30am Donovan/Crawford 1-2hr

PA-132B Claren. 312 12/10 Th 9:30am Donovan/Crawford 1-2hr

A Parent's Guide to Word Study

Word study, a student-centered, assessment-driven approach to developing word knowledge, supports the active examination of words and word parts to develop generalizations about how words do and do not work. Parents and community members are invited to this interactive session to learn more about word study and how to support students of all ages. Sponsored by the APS Office of Early Childhood, 703-228-8632.

PA-340 ASF Lib 10/13 T 7:00pm Picard 1-1.5hr

Homework Help for Parents

Homework is an opportunity for students to learn and for parents to be involved in their children's education. A parent's interest can spark enthusiasm in a child and help teach the most important lesson of all--that learning can be fun and is well worth the effort. During this session, parents will learn strategies for homework success including getting children organized, encouraging good study habits, monitoring progress and communicating with staff at school when necessary. Sponsored by the APS Special Education Parent Resource Center (PRC), 703-228-7239.

PA-118A Claren. 312 9/29 T 10:00am Donovan/Crawford 1-2hr

PA-118B Claren. 312 10/6 T 7:00pm Donovan/Crawford 1-2hr

Montessori: The Great Lessons

“In the beginning there was nothing at all, nothing but darkness, silence, and cold.” So begins the first Great Lesson in the elementary Montessori classroom. The Great Lessons are stories created by Dr. Montessori to teach the children facts about the universe, the earth, and its inhabitants. Each of the five stories are carefully crafted to appeal to a child's imagination, and lay the foundation and framework for the study of the natural sciences as well as the cultural subjects in the elementary classroom. Learn more about the Great Lessons and the Montessori instructional approach. Sponsored by APS Office of Early Childhood, 703-228-8632.

PA-108 Drew Multipurpose Rm 10/28 W 7:00pm 1-1.5hr

Parent Academy Programs

Understanding Special Education (USE)

This course is designed to support families and staff members in understanding special education services to meet the unique needs of students (ages 2-21) with disabilities. The course will include a brief overview of special education legislation and the steps in the “special education cycle” – from referral and evaluation through eligibility determination and service provision. The session will also address how parents can be active participants throughout the cycle. Participants will receive a free manual. Sponsored by the APS Special Education PRC, 703-228-7239.

PA-110A Claren. 312 9/24 Th 9:30am Donovan/Crawford 1- 2½ hr

PA-110B Claren. 312 11/7 Sa 9:30am Donovan/Crawford 1- 2½ hr

PA-110C Claren. 312 11/19 Th 9:30am Donovan/Crawford 1- 2½ hr

Building Resiliency and Reducing Stress in Children & Teens

Fostering resiliency in our children allows them to cope with life's stresses in a more adaptive manner. Learn how to respond to your child in a way that focuses on their strengths and encourages self-acceptance. Also, learn how to recognize the signs of stress in your child and strategies to reduce stress for your family and your child. Discussion will include the causes of stress and the difference between “good” stress and “bad” stress. Sponsored by the APS Office of Pupil Services, 703-228-6061. Ed., Board Room.

PA-187 12/2 W 7:00pm Carria/Mountain 1- 2hr

Your Tween-Teen and Sexuality – What Parents Need to Know

Deborah Roffman will talk with Arlington middle and high school parents about how to get beyond “the talk” and have an on-going conversation with their teens about sex. Roffman, a teacher and certified sexuality and family life educator, will discuss the five universal needs of adolescents and adolescent sexuality. Roffman is the author of *Sex and Sensibility: The Thinking Parent's Guide to Talking Sense about Sex*. Sponsored by the Arlington Partnership for Children, Youth and Families, 703-228-1671.

PA-265 Arl. Central Lib Aud 11/16 M 7:00pm Roffman 1- 2hr

Driver Education Parent Awareness Program

This meeting is required for driver education students and their parents. The program includes the necessary components that parents need to know throughout the licensing process of their young driver. The program will provide information on readiness to drive, how to drive with your child, laws that apply to young drivers, insurance for the young driver, and the dangers of driving while intoxicated. (As of Jan. 1, 2010, this requirement will become a state requirement under the Code of Virginia.)

NOTE: There is no cost to attend for students/parents who show proof of enrollment in APS. For more information, contact your student's driver education teacher at the APS high school or call Debbie DeFranco at 703-228-6167.

PA-305A Syphax 121 9/15 T 7:00pm DeFranco 1- 1½ hr

PA-305B Syphax 121 9/21 M 7:00pm DeFranco 1- 1½ hr

The Parenting Journey: Resources for Expectant and New Parents in Arlington

Expectant and new parents—join us for a free information and resource fair! Learn about resources in Arlington County for prenatal care through baby's first year. Get answers to your questions about staying fit, baby care, immunizations, breastfeeding and nutrition, childcare, and much more about what to expect the first year. Please contact Cheryl Fuentes, Arlington DHS, Child and Family Services, Parent Education Coordinator, at 703-228-1551 or cfuentes@arlingtonva.us or Nanci Pedulla, Northern Virginia Family Services at npedulla@nvfs.org for more information.

PA-125 DHS 7th Floor 9/21 M 4:00pm 1- 3hr

Arlington Public Schools Parent Information Nights

In addition to Parent Academy courses, Arlington Public Schools offers several information nights to help parents better understand the opportunities available for their children. The following countywide information nights scheduled for this fall.

Instrumental Music Information Night

This night provides parents and students a general overview of the instrumental music program in the Arlington Public Schools. All participants will hear a presentation and brief overview of the instrumental music program. Afterwards, students will have the opportunity to try out various band and orchestra instruments to find out which one suits them best. Information will also be provided on how to obtain a quality instrument so that students can perform in their school band or orchestra. Several middle and high school ensembles will demonstrate and perform throughout the evening. Elementary band & orchestra teachers from around the county will be available all evening to answer questions.

Sponsored by the APS Arts Education Office, 703-228-6170. Registration is Preferred.

Tue, Sept. 15, 7-9 p.m., Jefferson Middle School Auditorium, plus the Orchestra & Band Rooms

APS Parent Academy Programs

Gifted Services Information Nights

Every school in the Arlington Public Schools holds a Gifted Services Information Night during the month of October or November. These 60-75 minute sessions provide parents with an overview of the Gifted Services Eligibility Process and a specialized lesson that defines the Resource Teacher Collaboration Model. To find out when the Gifted Services Information Night will be held at your school, contact the Resource Teacher for the Gifted at your child's school. A contact list of the teachers is available at www.apsva.us under Instruction/Gifted Services/Gifted Services Staff. Evenings in October or November
Check individual schools for dates and details

2009 College Night

This year's College Night will be held at Ballston Common Mall (2nd and 3rd levels) on Wed, Oct. 14, from 7-9 p.m. Representatives from more than 100 colleges and universities will be there to answer questions for students and parents about the admission process, academics and campus life. Workshops on college admissions, financial aid, and options for students with disabilities also will be offered. Spanish translation will be available for workshops. Sponsored by the APS Departments of Student Services and School & Community Relations. Admission is free. For more information, call 703-228-2581 or email dwillard@arlington.k12.va.us. Wed., Oct. 14, 7-9 p.m. Ballston Common Mall (Levels 2 & 3) 4238 Wilson Blvd.

High School Information Night

Families of children entering high school in the fall of 2010 will get an overview of Arlington's high schools and programs, including their program focuses, application dates, orientation schedules, transfer procedures and more. Parents can attend two sessions with individual high school principals. Simultaneous Spanish interpretation will be available for the general session. Sponsored by the APS Department of School & Community Relations. For more information, please call 703-228-7667 or email gbourdou@arlington.k12.va.us.
Mon. Oct. 19, 7 – 9 p.m. Washington-Lee High School

Middle School Information Night

Families of children entering middle school in the fall of 2010 will get an overview of Arlington's middle schools and programs, including their program focuses, application dates, orientation schedules, transfer procedures and more. Parents can attend two sessions with individual middle school principals. Simultaneous Spanish interpretation will be available for the general session. For more information, please call 703-228-7667 or email gbourdou@arlington.k12.va.us.
Mon. Oct. 26, 7 – 9 p.m. Washington-Lee High School

Special APS Parent Training Opportunities (by request)

The following programs are available by request if a minimum number of participants express an interest in pursuing these learning opportunities. Call the sponsoring contact persons listed below if interested.

PESA (Parent Expectations Support Student Achievement)

PESA welcomes parents of Arlington Public Schools students who speak English and Spanish. Parents attend six sessions on topics related to parenting. PESA courses are offered at many elementary and middle schools. Classes may be offered during the afternoon, in the evening or on Saturday. Childcare and refreshments will be provided. For more information contact Francesca Reilly-McDonnell at 703-228-6095.

PARTICIPA

PARTICIPA consists of a series of six workshops designed to strengthen APS families' ability to navigate the school system and to advocate more effectively on behalf of their children. PARTICIPA was designed to increase parents' knowledge about the structure and functioning of the school system; to increase understanding about the roles, rights, and responsibilities of parents in American schools; to increase confidence and skills of parents to support and advocate for their children's education; and to strengthen relationships with other families and leaders in the school community for mutual support and action. The workshop will be offered in English. Contact Francesca Reilly-McDonnell at 703-228-6095 or Rosa Briceño at 703-228-8864.

PTA Family Network Programs

In collaboration with the Parent Academy, Arlington Public Schools' PTAs organize Family Network programs to help parents share resources on guiding children to adulthood. The following is a list of tentative programs. Complete details including dates, times and locations are available at www.familynetwork-Arlington.org.

October

- Fostering Independence -Wakefield PTA
- Things We Wish We'd Known about the College Search Process -Yorktown PTA

November

- Family Communications/ Talking About Touchy Topics Yorktown PTA
- Research on Teen Brain Development – H-B Woodlawn PAC and Partnership for Children, Youth & Families
- Your Teen and Sexuality - Partnership for Children, Youth & Families

December

- Alternatives for Post High School Plans Washington-Lee PTA

How To... / Etc...

Pet First Aid and CPR

Learn the procedures for caring for sick, injured, or poisoned pets. Be confident in providing the immediate and temporary care necessary for animals until professional veterinary help is available. Manual provided. **Do not bring pets.** Stuffed animals are encouraged.

\$65 Arl. Res. \$55 Arl. Sr. \$79 Non-Res. \$65 Non-Res. Sr.
GI-721 Clarendon Ctr. 306 10/8 Th 6:30p Peeler 2-3 hr

Dog Training- Theory and Techniques

What really motivates your dog's behavior? This class debunks the myths surrounding dog training and replaces it with the new generation of dog training theory based on years of animal study. Better understand why past training may or may not work. Get the result you want by applying these techniques and theories. Recognize breed potential and limitations for training purposes. Don't bring dogs to this class.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-722 Clarendon Ctr. 311 9/10 Th 6:30p Peeler 1-3 hr

Picking the Right Dog for You

Picking your lifelong companion is often an emotional buy. Don't wait until the dog is in your home to find out it is not a good match. We will talk about various factors to help in this decision process, including general issues and characteristics of breeds but just as importantly your lifestyle factors, such as your age, activity level, where you live, how much travel, etc. Besides your likes and dislikes in looks and temperament you need to consider where to look for the right dog and if you are ready for a puppy, adolescent or adult pet.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-727 Clarendon Ctr. 311 11/23 M 6:30p Peeler 1-3 hr

Pet Estate Planning: Preparing for your Pet's Future Without You

Companion pets are popular in Northern Virginia. Close to 90% of pet owners view their animals as family members. But less than 25% have included their pets in their estate plan. After the owners death, pets without a plan are often destroyed. Recent Virginia law allows for a trust to be created for the care of a designated domestic or pet animal, which is legally enforceable and fair to the family.

\$25 Arl. Res. \$19 Arl. Sr. \$35 Non-Res. \$25 Non-Res. Sr.
GI-732 Clarendon Ctr. 311 9/17 Th 7:00p Mayberry 1-2 hr

Understanding How Congress Works

You live and work next to the most powerful government body in the world, so why not get an insider's view of how Congress and other branches of government conduct the peoples' business! Learn how Congress works, the role of the Executive Branch in making laws and other interesting aspects and functions of America's government. Special guest speaker from Capitol Hill will answer questions about working in Congress.

\$29 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
GI-628 Clarendon Ctr. 311 9/16 W 7:00p Blood 1-2½ hr

How to Get from Here to There- Tips & Tricks for Getting Around Wash., D.C.

Impress your friends and out-of-town guests with your knowledge of our area. Class begins with a brief history of our city's street plan and then present an insider's guide to the naming and numbering of Washington D.C. and Arlington streets. Interesting techniques that will keep you from getting lost will be discussed. Handouts and practical exercises will be provided.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-333 Clarendon Ctr 309 10/22 Th 7:00p Miller 1-2 hr

Bicycle Maintenance & Repair

Lecture/demonstration on bike fit, breakdown repairs, and the inspection, adjustment, lubrication, and renovation of diverse components. Bike not required.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-813A Career Ctr 119 9/17 Th 6:30p Muchnick 1-3 hr
GI-813B Career Ctr 119 10/14 W 6:30p Muchnick 1-3 hr
GI-813C Career Ctr 119 11/4 W 6:30p Muchnick 1-3 hr

Bicycle Mechanics Workshop

Self-directed, hands-on sequel to Bicycle Maintenance & Repair course. Learn to tune up, fix, or modify your bicycle. Practice inspection, maintenance, or repair procedures. Bring bicycle, supplies, and inspiration.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-814A Career Ctr 119 9/24 Th 6:30p Muchnick 1-3 hr
GI-814B Career Ctr 119 10/21 W 6:30p Muchnick 1-3 hr
GI-814C Career Ctr 119 11/18 W 6:30p Muchnick 1-3 hr

Smart Cycling - Traffic Skills 101

Classroom and on-bike instruction in key cycling skills for roads, paths, and groups. Learn equipment use and care, breakdown repairs, efficient pedaling, bike handling, training, vehicular street cycling and crash prevention. Bike and helmet REQUIRED at all sessions. Student must be able to bicycle to attend class. First class, Wednesday October 28th, from 6:30pm to 9:30pm. Second class will be Saturday, October 31st from 9:00am to 4:00pm.

