

Personal Fitness Trainer

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

For more information visit www.witseducation.com.

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

W.I.T.S. Certified Personal Trainer is NCCA Accredited.

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

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

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

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

12 classes @ 3 hrs ea 3.6 CEU 43.2 CPE

3130-01 RA Tu & Th 6:00pm-9:00pm 4/10-5/24 WITS Staff

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

Free Info Session for Certified Personal Trainer

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

Adult Learning Center, Thursday, March 29, 6:30 PM - 7:30 PM

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

Take advantage of a free seminar!

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

INEVITABLE GROWTH: A FRESH COACHING PERSPECTIVE

Discover practical strategies and plans of action to help you grow and experience extraordinary success. Learn to recognize and understand how to make a difference in terms of doing and becoming your best self in every area of your life—be it spiritual, emotional, physical, financial, professional, relationships, community and more. This course will help you respond to the question of *What is next?* The course is presented for everyone to experience inevitable growth from a fresh coaching perspective. A book written by the speaker will be available for purchase during class.

Adult Learning Center, Saturday, March 17, 10:00 AM - 12:00 PM

Registration for this seminar is available only through <https://goo.gl/forms/Oed6K4jwcLw5LdwE3>.

USING ART TO ENGAGE CHILDREN/ADULTS WITH AUTISM

Art is a mirror to the soul and a way for individuals to express themselves through the creative process. Learn a variety of art styles, methods and tools used to allow individuals on the spectrum to learn how to express themselves while having fun. See how important it is to choose artistic mediums that meet each individual's needs; allow students to set their