\$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
GI-816 Career Ctr 119 10/28 W 6:30p Muchnick (9+ hrs)

How to Make Online Dating Work for You

Are you considering signing up for an online dating service? Have you tried online dating in the past without much success? This course will empower you with the know-how on everything from choosing the right dating site to creating an effective, intriguing profile that will attract the people you want to meet. Understand why online dating is a better option than traditional dating. Learn how to avoid common pitfalls and establish ways to safeguard yourself and your personal information. With the proper guidance and right attitude, you can be on your way to successful dating!

\$30 Arl. Res. \$25 Arl. Sr. \$40 Non-Res. \$30 Non-Res. Sr.
GI-717 Clarendon Ctr. 311 10/6 T 7:00p Sterling 1-2½ hr

Special Event Planning

Students will learn tools and techniques needed to plan a wedding, throw a successful birthday party, or other social event in this one night class. Don't know how to begin planning or need refreshing new ideas? Use of checklists, timelines, decor, invitations, location and more will be covered. Get in touch with your creative side and make your next special event the best ever!

\$30 Arl. Res. \$25 Arl. Sr. \$40 Non-Res. \$30 Non-Res. Sr.
GI-715 Clarendon Ctr 311 11/12 Th 7:00p Blauhut 1-2½ hr

Finding Amazing Travel Bargains on the Internet

You can still find great deals on airfares, car rentals, hotels and packages- if you know where to look. Using the Internet live, the instructor, a world traveler, will show you how you can find incredible travel deals on-line. Learn how to use over thirty travel websites including: Priceline, Hotwire, Orbitz, Kayak, Farechase and more. Class will also provide you many general tips on frequent flyer programs, restaurant deals, package tours, airport parking specials and hidden discounts. Even in today's inflationary times, you can still afford that dream trip.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-753 Clarendon Ctr. 308 9/17 Th 6:30p Robertson 1-2½ hr

Discover the Fun of Hiking

Taught by an experienced hiker and backpacker, this classroom course will provide an introduction to the fundamentals of hiking, including: nearby hiking opportunities, difficulty levels, equipment and supplies, map-reading, safety issues, hazards (plant, animal, environmental), general first aid principles, "leave no trace" philosophy and getting "unlost". Appropriate for beginners or experienced hikers. Wear and bring what you'd wear and bring for hiking.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-762 Clarendon Ctr. 311 10/17 Sa 10:00a Eisenfeld 1-2½ hr

Career Connection

Myers-Briggs Assessment

Take the Myers-Briggs Type Indicator to find out how personality-type shapes behavior, individual differences, work situations, and personal relationships. \$135 per student.

GI-800A Wash. Lee 2018 9/10 Th 7:30p Walters 1-2½ hr
GI-800B Wash. Lee 2018 10/22 Th 7:30p Walters 1-2½ hr

Interest Inventory and Career Counseling

Take the Strong Interest Inventory and discuss the results with a professional career counselor. The first session includes the test and scheduling of an individual counseling session (approximately 2 weeks later). \$169 per student.

GI-810A Wash. Lee 2018 9/24 Th 7:30p Walters 2-1 hr
GI-810B Wash. Lee 2018 11/5 Th 7:30p Walters 2-1 hr

Find That Federal Job - Uncle Sam Needs You

Thousands of people will retire from the federal government this year, and the United States government will need qualified people to fill those positions. Learn to effectively use various online federal job websites, and create a federal resume that clearly highlights your qualifications and unique abilities.

\$55 Arl. Res. \$39 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
GI-838A Clarendon Ctr 211 9/12 Sa 9:30a Allen 1-4 hr
GI-838B Clarendon Ctr 211 10/24 Sa 9:30a Allen 1-4 hr

So, You want to be a Life Coach?

Coaching (Life, Executive, Career) has recently emerged as a "hot" profession. This course will introduce students to training possibilities, accreditation and techniques in this very satisfying profession. Find out who becomes a coach, and who hires a coach. You will meet several coaching professionals who will discuss all of the above, and ethics, pricing, key skills, tools and techniques, a typical session, contracting and more.

\$50 Arl. Res. \$39 Arl. Sr. \$65 Non-Res. \$50 Non-Res. Sr.
GI-839 Clarendon Ctr. 311 10/29 Th 7:00p Brody 2-2 hr

How to be a STAR at work

Be successful at work. Our troubled economy has made the workplace of today more challenging and competitive than ever. Just having technical skills is no longer enough. Students will learn about the new rules in the workplace. Learn resume preparation, interviewing skills and job offer follow-up. Find out how to work effectively with co-workers, deal with difficult people, partner with your boss, understand workplace dynamics and the unspoken words of career success.

\$35 Arl. Res. \$20 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-825 Clarendon Ctr. 308 10/15 Th 7:00p Robertson 1-2½ hr

The Job Choice Seminar

Are you out of work or about to be, bored where you are now and thinking of changing jobs, starting a new career or re-entering the workforce? If so, learn how to choose the right job for yourself and feel comfortable that you made the most objective and rational choice possible. There are four main factors that will be discussed: finances, fringe benefits, working conditions, and living conditions. A series of four classes will guide you through this process, using many helpful websites and other techniques.

\$75 Arl. Res. \$60 Arl. Sr. \$90 Non-Res. \$75 Non-Res. Sr.
GI-764 Clarendon Ctr 209 10/8 Th 7:00p Monroe 4-2½ hr

Effective Career Networking

Trying to find a new career? Change jobs or need new clients? Networking is an invaluable tool in achieving your professional goals. Learn where to meet the right people, what to say when you meet them, how to overcome shyness at professional events, and how to develop and maintain professional networks. Simulated practice exercises will help you implement techniques for making positive first impressions and becoming memorable. Network your way to success!

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
ME-323 Clarendon Ctr 311 9/15 T 7:00p Weiss 1-3 hr

Is Law School For You?

Can't decide if law school is for you? Learn the types of fields you can go into with a law degree and what kind of skills you need to succeed in law school. Going to law school is a big decision which requires time and money. Educate yourself on what factors you should consider in making this decision. Learn how to apply to law school including the LSAT time line, law school applications, costs and financial aid options.

\$30 Arl. Res. \$25 Arl. Sr. \$40 Non-Res. \$30 Non-Res. Sr.
ME-325 Clarendon Ctr 311 10/13 T 7:00p Weiss 1-2 hr

Test Prep

SAT Test Preparation

Learn the tools and techniques to reach the highest available score on the SAT test. Learn to visualize perspectives and concepts which may differ from your own. Course includes vocabulary building, sentence completion and critical reading and math skills. This is a complete course covering the Math, Verbal and Writing sections of the exam. (Text required, cost \$30 payable to instructor)

\$169 Arl. Res. \$129 Arl. Sr. \$219 Non-Res. \$169 Non-Res. Sr.
TP-100 Wash. Lee 2227 9/9 W 7:00p 12-2 hr

GRE Test Preparation

Now that you've finished your bachelor's degree and taken some time off, isn't time to get back to school? This course will remind you of key test taking concepts that will help you achieve a higher score on the GRE. Course includes analytical writing topics, math skills and test taking strategies. (Text required, cost \$30 payable to instructor)

\$169 Arl. Res. \$129 Arl. Sr. \$219 Non-Res. \$169 Non-Res. Sr.
TP-115 Wash. Lee 2227 9/10 Th 7:00p 12-2 hr

LSAT Test Preparation

Considering applying to law school? This course will help students become familiar with the exam and better understand what the scoring board is looking for. Gain the confidence needed to excel at the LSAT. (Text required, cost \$30 payable to instructor)

\$169 Arl. Res. \$129 Arl. Sr. \$219 Non-Res. \$169 Non-Res. Sr.
TP-120 Wash. Lee 2227 9/8 T 7:00p 12-2 hr

Bar Prep Driving You Crazy?

Are you taking the February bar exam? Give yourself the mental edge with proven success strategies. Now is the time to create a personal plan of action to create a positive exam taking experience and achieve your goal of passing. This course focuses on the mental, emotional and physical aspects of preparing for the bar exam. This is not a substantive law class, this class is about YOU and your success!

\$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.
GI-784 Clarendon Ctr. 309 12/15 T 7:00p Klinghoffer 1-2½ hr

Financial Planning

ABCs Of Investing

This is a primer course in investing. Review stocks, bonds, and short-term investments, what they can do for you, and how to buy and sell them. Learn where to find and how to read financial information to monitor your investments. Cover the nuances of choosing stocks for growth or income; call features on bonds; whether to choose taxable or tax free bonds; how the exchanges work; and how to or if to use a professional. Discuss how to invest assets in retirement accounts. There will be a discussion of investment "packages" and how to analyze them.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
GI-937 Clarendon Ctr 309 9/30 W 7:00p Kehoe 3-2 hr

Secrets of Paying for College Without Compromising Your Financial Future

The four-year cost of college can be in excess of \$100,000 and is growing faster than inflation. Learn how to send your child to the college of their dreams without bankrupting your retirement. Discover the truth about many preconceived notions, such as the cost of in-state schools versus private schools. Strategies are revealed on how to reposition assets to minimize the amount the government determines you can afford. Find out how to use the IRS to fund college through "tax scholarships." This seminar will give you the tools and knowledge to meet your goals.

\$50 Arl. Res. \$35 Arl. Sr. \$65 Non-Res. \$50 Non-Res. Sr.
GI-942A Wash Lee 2214 10/15 Th 7:00p Jolly 2-2 hr
GI-942B Yorktown 207 11/9 M 7:00p Jolly 2-2 hr

Take Charge of Your 401(k), 403(b) or TSP Plan

Are you invested in your company's 401(k) plan or the U.S. Government's TSP plan? Or, perhaps you work for a municipal government and you have invested in the 403(b) plan. Do you understand how these retirement plans work? Are you saving enough? This course, which assumes students have no previous investment experience, will cover the basics including how much to save; how investment compounding works; how to pick the right funds; how to determine the right asset allocation for your age and income level; and how to avoid taxes when you change jobs or retire.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
GI-939A Clarendon 306 10/6 T 7:00p Schwanbeck 1-3 hr
GI-939B Clarendon 306 11/17 T 7:00p Schwanbeck 1-3 hr

How to Handle Divorce, Your Estate Plan and Protect Your Interests at the Same Time

Significant factors influence separation agreements and estate plans. What happens if one spouse dies prior to final divorce? Property rights by virtue of marriage and those arising from trusts often conflict; IRA's and insurance are treated differently; joint title with right of survivorship of the house can lead to unforeseen results; and minor children interests are paramount throughout love, separation, divorce and death of the parents.

\$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.
GI-955 Clarendon 309 10/22 Th 7:00p Mayberry 1-2½ hr

Organize Your Estate Information, Assets & Documents

Help yourself, your family and loved ones while you still can. Learn how, and be motivated, to identify, locate and record all your personal and business estate information, assets and documents. Emphasis will be on how to complete the job in a systematized manner. Having ones estate in administrative order makes estate planning easier and more efficient for you, your family and heirs. Determine how much you are really worth. Minimize the potential for sibling discord. Have less bureaucracy, expedite settlement and receipt of monies due. Pay fewer fees and taxes. Receive supporting handouts. **REDUCE YOUR STRESS!!**

\$25 Arl. Res. \$19 Arl. Sr. \$35 Non-Res. \$25 Non-Res. Sr.

GI-742A Clarendon Ctr 219 9/12 Sa 10:00a Zalfa 1-2 hr

GI-742B Clarendon Ctr 219 11/7 Sa 10:00a Zalfa 1-2 hr

Long-Term Care Insurance: What Do You Need to Know?

This workshop will help participants decide whether they need long-term care insurance, which benefits are important, how much they need to pay, and how to choose an insurance company. This session is the most comprehensive one available.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.

GI-905 Clarendon Ctr. 211 10/6 T 6:30p Stein 1-3 hr

How to Use a Financial Planner

What's the difference between a financial advisor and a financial planner? How do you know what is right for you? What questions to ask? How much does it cost? CFP, CLU, CHFC, CIMA, what do they all mean? Class will discuss the financial planning industry and how to determine what is right for your situation.

\$19 Arl. Res. \$15 Arl. Sr. \$25 Non-Res. \$19 Non-Res. Sr.

GI-938 Clarendon Ctr 311 10/28 W 7:00p Kehoe 1-1½ hr

Diversify Your Portfolio...Now!

New and experienced investors alike will benefit from learning about new alternatives to investing in this volatile market. We'll put stock and bonds aside and focus on other asset classes, such as commodities, hedge funds, managed futures and private equity. We will also discuss new investment trends and clarify misconceptions on alternative investments.

\$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.

GI-914 Clarendon Ctr 309 9/22 T 7:00p Brown 1-2½ hr

Are Your Mutual Funds Making the Grade?

This is an opportunity to receive a detailed analysis of the mutual funds that you own. Navigate through a mutual fund analysis report. If you choose, the instructor will provide the report on mutual funds that you hold so you can apply the information directly to your portfolio. Learn how your funds have performed over the short-term and long-term; how your funds compare against both the appropriate market index and against its peers; and how to evaluate the funds risk profile against the benchmarks and your own risk tolerance. Instructor is a Certified Financial Planner with twenty years of experience in Portfolio Management and Performance Analysis. It is not required to use your own mutual funds, but if you choose this option, the instructor will need your fund names prior to class. (202) 408-4555.

\$25 Arl. Res. \$19 Arl. Sr. \$35 Non-Res. \$25 Non-Res. Sr.

GI-911 Clarendon Ctr 309 9/16 W 7:00p Kehoe 1-2 hr

Smart Women Finish Rich

Don't know where your money goes? Don't know how much you'll need for retirement or just don't know how to get there? No matter what stage you are in life, career or family, this is THE workshop if you are a Smart Woman who wants to Finish Rich! Explore the Seven Steps to Living and Finishing Rich, learn to identify personal values, "SMAC" your goals and put your money where your values are. Figure out where you stand financially, learn about time value of money, ways money is spent in everyday lives, cash flow and building security. Every woman will be able to create a secure personal finance system. Materials provided.

\$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.

GI-912 Clarendon Ctr 308 9/22 T 7:00p Rehrig 1-2½ hr

Get That Will Written!

It's never too early to get your "last will and testament" written. If you don't have a will, you're taking your chances at protecting your spouse, your kids, and your hard-earned finances. The financial security of your family is simply too important to put off. Learn what should be written in your will, the typical costs associated with writing a will, and what other considerations, resources and alternatives are available to you. In this two hour class, get the information you need to make informed decisions. Materials provided.

\$25 Arl. Res. \$19 Arl. Sr. \$35 Non-Res. \$25 Non-Res. Sr.

GI-320A Clarendon 308 9/12 Sa 10:00a Trucco 1-2 hr

GI-320B Clarendon 308 10/17 Sa 10:00a Trucco 1-2 hr

Dealing with Turbulent Financial Times

Turbulent times are here. Over the past few years, investors have suffered through a recession, bear markets, declining home prices and rapid changes in government policies. This seminar will look at how market cycles might influence your financial strategies, investments and retirement. It may help you learn ideas to consider before making financial decisions, concepts regarding personal finance and strategies to help protect your money during various market cycles.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.

GI-936 Clarendon Ctr. 203 9/29 T 6:30p Stein 1-3 hr

Adult Education Program (703) 228-7200

Investing for the Young Professional

It's never too early to begin your investment portfolio. This class is specifically designed for young investors in their 20s and 30s. The way you invest now will be much different from when you are older. Spend an evening with an investment professional to learn unbiased advice, techniques and resources that you need to know.
\$30 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$30 Non-Res. Sr.
GI-909 Clarendon Ctr 308 9/15 T 7:00p Rehrig 1-2½ hr

Turning Retirement Accounts into Retirement Income

Don't let your IRA become an IOU to the IRS! Working Americans concentrate on how to put money into retirement accounts but only when they retire do they realize that how they withdraw money can make or break their retirement plans. Learn the most tax and cost effective ways to take money out while making sure you do not outlive your retirement income. Also learn the advantages and disadvantages of different types of accounts, which to access first, key rollover decisions and distribution rules. Learn how to avoid big mistakes, and more.
\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
GI-907 Clarendon Ctr. 311 9/22 T 6:30p Stein 1-3 hr

Financial Strategies for a Successful Retirement

Learn to maximize income and seek more from investments, social security and retirement plans. The registration fee includes a colorful, in-depth seminar workbook and entitles each student to an optional one-on-one consultation after the conclusion of the seminar.
\$69 Arl. Res. \$55 Arl. Sr. \$89 Non-Res. \$69 Non-Res. Sr.
GI-780A Wash Lee 2208 9/15 T 7:00p Kurtz/Browning 3-2½hr
GI-780B Wash Lee 2208 9/16 W 7:00p Kurtz/Browning 3-2½hr

Self-Development

Mindfulness Meditation: The Direct Path from Stress to Happiness

Students will learn to apply basic hallmarks of mindfulness to reduce stress and cultivate harmony and joy in their lives. Mindfulness is not just a form of Eastern meditation but a way of life that has brought peace of mind and happiness to millions in Asia and throughout the world. Learn to use the power within yourself to reduce harmful anxiety and find balance and pleasure in life. Meditation, lecture, discussion, and skill practices will all be incorporated into class.
\$115 Arl. Res. \$80 Arl. Sr. \$150 Non-Res. \$115 Non-Res. Sr.
HE-200 Clarendon Ctr. 308 10/14 W 7:00p Pham 6-2 hr

Introduction to Chinese Feng Shui

This course is designed for people who are interested in developing a basic understanding of Hinese Feng Shui, which is the art of creating harmony for interiors and landscapes. Through applying Feng Shui theory in your life, you can improve your mental, physical and economic condition with much cost.
\$125 Arl. Res. \$90 Arl. Sr. \$160 Non-Res. \$125 Non-Res. Sr.
HE-572 Clarendon Ctr. 308 9/17 Th 7:00p Yang 8-2 hr

Become the Social Director of Your Own Life!!!

Do you want to develop an outgoing, magnetic personality? Does making other people happy make you feel good? Want to learn to bring out the best in others and create a fun environment to socialize in? If so this class is for you! Become the social director of your own life and experience joy in your personal and professional relationships as a result!
\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
GI-783 Clarendon Ctr. 306 9/15 T 7:00p Klinghoffer 2-2½ hr

Surviving the Jungle: Strategies for Life and Business Success

Are you ready to change your life and achieve personal and professional success? This class offers strategies and tools to help you discover your self-worth, transform from where you are to where you want to be and emerge to a new level of freedom and independence to create success in your life and business.
\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
HE-125 Clarendon Ctr 308 9/9 W 7:00p Klinghoffer 2-2½ hr

Just for Women: Discover Your Inner Strength and Purpose

Are you an empty nester ready to focus on YOU? Or a young rising executive unsure about your future? This class is for enthusiastic women who are ready to take charge of their lives. You will develop a clear vision for yourself and move forward with a clear action plan. This is an interactive, in-depth, thought-provoking class that will teach you to develop basic coaching skills that will help you in any professional or personal situation.
\$149 Arl. Res. \$115 Arl. Sr. \$1195 Non-Res. \$149 Non-Res. Sr.
ME-128 Clarendon Ctr 209 9/8 T 7:00p Coppes 8-2½ hr

Anger Management

Anger is a normal feeling that must be managed. Un-controlled anger can lead to health problems, abuse, and even death. This course will help adults define anger, identify triggers that cause anger and helpful tips on how to manage it.
\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.
HE-363 Clarendon Ctr. 211 9/24 Th 7:00p Jones 1-3 hr

Child Development Associate (CDA) Credential Training Program—Part I

Program provides students with child development coursework necessary to become a Child Development Associate candidate and is open to anyone interested in child development. This is Part I of an eight-month program to prepare for the CDA credentialing process. Program includes 120 hours of formal child care education required by the CDA Council. Class will meet from 6:30p.m. - 8:35 p.m. Classes are in the Child Care Lab at the Career Center. \$485.
HE-101 Career Ctr Start date 9/14 - Classes will be held on Mondays and Thursdays beginning at 6:30p Instructor: Bryant

Overview of Adoption

Adopting a child is possible. This class will focus on the different types of adoption available and how to start the process to turn one's dream into reality. An experienced adoption attorney and a social worker will present an overview of the process and highlight the fundamentals. Tuition listed is per couple.

\$30 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$30 Non-Res. Sr.
HE-100 Clarendon Ctr. 311 10/1 Th 7:00p Phillips 1-2½ hr

Treat Yourself

Better Make-up Can Equal a Better Job

Want to look your BEST and get a better job or promotion? Learn basic facial skin care, how to prepare your face for make-up application, and how to create a desired career look with basic colors and techniques. Advanced application techniques will be taught and specific concerns addressed. Material fee of \$4 is payable to the instructor.

\$50 Arl. Res. \$39 Arl. Sr. \$65 Non-Res. \$50 Non-Res. Sr.
HE-300 Clarendon Ctr. 215 10/17 Sa 10:30a Holmes 2-2 hr

Make-Up Magic

Make-up can be MAGIC when properly applied! Learn to prepare your face and properly apply make-up with basic colors and techniques to enhance your facial assets and minimize other features. Achieve an attractive appearance by creating a desired illusion with make-up. Also get skin care tips. Before and after photos taken. Instructor is a licensed Esthetician and Make-up Artist. Material fee of \$2.50, payable to instructor. Color palettes available for purchase from instructor.

\$35 Arl. Res. \$25 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
HE-357A Clarendon Ctr. 215 9/26 Sa 10:30a Holmes 1-2½ hr
HE-357B Clarendon Ctr. 215 11/21 Sa 10:30a Holmes 1-2½ hr

The Power of Image: Your Best Colors for Wardrobe and Make-Up

Did you know that within the first five seconds of meeting someone you make a critical first impression and that impression is based almost entirely on how you look!! Learn how to enhance and complement your skin, hair and eyes by wearing your best colors in your makeup and clothing. A color analysis will be done on each student. Learn the most becoming makeup colors as well as how to apply them. Bring a mirror and wear no makeup. Optional: Color palettes available for purchase from instructor for \$75. Second class Saturday, October 10th.

\$89 Arl. Res. \$75 Arl. Sr. \$105 Non-Res. \$89 Non-Res. Sr.
HE-352 Clarendon Ctr. 215 9/26 Sa 9:30a Glassman 2-3 hr

Introduction to Genealogy

Have you always wanted to find out more about your family, but had no idea where to start? This course will show you the basics of family research. Learn where to find the information, how to organize the research, how to techniques like land records and how to evaluate your results.

\$129 Arl. Res. \$95 Arl. Sr. \$169 Non-Res. \$129 Non-Res. Sr.
HE-105 Clarendon Ctr 203 10/6 T 7:00p Carothers 8- 2½ hr

Osteoporosis: Diet and Lifestyle to Improve

Your diet and daily lifestyle help the symptoms of aging become a disease. What are the co-factors that help you absorb and retain more calcium to protect your bones? What interferes with the body's ability to use calcium and causes it to be drained from your bones? What are the risks of bone strengthening medications? Learn changes in your diet and daily routine that will strengthen bone mass and reduce your risk of osteoporosis.

\$35 Arl. Res. \$29 Arl. Sr. \$39 Non-Res. \$35 Non-Res. Sr.
HE-369 Clarendon Ctr 310 9/28 M 11:30a Caddell 1-2½ hr

Stress Happens!!

Stress happens to everyone, everywhere. Some stress is actually good for you; it can protect you and motivate you to perform at your very best. These stress-producing events tend to create happy and joyous feelings. Difficult and challenging situations, however, can provoke feelings of anger, anxiety and pain. Left unmanaged, this type of stress can take a toll on your health and quality of life. In this class you will identify and understand what creates stress for you and how it affects your health. You will also learn a variety of effective stress management skills to help you remain calm, balanced and in control during and through the most demanding of situations.

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
HE-130 Clarendon Ctr 311 10/7 W 7:00p Plaza 2- 2½ hr

Cosmetology - Licensed Course

Course is designed for those wishing to meet the Virginia requirements for certification in beauty culture and complete the requirements for the State Cosmetology Examination. Course taught to teach necessary skills and build upon existing abilities. **\$215 per student.**

Textbook and supplies required, approx. cost \$150.

TI-409A	Career Ctr 235 9/8	T/Th 7:00p	Peake	10-3 hr
TI-409B	Career Ctr 235 10/13	T/Th 7:00p	Peake	10-3 hr
TI-409C	Career Ctr 235 11/17	T/Th 7:00p	Peake	10-3 hr

Haircutting

Learn the latest techniques in haircutting. Learn how to cut hair for men, women, and children. Course will also cover the proper use of scissors, clippers, trimmers, razors, and various haircutting combs. Not a licensed course. Course taught in the Cosmetology Lab at the Career Center. Tuition includes the class material fee.

\$150 Arl. Res. \$115 Arl. Sr. \$190 Non-Res. \$150 Non-Res. Sr.
HE-358 Career Ctr 235 9/16 W 7:00p Peake 6-2½ hr

Haircutting - The Next Level

Continue to develop your haircutting skills in this second level class. Learn the latest haircutting techniques for both men, women, and children will be discussed. More advanced techniques with scissors, clippers, trimmers, razors, and various haircutting combs will be included. Not a licensed course. Course taught in the Cosmetology Lab at the Career Center. Tuition includes the class material fee.

\$99 Arl. Res. \$80 Arl. Sr. \$105 Non-Res. \$99 Non-Res. Sr.
HE-351 Career Ctr 235 11/18 W 7:00p Peake 3-2½ hr

Food and Nutrition

Vegetarian Diets: Many Benefits, Few Risks

Looking for health foods? Where do you find phytonutrients, vitamins, fiber, omega-3 fatty acids and other essential nutrients that stimulate the immune system and reduce your risk of disease? Learn to increase your variety of plant foods, and find the foods that pack the greatest punch for prevention. Learn the differences in raw, cooked and processed foods, and gradually move toward a plant based diet. Reap the benefits and reduce the risks. Healthy vegetarian diets provide healthy weight management. Sample vegetarian foods.

\$35 Arl. Res. \$29 Arl. Sr. \$39 Non-Res. \$35 Non-Res. Sr.
HE-361A Clarendon Ctr 215 9/14 M 7:00p Caddell 1-2½ hr
HE-361B Clarendon Ctr 308 10/26 M 11:30a Caddell 1-2½ hr

Festive Fall Vegetables

Brussels sprouts, kale, potatoes, pumpkin, winter squash, and turnips simply burst with nutrients. Wait until you savor their tastes in fancy dishes. Class will prepare them raw, roasted, sauced, soufflé, stewed, and stuffed - with seasonings that enliven the flavors in new ways.

\$65 Arl. Res. \$49 Arl. Sr. \$85 Non-Res. \$65 Non-Res. Sr.
HE-525 Clarendon Ctr. 310 10/24 Sa 11:00a Noble 1-4 hr

Growing Herbs in Containers

A practical course for the home gardener who must garden in containers (e.g., apartment or townhouse dwellers), as well as those who enjoy the aesthetics and practicality of a containerized herb garden by the kitchen door. This class covers selection of containers, growing medium, and plants; techniques of transplanting; maintenance of containerized herbs; and growing herbs indoors through the winter.

\$25 Arl. Res. \$19 Arl. Sr. \$35 Non-Res. \$25 Non-Res. Sr.
GI-710A Wash. Lee 1318 9/29 T 7:00p Jacobsen 1-2 hr
GI-710B Clarendon Ctr. 311 10/20 T 7:00p Jacobsen 1-2 hr

Homemade Applesauce and More!

Come and learn how to prepare homemade applesauce! Add other fruits to your applesauce such as papaya, peaches, pears, mangos and others. Or make "pearsauce" or "peachsauce". Real applesauce and "fruitsauce" is easy to prepare, fun to make and nutritious. No added sugars and other ingredients needed. Great recipes provided.

\$40 Arl. Res. \$35 Arl. Sr. \$45 Non-Res. \$40 Non-Res. Sr.
HE-640 Clarendon Ctr. 215 11/7 Sa 10:00a Lugn 1-2½ hr

Egg Cookery

Egg cooking in many various ways from basics such as poached eggs, sheared eggs, basted eggs, to more advanced techniques of omelets, frittatas, and Quiches. This is a great class for everyone who enjoys the versatility of having dishes you could have and serve at breakfast, lunch, brunch, or dinner.

\$45 Arl. Res. \$35 Arl. Sr. \$55 Non-Res. \$45 Non-Res. Sr.
HE-645 Wash. Lee 1318 11/17 T 7:00p Hammond 1-3 hr

Men In The Kitchen: Beginner Cooking

Tired of eating the same old stuff? It's time to learn how to cook and stop spending so much money eating out. Learn to whip up simple healthy and flavorful meals. Knowing to cook will not only benefit you but will also impress others. Learn some simple tricks and recipes that will get you moving in the right direction. Stop being afraid of the kitchen and get cooking. Class focuses on simplicity and success. \$75 Arl. Res. \$60 Arl. Sr. \$95 Non-Res. \$75 Non-Res. Sr.
HE-542 Clarendon Ctr 310 9/24 Th 7:00p Singh 2-3 hr

Cooking – for the Busy Professional

Do you come home from a long day at work and cringe at the thought of cooking? Do you enjoy cooking but simply don't have the time? This hands-on cooking class will teach cooking techniques, tasty recipes, and fantastic dishes that can be prepared quickly.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
HE-219A Clarendon Ctr 310 9/18 F 6:30p Miller 2-3 hr
HE-219B Wash. Lee 1318 10/7 W 7:00p Hammond 2-3 hr
HE-219C Wash. Lee 1318 10/28 W 7:00p Hammond 2-3 hr

Cooking Fundamentals

Learn the terms and techniques that can make your cookbooks user-friendly or help you build the confidence to cook without books. A good class for beginners, but also for any cook interested in the "hows and whys" that make a good cook a better one. We include recipes and techniques on cooking meat and poultry, an introduction to sauces, vegetables, vegetarian cooking and more.

\$125 Arl. Res. \$95 Arl. Sr. \$160 Non-Res. \$125 Non-Res. Sr.
HE-500 Wash. Lee 1318 9/8 T 7:00p Hammond 4-3 hr

Cooking Fundamentals II

Continuation of cooking Fundamentals I. Course will continue to focus on techniques. The four classes include: egg cookery - from omelets to soufflés and desserts; the famous fish class; both fin fish and shell fish with accompanying sauces; pizza and pasta - using yeast and more sauces, vegetables, vegetarian cooking and more.

\$125 Arl. Res. \$95 Arl. Sr. \$160 Non-Res. \$125 Non-Res. Sr.
HE-501 Wash. Lee 1318 10/13 T 7:00p Hammond 4-3 hr

Cooking Fundamentals III

Continuation of Cooking Fundamentals I and II. Course will continue to focus on techniques. The four classes include: a class dedicated to lamb and its various cuts and roasts; vegetarian main dishes, rices and starches from jasmine to couscous, bulgar and quinoa, sandwiches and paninis and salads. Class will meet Tuesdays and Wednesdays.

\$125 Arl. Res. \$95 Arl. Sr. \$160 Non-Res. \$125 Non-Res. Sr.
HE-549 Wash. Lee 1318 12/8 T/W 7:00p Hammond 4-3 hr

Cooking the Italian Way

Spend an evening cooking and sampling authentic Italian dishes. On the menu will be marinara sauce with delicious meatballs, as well as bountiful pasta dishes with "different" vegetables. Learn quick and easy recipes that will satisfy even the toughest palate!

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
HE-366 Claren. Ctr. 310 12/8 T 7:00p Guaragna 1-3 hr

Knife Skills Workshop

Bring one or two of your kitchen knives. Learn how to select quality and proper knives, sharpen them and keep them sharp for life. Learn the correct way to slice, dice and cut from an experienced butcher and cook.

\$40 Arl. Res. \$35 Arl. Sr. \$45 Non-Res. \$40 Non-Res. Sr.
HE-519A Career Ctr. 112 9/22 T 7:00p Krishna 1-2½ hr
HE-519B Career Ctr. 112 10/20 T 7:00p Krishna 1-2½ hr
HE-519C Career Ctr. 112 11/3 T 7:00p Krishna 1-2½ hr

Food for Holiday Gifts

Celebrate the season and learn how to make delicious edible treats that will wow your friends and family for the holidays! Get the recipes for easy cakes, candies, snacks and treats that put such a personal touch on your giving at this time of year. Let your creativity show in these warmhearted gifts, while saving you money and time in your holiday schedule. With Pastry Chef Karen Stiegler, who will also give tips on presentation and wrapping.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
HE-570A Clarendon Ctr. 310 11/18 W 10:00a Stiegler 1-3 hr
HE-570B Clarendon Ctr. 310 12/3 Th 6:30p Stiegler 1-3 hr

Mediterranean Cooking and Diet

Come discover the health benefits of Mediterranean cooking and diet. You will explore cooking from the shores of Greece, Italy, France, Spain, Morocco, and other Mediterranean coastal countries and learn what folks there have know for centuries about fine dinning and the true value of foods. Emphasis will be placed on vegetarian and fish dishes. Eat better, live longer.

\$105 Arl. Res. \$85 Arl. Sr. \$135 Non-Res. \$105 Non-Res. Sr.
HE-503A Wash. Lee 1318 9/9 W 7:00p Hammond 3-3 hr
HE-503B Wash. Lee 1318 11/18 W 7:00p Hammond 3-3 hr

French Bistro Cooking

The simple, everyday cooking of the French cafes and bistros is explored and demonstrated. Using fresh, easy to obtain ingredients, a number of classic French dishes are prepared over a two-day course. Recipes will be provided with each dish prepared.

\$85 Arl. Res. \$70 Arl. Sr. \$105 Non-Res. \$85 Non-Res. Sr.
HE-511 Clarendon Ctr. 310 10/19 M 7:00p Jaeger 2-3 hr

A Night with Chinese Noodles

Native Chinese instructor reveals the secret to making flavorful noodles that are well-loved by the people of China; Cantonese Shrimp and Chicken Lo Mein, Sichuan Beef Noodle Soup and Peking Noodles with meat sauce. Yum!

\$55 Arl. Res. \$45 Arl. Sr. \$60 Non-Res. \$55 Non-Res. Sr.
HE-728 Clarendon Ctr. 310 11/5 Th 7:00p Jewell 1-3 hr

Dim Sum Workshop

Dim Sum literally means point (dim) to the heart (sum) or "touch the heart". Learn how to make delicious and heart warming Chinese snacks, such as spring rolls, fired wonton, curry puffs and shao mai. Perfect to serve with tea, another Chinese tradition.

\$55 Arl. Res. \$45 Arl. Sr. \$60 Non-Res. \$55 Non-Res. Sr.
HE-516 Clarendon Ctr. 310 10/15 Th 7:00p Jewell 1-3 hr

Cooking Without Recipes

Cook without recipes by following some simple guidelines. Key methods and ingredients can be used to improvise untold food possibilities for everyday dishes. Students will understand the chemistry of food and will learn to rely on their senses -taste, touch, smell, sight, and sound. Doing is the best way to learn... so peel, chop, stir and taste the goodness.

\$59 Arl. Res. \$49 Arl. Sr. \$70 Non-Res. \$59 Non-Res. Sr.
HE-561 Clarendon Ctr. 310 9/15 T 7:00p Krishna 1-3 hr

Thai Cooking

Learn why the Thais are the French of Southeast Asia when it comes to their appetites and gusto for well prepared food. Thai cooking, with the help of modern short-cut ingredients, can be easy to prepare, and taste good as well. Master the basics of the well-known Thai national soup, *Tom Yum Kung* (lemongrass shrimp sour and hot soup), *Keang Phet Nua* or *Kai* (beef or chicken curry, Thai style), *Kai* or *Nua pad bai Kraprow* (beef or chicken fried with basil leaves), and the healthy delicious Thai salad known as *Yum*, and more.

\$89 Arl. Res. \$69 Arl. Sr. \$115 Non-Res. \$89 Non-Res. Sr.
HE-512A Clarendon Ctr. 310 9/14 M 7:00p Westgate 3-2½ hr
HE-512B Clarendon Ctr. 310 11/2 M 7:00p Westgate 3-2½ hr

Thai Cooking - Part II

This second part of the Thai cooking class will explore a variety of well known, well loved Thai dishes. Still keeping the recipes easy and quick, students will prepare different dishes, (some vegetarian) to include mussaman curry, drunken noodles, rice and stir-fry.

\$89 Arl. Res. \$69 Arl. Sr. \$115 Non-Res. \$89 Non-Res. Sr.
HE-530 Clarendon Ctr. 310 11/23 M 7:00p Westgate 3-2½ hr

Japanese Sushi

Learn to prepare authentic Japanese sushi that will make your taste buds sing. Enjoy the various types of sushi including Nigiri, Hako-Gata and Tamaki. Savor the true taste of tuna, crab, shrimp and more.

\$90 Arl. Res. \$70 Arl. Sr. \$115 Non-Res. \$90 Non-Res. Sr.
HE-513A Clarendon Ctr. 310 9/10 Th 7:00p Moore 2-3 hr
HE-513B Clarendon Ctr. 310 10/20 T 7:00p Moore 2-3 hr

Japanese Sukiyaki

Discover the flavor of authentic Japanese cuisine. Prepare traditional Japanese foods like Sukiyaki, Shabu Shabu, Oyako-Donburi, and Miso Soup.

\$85 Arl. Res. \$65 Arl. Sr. \$105 Non-Res. \$85 Non-Res. Sr.
HE-518 Clarendon Ctr. 310 11/17 T 7:00p Moore 2-3 hr

Greek Cuisine

Join Lauren DeSantis in exploring Greek Cuisine. Student will prepare tsatsiki, eggplant dip and gemista (stuffed tomatoes, peppers and rice). We'll top off the course preparing the ever so popular Greek salad.

\$55 Arl. Res. \$50 Arl. Sr. \$65 Non-Res. \$55 Non-Res. Sr.
HE-577 Clarendon Ctr. 310 12/14 M 7:30p DeSantis 1-2½ hr

Adult Education Program (703) 228-7200

North Indian Cooking

Cook healthy and tasty vegetarian and non-vegetarian dishes. Prepare snacks, main courses, and desserts. Learn how to spice special dishes.

\$165 Arl. Res. \$125 Arl. Sr. \$205 Non-Res. \$165 Non-Res. Sr.
HE-520A Clarendon Ctr. 310 9/8 T 10:00a Anand 6-3 hr
HE-520B Clarendon Ctr. 310 9/9 W 7:00p Anand 6-3 hr

North Indian Vegetarian Cooking

Making vegetables fun - the Indian way! With recipes and techniques from ancient royal kitchens to modern cooking gurus. Vegetables will never be boring again.

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
HE-522A Clarendon Ctr. 310 10/27 T 10:00a Anand 3-3 hr
HE-522B Clarendon Ctr. 310 10/28 W 7:00p Anand 3-3 hr

North Indian Tasty Vegetarian Snacks

Learn to prepare delicious and fun snacks and drinks, including Indian tea. These unique, completely vegetarian snacks are not only delicious but easy to make. Come and enjoy the unforgettable taste.

\$115 Arl. Res. \$85 Arl. Sr. \$145 Non-Res. \$115 Non-Res. Sr.
HE-533A Clarendon Ctr. 310 12/1 T 10:00a Anand 3-3 hr
HE-533B Clarendon Ctr. 310 12/2 W 7:00p Anand 3-3 hr

Senegalese Cooking - A Taste of Africa

Discover why Senegalese cooking is one of the most famous in West Africa. Learn how to make the national dish - Chebu Jen (rice and chicken stew). This dish includes more than five vegetables, fresh fish seasoned with parsley, and rice that is cooked in sauce giving it a reddish color and delicious flavor. While the dish is cooking, learn to make a refreshing drink made with hibiscus flower and mint. Register and enjoy a taste of Africa.

\$65 Arl. Res. \$55 Arl. Sr. \$75 Non-Res. \$65 Non-Res. Sr.
HE-526 Clarendon Ctr. 310 10/8 Th 6:30p Lusby 1-3 hr

Caribbean Cooking

Caribbean cooking can be exciting without necessarily being expensive. Historically, it has many roots—African, Indian, Chinese, Spanish—with flavors ranging from mild to hot and spicy. Class will offer a traditional daily Caribbean meal including drinks, soup, entree, and dessert. Bring a container for left-overs.

\$65 Arl. Res. \$50 Arl. Sr. \$79 Non-Res. \$65 Non-Res. Sr.
HE-523 Clarendon Ctr 310 9/5 Sa 10:00a Foster 1-4 hr

Seasoning and Flavoring

By simply seasoning food you can accentuate subtle flavors, evoke a certain time and place, or rescue a dish that would be otherwise tasteless. Along with learning the secrets to properly seasoning foods, in this class you'll get insight into new flavor combinations, and how to shop and store herbs and spices. We'll also cover seasoning blends, rubs and marinades, as well as condiments, sauces and more, and you'll leave with some great recipes to test your new skills.

\$45 Arl. Res. \$35 Arl. Sr. \$55 Non-Res. \$45 Non-Res. Sr.
HE-563 Clarendon Ctr. 310 11/19 Th 6:30p Krishna 1-3 hr

Steaming, Braising and Stewing

The moist heat cooking methods of Steaming, stewing, and braising are used to create some of our most comforting and loved dishes. Learn the difference between stewing and braising, and steaming techniques that infuse flavor and moisture with a minimal loss of vitamins and minerals.

\$45 Arl. Res. \$35 Arl. Sr. \$55 Non-Res. \$45 Non-Res. Sr.
HE-564 Clarendon Ctr. 310 12/7 M 6:30p Krishna 1-3 hr

Sautéing, Grilling, and Roasting

Dry-heat cooking methods -- frying, sautéing, grilling and roasting -- are essential skills that no cook can live without. Learn the ins and outs of these fundamental techniques and leave with tips and trade secrets to make your home-cooked meals really sizzle.

\$45 Arl. Res. \$35 Arl. Sr. \$55 Non-Res. \$45 Non-Res. Sr.
HE-566 Clarendon Ctr. 310 9/3 Th 6:30p Krishna 1-3 hr

Chinese Soup for All Seasons

Steamy, flavorful soups are great for the autumn months and delicious all year long. Students will learn how to prepare various delicious soups, to include, Crab with Corn Soup, Shrimp Soup with Crispy Rice and Hot and Sour Soup. Enjoy the healthy benefits of soup any month of the year.

\$49 Arl. Res. \$40 Arl. Sr. \$55 Non-Res. \$49 Non-Res. Sr.
HE-548 Clarendon Ctr. 310 10/22 Th 7:00p Jewell 1-3 hr

Autumn Soups, Sides and Dishes

We all look forward to the soups, stews and fruit crumbles and crisps that are such a part of autumn. So, when the weather turns chilly, enjoy making the most of glorious autumn fruit and vegetables. In this course, we will teach flavorful squash soup, apple salad and Brussels sprouts!

\$75 Arl. Res. \$60 Arl. Sr. \$90 Non-Res. \$75 Non-Res. Sr.
HE-709 Clarendon Ctr. 310 11/3 T 7:00p Miller 2-3 hr

The Budget Gourmet, Entrées under \$4!

Many of us are now looking at ways we can save more money. Students will learn how to cook flavorful meals while not paying a lot of money. We'll make entrées under \$4 a serving. We will also discuss ways in which you can save on your grocery bill year round.

\$110 Arl. Res. \$80 Arl. Sr. \$140 Non-Res. \$110 Non-Res. Sr.
HE-710 Clarendon Ctr. 310 9/22 T 7:00p Miller 3-3 hr

Seasoning Vegetables with Spices

Take the goodness of vegetables to new heights with spices. Using a spice mill, class will blend most of our concoctions, preserving all the aroma and flavor. Then, we'll enhance fresh vegetables with simple preparation methods, but with creative presentations. Come ready to cook and eat!

\$69 Arl. Res. \$50 Arl. Sr. \$89 Non-Res. \$69 Non-Res. Sr.
HE-725 Clarendon Ctr. 310 11/14 Sa 11:00a Noble 1-4 hr

Classic Apple Tarte and Other Tart Advice

Learn to make the French Tarte aux Pommes with Apricot Glaze, including the Sweet Tart Dough, apple filling, and rosette sliced apple design. It's a classic among French patissiers. Get tips and advice on making and rolling tart crusts and the best apples to use for this dessert. We'll also compare the French tarte, Galette and Crostata.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
HE-573 Clarendon Ctr. 310 10/13 T 6:30p Stiegler 1-3 hr

Chocolate Nirvana: From Mousse to Molten

From milk to semisweet, from dark to white, come and learn all about chocolate. We will make a traditional French Mousse au Chocolat as well as Bittersweet Molten Chocolate, served warm with soft chocolate centers. Enjoy and learn at the chocolate tasting, and get tips on buying, melting, blending and storing all types of chocolate. With Pastry Chef Karen Stiegler.

\$50 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$50 Non-Res. Sr.
HE-575 Clarendon Ctr. 310 10/29 Th 6:30p Stiegler 1–3 hr

Chocolate Epiphany: Sinful Seconds

Calling all chocaholics! This second helping of chocolate desserts with Pastry Chef Karen Stiegler follows up on her Chocolate Nirvana. If you loved the first course, you've got to indulge yourself with an extra serving of chocolate, including the best chocolate truffles, chocolate mediant candies, homemade hot chocolate and more. Learn all about ganache and sauces, and which flavors pair best with chocolate desserts.

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
HE-574 Clarendon Ctr. 310 11/12 Th 6:30p Stiegler 1–3 hr

Patisseries of Paris

Join Pastry Chef Karen Stiegler for this foodie's delight and learn where to buy the best pastries, best food gifts and best baking equipment, and provide you with the addresses to find them in Paris and on the web. Enjoy a full visual presentation of the top pastry shops, chocolate shops, and tea rooms in Paris, and afterwards enjoy coffee with French pastry, including the traditional French Madeleines. Karen's secrets and recipes will also be provided. Whether you are planning a trip to Paris, an armchair traveler, or just a person who loves French pastry, this course is for you.

\$40 Arl. Res. \$35 Arl. Sr. \$50 Non-Res. \$40 Non-Res. Sr.
HE-571 Clarendon Ctr. 310 10/21 W 6:30p Stiegler 1-3 hr

Simple Cakes for Holiday Entertaining

Students will bake three delicious and simple cakes, cinnamon apple bundt cake, sour cream coffee cake with brown sugar topping and flourless chocolate cake. All three would be a welcome addition to a holiday buffett, or can be wrapped and given as a gift.

\$40 Arl. Res. \$35 Arl. Sr. \$50 Non-Res. \$40 Non-Res. Sr.
HE-718 Clarendon Ctr. 310 10/5 M 7:00p Parker 1-2 hr

Treats for Gift Giving

Learn to bake treats that are perfect for holiday gift giving. We will make the best ever sugar cookies, thin and crispy chocolate wafers, petite buttermilk scones and molasses crinkles. Class will include tips on planning your holiday baking to fit your schedule and packaging ideas.

\$45 Arl. Res. \$40 Arl. Sr. \$55 Non-Res. \$45 Non-Res. Sr.
HE-721 Clarendon Ctr. 310 12/7 M 7:00p Parker 1-2½ hr

Savory and Sweet Souffles

Hot Souffles are the perfect dish to rise and thrill warm out of the oven—for lunch, brunch, dinner or dessert. Rise up and join us to learn a savory Cheese Souffle and individual Chocolate Souffles to wow your family or guests. Get recipes and tips on serving these feather light and spectacular creations. With Pastry Chef Karen Stiegler

\$49 Arl. Res. \$39 Arl. Sr. \$60 Non-Res. \$49 Non-Res. Sr.
HE-576 Clarendon Ctr. 310 12/10 Th 6:30p Stiegler 1–3 hr

Cake Baking I

Learn techniques of baking cakes from scratch: chiffon, butter, chocolate, and jelly roll. Recipes will be distributed. Bring containers for samples.

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
HE-550 Clarendon Ctr 310 9/12 Sa 9:00a Montesa 1–4 hr

Basic Cake Decorating

Learn techniques of frosting cakes and making different sugar flowers (roses, daffodils, daisies, pansies, etc.) and borders. A small cake provided by the student will be decorated at the third class. **Students must bring tools and supplies to first class.** Call (703) 228-7200 for supply list.

\$85 Arl. Res. \$65 Arl. Sr. \$109 Non-Res. \$85 Non-Res. Sr.
HE-552 Clarendon Ctr 310 9/19 Sa 9:00a Montesa 3–3 hr

Cupcakes

Cupcakes are easy to prepare and can be served at parties, as a snack, at potlucks, and can even be arranged as a wedding cake. Four cupcakes will be baked from scratch (Red Velvet, Chocolate, Blueberry, and Yellow Cupcakes). Students will top the cupcakes with different frostings and decorated. Will demonstrate how to make beautiful toppings. Bring container for samples. Instructor will email students for decorating tools to bring.

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
HE-380 Clarendon Ctr 310 10/10 Sa 9:00a Montesa 1–4 hr

More Incredible Cupcakes

More delicious cupcake recipes will be taught. Four cupcakes will be baked from scratch (German Chocolate with Coconut-Pecan Frosting, Lemon with Creamy Lemon Frosting, Cookies N' Cream with Cream Cheese Frosting, and White Chocolate Cupcakes with White Chocolate Buttercream Frosting). Students will top the cupcakes with the frostings and decorated. Bring container for samples. Instructor will email students for decorating tools to bring.

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
HE-385 Clarendon Ctr 310 10/17 Sa 9:00a Montesa 1–4 hr

Cheesecakes You Can Make

In this easy, do-it-yourself format, you will learn how to create the ultimate in desserts that will please your every guest. David Sharp, former owner of David's Gourmet Pies & Cheesecakes, will guide you through the five simple steps to make your own rich, creamy, cheesecake dessert sensation. Along with special techniques, you will learn how to make fabulous tasting crusts, and how to use cheesecake recipes that include chocolate, nut, fruit and beverage-based ingredients. Stylish garnishing included.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
HE-722 Clarendon Ctr 310 9/1 T 6:30p Sharp 1–3 hr

Rolled Fondant

This cake decorating technique is popular in covering cakes, especially wedding cakes. Fondant is a smooth sweet dough used for covering cakes and also making decorations. Participants will decorate a cake using this technique during the second class. A supply list will be provided during the first class.

\$59 Arl. Res. \$45 Arl. Sr. \$75 Non-Res. \$59 Non-Res. Sr.
HE-553 Clarendon Ctr 310 10/31 Sa 9:00a Montesa 2–3 hr

Textile Arts

Knitting - The Basics

Come learn the basics of knitting - casting on, knit, purl, and binding off. Students will complete a scarf pattern of their choice and learn to read a pattern. Call for supply list.

\$60 Arl. Res. \$50 Arl. Sr. \$70 Non-Res. \$60 Non-Res. Sr.
HE-611 Claren. Ctr 305 9/10 Th 7:00p Barber 4-2 hr

Knitting - Beyond the Basics

Prerequisite: Knitting Basics or proficient in casting on, knitting, purling and binding off. Learn to change colors, increase and decrease stitches, new stitch patterns and circular knitting. Call for supply list.

\$55 Arl. Res. \$50 Arl. Sr. \$65 Non-Res. \$55 Non-Res. Sr.
HE-613 Claren. Ctr 305 10/15 Th 7:00p Barber 3-2 hr

Knitting with a Flare

Prerequisite: Knitting - The Basics or proficient in casting on, knitting, purling and binding off. Give your knitting more flare by learning new stitches to enhance your knitting with different types of yarn and borders. Call for supply list.

\$55 Arl. Res. \$50 Arl. Sr. \$65 Non-Res. \$55 Non-Res. Sr.
HE-624 Claren. Ctr 305 11/5 Th 7:00p Barber 3-2 hr

Quilting Workshop

Have you put quilting projects on hold and can't seem to find the time to complete them? Do you need a refresher on specific techniques to get you through a trouble spot? Or do you just want to start something new? Then join in the fun with this workshop designed to allow you to make progress on the quilting project of your choice. Bring your project and quilting/sewing supplies to first class.

\$90 Arl. Res. \$65 Arl. Sr. \$115 Non-Res. \$90 Non-Res. Sr.
HE-612 Jefferson 114 9/16 W 7:00p MacLaury 4-2½ hr

Sewing I

Sewing class is designed for **beginners**. There will be an introduction to the sewing machine, sewing terms, fabrics, patterns, pressing technique, and notions. First class project will prepare you for Sewing II. Bring thread and scissors to first class. Supply list distributed at first class.

\$135 Arl. Res. \$100 Arl. Sr. \$179 Non-Res. \$135 Non-Res. Sr.
HE-600A Jefferson 114 9/8 T 7:00p Durham 6-3 hr
HE-600B Jefferson 114 9/10 Th 7:00p Durham 6-3 hr
HE-600C Jefferson 114 10/27 T 7:00p Durham 6-3 hr

Sewing II

Continue to advance your sewing skills in this class, and make a garment. Supply list distributed at first class.

\$135 Arl. Res. \$100 Arl. Sr. \$179 Non-Res. \$135 Non-Res. Sr.
HE-601 Jefferson 114 10/29 Th 7:00p Durham 6-3 hr

T-Shirt Quilt

Create a spectacular memory quilt using cast-off T-shirts. This makes a soft and fabulous memory quilt to take off to college or give as a gift. It's fun and easy to do and a project that will keep on growing. Bring your un-cut stash of T-shirts. Supply list distributed at first class.

\$89 Arl. Res. \$69 Arl. Sr. \$110 Non-Res. \$89 Non-Res. Sr.
HE-608 Yorktown 140 10/1 Th 7:00p Fraser 5-2 hr

The Sudoku Quilt

If you enjoy the puzzle, you will like the quilt. This easy quilt will work with nine quarters of fabric that blend together nicely to create a fun and unique quilt. Join us for a fun time and don't worry, I have the answers to the puzzle.

\$55 Arl. Res. \$45 Arl. Sr. \$65 Non-Res. \$55 Non-Res. Sr.
HE-625 Yorktown 140 11/5 Th 7:00p Fraser 3-2 hr

Technology & Industry

Introduction to Woodworking and Cabinetmaking

Course begins with a six-week orientation focusing on wood types and uses, wood joinery, cabinetry design, and proper, safe use of tools and equipment. For the remaining classes, students have full use of modern woodworking equipment, tools, and shop to construct individual furnishings. Student supplies lumber and materials for personal projects.

\$195 Arl. Res. \$150 Arl. Sr. \$265 Non-Res. \$195 Non-Res. Sr.
TI-302 Career Ctr. Woodshop 9/8 T 7:00p Spring 12-3 hr

Advanced Woodworking and Cabinetmaking

Prerequisite: Prior participation in Introduction to Woodworking and Cabinetmaking (TI-302) is mandatory. This course allows students continued use of the fully equipped shop to construct items of personal interest and improve their woodworking skills. Emphasis is on advanced techniques such as veneering, millwork, lathe turning, and joinery. Student supplies lumber and materials for personal projects. Some storage is available. Taught in Wood Shop.

\$195 Arl. Res. \$150 Arl. Sr. \$265 Non-Res. \$195 Non-Res. Sr.
TI-303 Career Ctr. 9/10 Th 7:00p Spring 12-3 hr

Carpentry - Rough Framing

This course is designed to familiarize homeowners with the rough framing processes involved in building a shed, garage, room addition, or finished basement. Building code requirements pertaining to floor, wall, and roof framing will be covered. Safety, tool usage, material selection, and professional techniques will be the major class topics. Hands-on laboratory application of topical skills will be incorporated into the class.

\$149 Arl. Res. \$115 Arl. Sr. \$189 Non-Res. \$149 Non-Res. Sr.
TI-312 Career Ctr 9/2 W/M 6:30p Daly 6-3 hr

Electrical Wiring for the Homeowner

Course will cover tools, materials, and techniques necessary for the homeowner to maintain, repair, and/or modify the existing electrical service in a typical residential electrical installation. Practical hands-on application of electrical theory and NEC requirements will be utilized. Class is taught in the Electrical Shop. Text: *Step by Step Home Wiring*. Class begins on Wednesday.

\$129 Arl. Res. \$95 Arl. Sr. \$165 Non-Res. \$129 Non-Res. Sr.
TI-321 Career Ctr 10/21 W/M 6:30p Daly 5-3 hr

Clarendon Education Center, 2801 Clarendon Blvd. Suite 306

Plumbing

Study supply, drain, waste, and vent piping fabricated with copper, plastic, and iron/steel. Course covers the installation of new and remodeled systems as well as maintenance of existing systems. Class is taught in the Wood Shop. Text: *Step by Step Guide Book for Home Plumbing*.

\$155 Arl. Res. \$120 Arl. Sr. \$195 Non-Res. \$155 Non-Res. Sr.
TI-309 Career Ctr 9/28 M/W 6:30p Daly 6-3 hr

Ceramic Tile

Learn the basics of proper tool usage, material selection and layout techniques in order to produce quality floor, wall, and countertop jobs using ceramic tile. Text: *Hometime: How To Ceramic Tile* ISBN 1890257052.

\$135 Arl. Res. \$100 Arl. Sr. \$170 Non-Res. \$135 Non-Res. Sr.
TI-316 Career Ctr 12/2 W/M 6:30p Daly 5-3 hr

Drywall

Learn how to hang, finish, and repair drywall. Proper tools, materials, and techniques will be stressed. Class is taught in the Wood Shop. Text: *Step by Step Room Finishing*.

\$135 Arl. Res. \$100 Arl. Sr. \$170 Non-Res. \$135 Non-Res. Sr.
TI-310 Career Ctr 11/9 M/W 6:30p Daly 5-3 hr

AutoCad 2007 - Level I

Prerequisite: familiarity with basic computer functions.

This course will cover the basics of Computer-Aided Drafting on AutoCad 2007, the industry standard in the computer drafting programs. Students will learn to construct geometric shapes, orthographic and isometric drawings, and 3-D models. Other topics include project organization, architectural drawing and file management.

\$190 Arl. Res. \$155 Arl. Sr. \$225 Non-Res. \$190 Non-Res. Sr.
BE-481 Career Ctr 11/4 10/6 T 7:00p Kassim 6-2½ hr

HVAC Maintenance for the Homeowner

This course is designed to teach the basics of heating and air conditioning maintenance. Stop spending money calling technicians for simple repairs. Learn how to check for and repair air leaks, change and choose the best filters, learn how to reset the system, replace thermostats and much more. Course is taught in the A/C Lab.

\$89 Arl. Res. \$69 Arl. Sr. \$119 Non-Res. \$89 Non-Res. Sr.
TI-214 Career Ctr. 10/6 T 6:00p McCleod 4-2½ hr

Furniture Repair and Refinishing

Hands-on course. Each student works on one or more projects of their own choosing. Learn to recognize different qualities of furniture. For each project, learn how to identify what needs to be done, create a plan, select the right materials, and then, working together, either restore, conserve, or refinish the piece. Course includes basic furniture repairs, fixing damaged finish, coloring for authenticity, and reapplying finish. Bring one or more projects to the first class! Students will work on multiple projects during the 10-week period. As materials vary for each project, instructor will provide supply lists at the first class. Course taught in the Wood Shop.

\$150 Arl. Res. \$119 Arl. Sr. \$190 Non-Res. \$150 Non-Res. Sr.
TI-305 Career Ctr 9/14 M/W 7:00p Diehl 8-2½ hr

Green Technology for Your Home

Interested in saving money by using environmentally friendly products? This two hour course will introduce many ways you can make your home more energy efficient - increase its resale value and reduce global warming. Learn practical ways you can make your home more GREEN without spending a fortune - while at the same time reducing your utility bills.

\$29 Arl. Res. \$20 Arl. Sr. \$35 Non-Res. \$29 Non-Res. Sr.
TI-325 Career Ctr 11/8 9/24 Th 7:00p Jung 1-2 hr

Home Defects: How to Spot, Correct, and Avoid Them

Anyone who wants to buy or sell a home, including prospective home owners, contractors, as well as real estate professionals*, can benefit from this class. Dozens of money-saving tips on how to identify structural and mechanical defects in both pre-owned and new homes will be presented. Students will also review construction materials, trade practices and environmental issues, including indoor air pollutants such as mold, radon and allergens. Taught by a veteran ASHI inspector. *VA Real Estate Board has approved 7 hours of CEUs for this course. \$69 Arl. Res. \$55 Arl. Sr. \$89 Non-Res. \$69 Non-Res. Sr.
GI-635 Career Ctr 11/2 9/24 Th 7:00p Teitel 3-2½ hr

International Executive Housekeeping Association (IEHA)

Arlington Public Schools

Clarendon Education Center, 2801 Clarendon
Boulevard
Mondays and Wednesdays - 1:30 – 4:00 PM
Call (703) 228-7200

Diploma-program series of twenty-two 15-hour courses in all aspects of housekeeping management and administration, with major emphasis on personnel, communications, housekeeping techniques, environmental controls, business, and allied areas. A total of 330 hours are required for membership in the international association. Courses are offered October through June of each year. Subject areas will be scheduled according to enrollment requirements. Courses meet from 1:30-4:00 p.m. for 6 sessions, Mondays and Wednesdays, at the Clarendon Education Center, Room 219. \$100.00 each 6-session course.

All students are to contact the Arlington Adult
Education registration office for the latest course
schedule. Please call 703-228-7200.

Automobile Technology

Automotive Repair Procedures

This course will be based on the automobile problems and needs of the students. Hands-on shop work on owners' vehicles will guide the weekly lesson. Basic repairs will be limited to shop time, space, and equipment. Diagnostic information will be supplied, as available, to assist the student in correcting problems. The purchase of some necessary basic hand tools and materials will be identified. Course is taught in the Auto Technology Lab.

\$159 Arl. Res. \$119 Arl. Sr. \$209 Non-Res. \$159 Non-Res. Sr.
TI-100 Career Ctr. 9/15 T 7:00p Harmon 8-3 hr

Automotive Repair Procedures - Advanced

The curriculum of the course will be based on the automobile problems and needs of the students. Hands-on shop work on owners' vehicles will guide the weekly lesson. Basic repairs will be limited to shop time, space, and equipment. Course offers more advanced diagnostics. Course is taught in the Auto Technology Lab.

\$159 Arl. Res. \$119 Arl. Sr. \$209 Non-Res. \$159 Non-Res. Sr.
TI-103 Career Ctr. 9/16 W 7:00p Winchell 8-3 hr

How to Make Biodiesel

You can choose to watch or to participate in hands-on learning of the process for converting waste vegetable oil into biodiesel using ingredients found in a local hardware store. You'll learn multiple methods of transesterification of French fry grease, then do the conversion and test your product. You'll also enjoy a comfortable reintroduction to high school biology and chemistry of fats and oils that explains many of the terms you hear in television commercials. Bring an empty two-liter bottle with a cap.

\$39 Arl. Res. \$30 Arl. Sr. \$45 Non-Res. \$39 Non-Res. Sr.
TI-107 Career Ctr. Auto Lab 9/21 M 7:00p Egenrieder 1-2 hr

Winning Strategies for Car-Buying

This seminar-formatted discussion will examine: "good value" shopping and purchasing; new vs used; pricing and dealer "kick-backs;" tips for research, timing, selection, financing, insurance, and scams detection; and Virginia warranty and "lemon" law.

Q & A session follows discussion.

\$39 Arl. Res. \$29 Arl. Sr. \$50 Non-Res. \$39 Non-Res. Sr.

GI-625 Wash. Lee 2208 10/8 Th 7:00p Swann 1-3 hr

Medical Industry

Emergency Medical Technician-Basic

This is a college-level course using National Highway Transportation Safety Administration/U.S. Department of Transportation 1994 Emergency Medical Technician-Basic (EMT-B) curriculum. Students study anatomy and physiology, introduction to emergency medical care, airway management, patient assessment, obstetrical/gyn. emergencies, care of trauma patients, pediatric emergencies, and ambulance operations. Students will complete an American Basic Life Support for the Health Care Provider Course. Students are required to perform 10 hours of clinical rotation in a hospital emergency department or ride along on an emergency ambulance. (Six month program.)

State certification exam \$25.

Certification as an Emergency Medical Technician-Basic earns up to thirteen credits in the Health Technologies Program at Northern Virginia Community College.

Text: *Emergency Care*, 9th Edition Course: \$415

Call for registration information.

TI-330 CC EMT Class begins Fall 2009 T/Th 6:00p Goulla

Nurse Aid Training

With an increasing number of people needing specialized health care services and an aging population, job opportunities as a nurse aide continue to grow. Course is designed to provide students with skills needed to earn certification as a Certified Nurse Aide and Home Health Aide. The certification will equip students to work in nursing homes, hospitals, and home health settings.

This 15-week course combines practical experience in a local nursing home with classroom instruction. Classroom instruction is held at the Arlington Career Center on Tuesday and Thursday evenings from 6:00-9:00 p.m. Practical experience is held at a local nursing home over several weekends. Tuition of \$690 includes textbook and fees for one state certification exam and one national exam. Begins in the Winter 2009.

To request an application, call (703) 228-7200.

A pre-entrance test is required and will be offered during the months of Jul., Aug., and Sept. 2009.

HE-900 Career Ctr 9/8 T/Th 6:00pm Mayne 30-3 hr

Clases en Español

Introducción al Internet

Alumnos aprenderán como utilizar el Internet y manejar el correo electrónico. También conocerán como proteger a familiares e hijos de los peligros del Internet. Estos peligros incluyen robo de identidad, virus de computadora y otros sitios web peligrosos. Alumnos saldrán de esta clase con el conocimiento para usar el Internet más seguramente.

\$35 Arl. Res. \$29 Arl. Sr. \$45 Non-Res. \$35 Non-Res. Sr.
BE-429 Clarendon Ctr 203 9/8 Martes 7:00p 1–2½ hr

Introducción a la Computadora

Este curso de 2 sesiones está diseñado para estudiantes con poco o ningún conocimiento de la computadora o computación. Estudiantes aprenderán a identificar la terminología básica, el uso del teclado, ratón, e impresora entre otros. Al mismo tiempo podrán aprender lo básico de procesadora de palabras, hoja de cálculo y navegar la red internet.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
BE-421 Clarendon Ctr 203 10/20 Martes y Jueves 7:00p 2–2½ hr

Introducción a Microsoft Excel

Este curso de 2 sesiones está diseñado para estudiantes con poco o ningún conocimiento de planillas de Excel. Usado mucho para las finanzas, este programa está lleno de funciones que ayudan a sacar gráficos, fórmulas, totales de presupuestos y más.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
BE-432 Clarendon Ctr 203 11/12 Jueves 7:00p 2–2½ hr

Introducción a Microsoft Word

Este curso de 2 sesiones está diseñado para estudiantes con poco o ningún conocimiento de la procesadora de palabras más usada en el mundo, Microsoft Word. Los alumnos aprenderán como copiar, pegar, modificar y manipular información. Aprende cómo crear cartas profesionales, memos y más.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
BE-431 Clarendon Ctr 203 12/1 Martes 7:00p 2–2½ hr

\$10 Introducción al Alambraje Residencial de Comunicaciones

Las clases explicarán los principios fundamentales para alambrear teléfonos, salidas de televisión, y redes sencillas para computadoras. Los alumnos deben traer a las clases herramientas designadas por el instructor en la primera clase. El curso se presentará en el laboratorio eléctrico del Career Center.

TI-352 Career Ctr. 9/9 Miércoles 6:30p 1–3 hr

Electricidad-Alambraje Residencial - Nivel I

Las clases explicarán los fundamentos de los circuitos usados en el alambraje residencial, como instalarlos, y los códigos y reglamentos. Los alumnos deben traer a las clases herramientas designadas por el instructor en la primera clase. El curso se presentará en el laboratorio de electricidad del Career Center.

\$110 Arl. Res. \$80 Arl. Sr. \$145 Non-Res. \$110 Non-Res. Sr.
TI-350 Career Ctr. 9/16 Miércoles 6:30p 5–3 hr

Taller de Drywall

Aprenda a medir, cortar y colocar el drywall; conozca del terminado y la reparación del drywall como un(a) profesional. Herramientas, materiales y la técnica necesaria van a ser proporcionados en cada clase. 6 horas de estudio. Becas disponibles.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
TI-300 Career Center 9/15 Martes 7:00p 2–3 hr

Taller de Pintura

Aprenda los elementos básicos de esta ocupación. Conozca del uso adecuado de las herramientas, la selección de los materiales y las técnicas de aplicación para lograr la más alta calidad en la pintura. Becas disponibles.

\$79 Arl. Res. \$59 Arl. Sr. \$99 Non-Res. \$79 Non-Res. Sr.
TI-301 Career Center 9/29 Martes 7:00p 2–3 hr

Cómo Leer Planos de Construcción -Nivel I

Curso está diseñado para alumnos que quieren aprender cómo leer planos de construcción para obras residenciales y comerciales. Estudiantes aprenderán como entender el diseño completo, desde la fundación hasta el techo. Se hará énfasis en dimensiones, elevaciones, secciones y el reconocimiento de la información importante de cada plano.

\$55 Arl. Res. \$45 Arl. Sr. \$69 Non-Res. \$55 Non-Res. Sr.
GI-623 Kenmore 90 10/7 Miércoles 6:30p 3–3 hr

Adult Education Program (703) 228-7200

GED® (High School Equivalency Certificate)

The General Educational Development (GED) Program is designed for persons who were once enrolled in school, but who, for various reasons, did not complete the requirements for high school graduation.

GED PREPARATION OPTIONS

Various options are available for persons who wish to develop or refresh the skills necessary for successful completion of the GED test. Students are encouraged to take the GED test when their progress indicates their readiness.

After registering for class, all new GED students are required to take a Reading and Math assessment to assure proper course placement. The assessment will take place on August 31st, 2009 at 6:00p at the Clarendon Education Center, room 308.

GED PREPARATION CLASSES LEVEL 4

14-week program, 6:00-8:30 p.m. A combination of traditional teacher-led classes and individualized computer-based instruction is included. Course will concentrate on all five subjects of the GED test. Text: *McGraw-Hill's GED* (ISBN 978-0-07-145200-7). Course: \$75

GE-015 Clarendon Ctr. 203 9/9 - 12/18 Mon./Wed./Fri.

GED PREPARATION CLASSES LEVEL 3

14-week program meeting Tuesdays and Thursdays from 6:00 p.m. to 8:30 p.m. A combination of traditional teacher led classes and individualized instruction. Course will concentrate on improving Writing, Reading and Math skills. Text: *McGraw-Hill's GED*, (ISBN 978-0-07-145200-7). Course: \$50

GE-014 Wakefield H.S. 216 9/8 - 12/17 Tue./Thurs.

GED PREPARATION CLASSES LEVEL 2

14-week program meeting Tuesdays and Thursdays from 6:00 p.m. to 8:30 p.m. A combination of traditional teacher led classes and individualized instruction. Course will concentrate on Writing, Reading and Math skills.

Text: *Complete Pre-GED*, (ISBN 0072863560). Course: \$50

GE-013 Wakefield H.S. 215 9/8 - 12/17 Fuller Tue./Thurs.

PRE-GED CLASSES AT WAKEFIELD LEVEL 1

Ten-week program, 6:00-8:30 p.m. A combination of traditional teacher led classes and individualized instruction. Course will concentrate on basic Reading and Math skills. Course: \$50

GE-012 Wakefield H.S. 217 9/8 - 12/17 Mayo Tue./Thurs.

PRE-GED PREP CLASSES AT CLARENDON LEVELS 1 & 2

12-week program meeting Saturday mornings from 10:00 a.m. to 12:30 p.m. A combination of traditional teacher led classes and individualized instruction. Course will concentrate on Writing, Reading and Math skills. Course: \$25

GE-011 Clarendon 203 9/12 - 12/5 Pettiford Saturdays

COMPUTER ASSISTED GED PREPARATION

Self-paced afternoon class, from 12:00 noon to 3:00pm, is available for study in all areas of the GED exam. Call 703-228-7220 for more information.

GE-004 Clarendon Ctr. 203 8/10 - 12/18 Mack Mon. - Fri.

GED TEST

HIGH SCHOOL EQUIVALENCY CERTIFICATION

Arlington offers the GED test monthly to allow persons to qualify for the official High School Equivalency Certificate awarded by the State of Virginia. Participants must be at least 18 years old. Residency documents can be a lease or utility bill with applicants name listed, voter registration card, or DMV driver's license or identification card. All persons taking the GED test must present a government issued picture ID at time of registration.

TEST AREAS

The examination consists of five subjects:

- Language Arts, Writing
- Language Arts, Reading
- Mathematics
- Science
- Social Studies

A minimum score of 410 points is required per exam and an overall minimum score of 2,250 points is required to receive the GED certificate. The test can only be taken three times in a year.

TEST DATES AND LOCATIONS

Testing is conducted Friday evenings, 6:00-10:00 p.m. and Saturdays, 9:00 a.m.- 2:00 p.m. at the Clarendon Education Center, Room 308, 2801 Clarendon Boulevard, Arlington.

09SGE-002D	8/7/09 and 8/8/09
09FGE-002A	9/18/09 and 9/19/09
09FGE-002B	10/23/09 and 10/24/09
09FGE-002C	11/20/09 and 11/21/09
09FGE-002D	12/11/09 and 12/12/09

Now offering single subject exams, on weekday evenings, in either Math, Writing, Reading, Science or Social Studies. Must register in person. See test dates and times below.

09FGE-002E	Wednesday	10/14/09	6:00p - 9:00p
09FGE-002F	Tuesday	12/15/09	6:00p - 9:00p

REGISTRATION (REGISTER EARLY, SEATS ARE LIMITED!)

WHERE: Students must register in person at the Clarendon Education Center, Room 306, Arlington, VA 22201

REFUND: You must call to cancel or transfer at least 24 hours before the exam. Failure to do so will result in forfeited fees.

GED® EN ESPAÑOL - CURSO PREPARATORIO Y DE REPASO

Se ofrecen clases de repaso de las materias abajo indicadas, las que ayudarán a desarrollar la preparación necesaria para pasar el examen del GED, y obtener el Certificado de Equivalencia de Educación Secundaria otorgado por el Estado de Virginia.

Requisitos:

Haber completado la mayoría de los estudios secundarios o demostrar el conocimiento básicos de lectura, escritura y matemáticas.

Materias de Estudio:

Matemáticas (aritmética, álgebra, geometría), lenguaje, lectura, redacción, introducción a las ciencias naturales, ciencias sociales (geografía, economía, ciencias políticas).
Textos: *GED Completo* (ISBN# 0-07-297191-6)

Lugares y Horario:

Wakefield High School,

Sala #227, Arlington, Virginia. Lunes y miércoles de 7:00 p.m. a 9:00 p.m. Las clases empiezan el 14 de septiembre y terminan el 2 de diciembre (12 semanas, no hay clases cuando hay un feriado). Matrícula: \$75.00 Código: **GE-003**

Clarendon Education Center,

Sala #311, Arlington, Virginia. Martes y jueves de 1:00p.m. a 3:00p.m. Las clases empiezan el 15 de septiembre y terminan el 3 de diciembre (12 semanas, no hay clases cuando hay un feriado).

Matrícula: \$75.00 Código: **GE-007**

Harvey Hall (Clase de Noche)

850 Greenbrier Street, Arlington, Virginia. Viernes de 6:30 p.m. a 9:30 p.m. Las clases empiezan el 11 de septiembre y terminan el 13 de noviembre (10 semanas, no hay clases cuando hay un feriado).

Matrícula: \$50.00 Código: **GE-010**

Harvey Hall (Clase de Día)

850 Greenbrier Street, Arlington, Virginia. Sábados de 10:00 a.m. a 1:00 p.m. Las clases empiezan el 12 de septiembre y terminan el 14 de noviembre (10 semanas, no hay clases cuando hay un feriado).

Matrícula: \$50.00 Código: **GE-009**

FECHAS DE EXÁMENES:

09SGE-008B	31 de julio y 1 de agosto
09FGE-008A	9 de octubre y 10 de octubre
09FGE-008B	4 de diciembre y 5 de diciembre

EXÁMENES DE EDUCACIÓN GENERAL (GED) EN ESPAÑOL

Se ofrece los exámenes requeridos para obtener la equivalencia de educación secundaria para aquellas personas que tengan suficientes estudios para tomar directamente los exámenes. Los participantes deben tener 18 años de edad o mayores y ser residentes en Virginia. Documentos de residencia incluye: derecho de arrendamiento, votante registrado en Virginia, cuenta de gastos del alquiler, licencia para conducir o cédula de identidad. Identificación con fotografía incluye: licencia o identificación del DMV, pasaporte o identificación del Gobierno Americano.

Materias a Examinarse:

*Redacción - 125 minutos

*Lenguaje, lectura -70 minutos

*Matemáticas - 100 minutos

*Ciencias - 85 minutos

*Estudios Sociales -75 minutos

*Inglés como segunda lengua - 80 minutos

Se necesita tener un total de 2250 puntos para obtener el diploma de GED (410 puntos por materia).

Horario/Lugar/Costo:

Los exámenes se dan en dos sesiones. Viernes por la tarde de 6:00 p.m. a 10:30 p.m. y continúan el sábado por la mañana de 9:00 a.m. a 4:00 p.m. en el Centro Educativo de Clarendon, sala #308, 2801 Clarendon Boulevard Arlington, VA 22201. Nota: Es necesario asistir a ambas sesiones si el participante va a tomar los exámenes por primera vez. El costo es de \$45.00. Se acepta pago de crédito usando un Visa o Mastercard o giro postal (money order) solamente. No se aceptan cheques personales ni efectivo.

Inscripciones

Las inscripciones deben ser hechas en persona de 8:00 a.m. a 4:00 p.m. en el Centro Educativo de Clarendon, oficina #306, Arlington, VA 22201. Las inscripciones se cierran un día antes de la fecha establecida para los exámenes. Cualquier cancelación debe ser hecha con 24 horas de anticipación.

General
Educational
Development



English as a Second Language (ESL)



REEP

Arlington Education and Employment Program
English Classes for Adult Learners
Clarendon Education Center, Room 218

For more information, call
Main Office: (703) 228-4200
(or go to <http://www.reepworld.org>)

INTENSIVE ENGLISH CLASSES

Beginning, intermediate, and advanced levels of intensive English instruction are offered in 12-week sessions at the following locations.

Clarendon Education Center, 2801 Clarendon Blvd.
Classes begin in January, March, July, and September:

Monday-Friday	9:00 a.m.-12:00 p.m.
Monday-Thursday	6:45 p.m.-9:00 p.m.

\$230.00 morning/\$175 evening for Arlington residents and employees. Scholarships are available.**

Thomas Jefferson School, 125 S. Old Glebe Rd., Room 250 (formerly at Arlington Mill) 4:30 - 9:00pm Mon. - Thurs.
Classes begin in February, May, August, and November:

Monday-Friday	4:30 p.m.-6:20 p.m.
Monday-Thursday	6:45 p.m.-9:00 p.m.

\$175.00 for Arlington residents and employees. Scholarships are available.**

(Classes are also held at Kenmore School, 200 S. Carlin Springs Road.)

NON-INTENSIVE ENGLISH CLASSES

Beginning, intermediate, and advanced levels are offered two evenings per week in 10 week sessions.

Call (703) 228-4200 for testing dates.

Thomas Jefferson School, 125 South Old Glebe Road
Tuesday and Thursday 7:00 - 9:00 p.m.
Classes begin July, October, January, and April.

Tuition: \$50.00 for qualified Arlington residents and employees. No scholarships are available.

Intermediate/Advanced Conversational Classes

Clarendon Education Center
Eleven week classes begin January, April, July, and October:

Tuesday and Thursday 1:00 p.m.-3:00 p.m.

\$100.00** for Arlington residents and employees. No scholarships are available.

A placement test is required for all classes. Call (703) 228-4200 for testing dates and locations

**Tuition is higher for students who do not live or work in Arlington, is subject to change, and includes a \$35.00 non-refundable testing and registration fee.

Some scholarships for intensive classes are available through a lottery to qualified applicants, including scholarships for parents of Arlington Public School children. Scholarship recipients pay \$35.

Payment by money order only. No checks, cash, or credit cards.
Registration must be in person. No telephone or mail-in registrations can be accepted for these programs.
A placement test is required for all classes. Call (703) 228-4200 for testing dates and locations.

CITIZENSHIP PREPARATION CLASSES

Free classes taught by Arlington County Outreach volunteers

Clarendon Education Center
2801 Clarendon Blvd.
Monday and Wednesday from 1pm - 3pm
and Friday from 6pm - 9pm.

Call Sowatha Chea at 703-228-7798 for registration and eligibility information

Experienced ESL Teachers Needed



Teach adults in a nationally recognized program.

Part-time morning and evening positions available. BA/BS in ESL or related field and experience teaching adults. Some benefits. For more information, see our website at [http:// reepworld.org](http://reepworld.org).

Forward resumes and cover letter to Personnel Specialist, REEP Program, 2801 Clarendon Blvd., Room 218, Arlington, VA 22201 Fax (703) 527-6966

Receipt will be acknowledged.

ENGLISH CLASSES IN COMMUNITY OUTREACH CENTERS

Free non-intensive, **beginning-level** classes taught by trained volunteers at:

Virginia Gardens, 1712 S. Taylor St.
Buckingham, 4108 N. 4th St.
Harvey Hall, 850 S. Greenbrier St.
Fairlington, 3308 South Stafford St.

Call (703) 228-4200 for current class schedule. No placement test required. AM and PM classes offered.

Volunteers Needed

Volunteers are needed in all areas of the REEP program: assisting classroom teachers, assisting in the computer lab, teaching English at community outreach centers, assisting with program outreach, substituting for outreach center teachers and providing support to office staff.

Call (703) 228-7231 or email the Volunteer Coordinator at nferguso@arlington.k12.va.us

Workplace English

The following opportunities are available for Arlington employers and employees:

Intensive English classes for Arlington employees at a subsidized rate.

Vouchers for Intensive English classes are available to:

- * Arlington Public School Employees
- * Arlington County Government Employees
- * Arlington hotel employees

Custom-designed workplace English as a Second Language classes are available on a contractual basis. Call (703) 228-4200 for more information.

Visit www.reepworld.org



Arlington Learning in Retirement Institute

www.ArlingtonLRI.org

The Arlington Learning in Retirement Institute (ALRI) is a non-profit* volunteer organization providing exciting enrichment opportunities to the over-fifty community. Its exam-free, noncredit, college-level courses are taught by professors and professionals from the Washington, D.C. area.

The ALRI curriculum offers approximately 30 courses per term in subject areas including history, the arts, literature, government, science and social science. New catalogs are issued prior to the fall and spring terms. All membership and course registration information along with past and current catalogs and newsletters are available on the ALRI website at www.ArlingtonLRI.org. Current catalogs are available at all County libraries and the Adult Education counter in the Clarendon Education Center.

ALRI members may also participate in lectures, special events, and social activities. ALRI's aim is to help meet the interests of those over fifty in search of expanded horizons. Each fall and spring, ALRI hosts an open house offering an opportunity to meet other members and to hear many of the instructors describe their course. An annual meeting of members for the election of board members is held in June.

**You can join ALRI at any time. A twelve-month membership is currently \$55 per person.
The current fee for each course is \$45.**

Classes are available only to members. We encourage you to visit www.ArlingtonLRI.org to join and to register for our classes. For those without internet access, the ALRI membership/registration form is available also in the ALRI catalog. Please do not use the Arlington Public Schools form.

*ALRI has two semesters: spring and fall. Course start dates are staggered.
ALRI courses last four to ten weeks and meet once a week during the day for 1 1/2 to 2 hours.*

ALRI's spring term schedule:

- January — Spring course info posted on ALRI website
- February — Catalogs to members and libraries; Open House; registration begins
- March — Courses begin; some start later in the semester
- Late May — Last course ends

ALRI offers a limited number of scholarships for those age/income eligible who wish to take a course and are unable to pay the fees. Interested persons should contact ALRI.

ALRI's main office is located in Suite 304 of the Clarendon Education Center,
2801 Clarendon Blvd. Contact ALRI at alri@arlingtonlri.org or (703) 228-2144.

Benefits of an ALRI membership include:

- Engage in stimulating classes at convenient Arlington locations
- Meet and socialize with people having similar interests
- Receive a quarterly newsletter
- Form and participate in clubs
- Attend special events such as field trips, lectures, and concerts
- Share expertise in a wide range of ALRI volunteer activities

* ALRI is a 501 (c) (3) non-profit organization; donations are tax deductible. ALRI is affiliated with George Mason University, Arlington Public Schools, the Office of Senior Adult Programs of the Arlington Parks and Recreation Division, Sunrise Senior Living at the Jefferson, and the Elderhostel Institute Network.

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Things You Should Know

REGISTRATION: Please register early to avoid disappointment. Tuition may be paid by check (returned checks are subject to a fee), money order, or credit card. We accept Visa and MasterCard. Make checks payable to: Adult Education Program. Registration is complete once payment is received. Cash payments are not accepted. **You will not receive confirmation**, unless you register online, in which you will receive an email confirmation. You must register before attending class. Instructor may not receive payment. Seniors are 55 years or older. Adult education classes are for students 18 years and older.

REFUND POLICY: You will receive a full refund if class is canceled by Adult Education. Refund requests received before the first class are subject to a 10% service charge (minimum \$5.00). Refund/transfers before the second class (of a multiple session course) are subject to a 10% service charge, plus a prorated fee for each class held before receipt of request whether or not the participant attended. No refund/transfers after second class. No refund for single night class if you were unable to attend. Credit card payments are refunded via check.

WEATHER RELATED CLOSINGS:

Adult Education classes are canceled whenever Arlington Public Schools close for inclement weather. Closings are announced on the Arlington Public Schools' website at www.arlington.k12.va.us and local radio and TV stations. When an announcement is made that there is a morning school delay (not closing), **only morning classes at Clarendon Education Center will proceed as regularly scheduled.** If class is canceled, classes that meet once are rescheduled for the next week, when possible. Classes that meet more than once will meet at the next scheduled session and students will receive makeup information in class.

Parking at Clarendon Education Center

Parking at the Clarendon Education Center is located at The Market Common, Clarendon parking garage. Enter and exit the parking garage **ONLY** at the corner of North Fillmore near Clarendon Boulevard. You can get parking validated: Obtain a parking ticket from the garage then go to Clarendon Education Center room 306 for validation. Friday evenings until 5:00pm go to room 218. Bicycle racks are available.

OFFICE HOURS:

Monday, Tuesday, and Thursday: 8:00 a.m. - 5:30 p.m.

Wednesday: 8:00 a.m.-6:30 p.m.

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

HOLIDAYS AND CLOSINGS:

No classes will be held on:
September 7th - Labor Day
October 12th - Columbus Day
November 11th - Veteran's Day
November 26 - 27 - Thanksgiving
Dec. 24 - Jan. 2 - Winter Break

TEXTBOOKS: Textbooks are becoming more expensive. We encourage students to purchase books online at discount book sites or bookstores. Many books may be purchased from Barnes and Noble in Clarendon. Some may be found used online. The Adult Education Program now sells a limited number of foreign language books. Prices may vary.

ATTENTION: Neither Adult Education nor the host school administration assumes responsibility for injuries in class or en route to classes. If an injury occurs, instructors and school personnel will help secure medical aid. Arlington Public Schools (APS) prohibits smoking, possession, or use of drugs or alcohol on any school grounds. Distribution of political, commercial, profit-making, or religious promotional materials of any kind in class or to students violates school policy. Arlington Public Schools does not unlawfully discriminate on the basis of age, sex, race, color, religion, disabilities, or national origin in employment or in its educational programs and activities.

Message from the Superintendent

Arlington Public Schools is proud of its contributions to the community. Although elementary, middle, and high school education is the central focus of many people when they think of APS, the Adult Education program has a long history of providing instruction in a wide-range of subjects that respond to the interests of adult learners.


According to the 2009 APS Community Satisfactory Survey, which is available on the APS website www.apsva.us, between 2007 and 2009 there was an 18-point increase in the percentage of community users who use school facilities for such activities as exercise, organizational meetings, performing arts events, or adult education classes. We are proud of this increase, which reflects a concerted effort to welcome community members into their schools. (One interesting aspect of this year's survey is that community members on the "bookends" of the age spectrum were more apt than their "middleaged" counterparts to have been involved in activities at the public schools one to two times in the past year [34% of 18-24 and 32% of both 55-64 year olds and those age 65 and older, compared to 7% of 35-44 and 20% of 45-54 year olds].)

This catalog reflects a wide range of course offerings. I hope you'll take advantage of the opportunities – and that you'll let us know about suggestions for additional offerings that would appeal to you and your friends.

Sincerely,
Patrick K. Murphy, Ed.D., Superintendent
Arlington Public Schools

Please fill out completely. Registration is complete upon processing of this form. Indicate second student on separate form. If mailing, make check/money order payable to Adult Education Program. Cut and mail with tuition to Adult Education Program, 2801 Clarendon Blvd., #306, Arlington, VA 22201. Or fax to (703) 228-8049.

Class Registration Form


Last Name			First			Middle			Male <input type="checkbox"/>	Senior 55+ Yes <input type="checkbox"/>	Female <input type="checkbox"/>	No <input type="checkbox"/>
Local Address (street, city, state & zip)										Daytime Telephone		
Email:										Evening Telephone		
Credit Card Information <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard										Donation to JGMS (see website for details) \$		
Card Number _____ Exp. Date _____										Total Charged \$		
Cardholder/Check Name (if other than student) _____												
M	T	W	Th	F	S	Time	Date	Course #	Name of Course		School	\$
Registration Card Arlington Adult Education Program www.arlingtonadulthood.org			Tuition Paid _____ <input type="checkbox"/> Charge				Date Paid _____ <input type="checkbox"/> Check		Internal Use: 			

CONFIRMATION WILL BE SENT, ONLY UPON REQUEST. REPORT TO CLASS UNLESS OTHERWISE ADVISED.

Register Online  www.arlingtonadulthood.org	FAX it in!  703-228-8049	Mail it in!  2801 Clarendon Blvd. #306 Arlington, VA 22201	Call it in!  703-228-7200	Walk it in!  Same as our Mailing address
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Please fill out completely. Registration is complete upon processing of this form. Indicate second student on separate form. If mailing, make check/money order payable to Adult Education Program. Cut and mail with tuition to Adult Education Program, 2801 Clarendon Blvd., #306, Arlington, VA 22201. Or fax to (703) 228-8049.

Class Registration Form

Last Name			First			Middle			Male <input type="checkbox"/>	Senior 55+ Yes <input type="checkbox"/>	Female <input type="checkbox"/>	No <input type="checkbox"/>
Local Address (street, city, state & zip)										Daytime Telephone		
Email:										Evening Telephone		
Credit Card Information <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard										Donation to JGMS (see website for details) \$		
Card Number _____ Exp. Date _____										Total Charged \$		
Cardholder/Check Name (if other than student) _____												
M	T	W	Th	F	S	Time	Date	Course #	Name of Course		School	\$
Registration Card Arlington Adult Education Program www.arlingtonadulthood.org			Tuition Paid _____ <input type="checkbox"/> Charge				Date Paid _____ <input type="checkbox"/> Check		Internal Use: 			

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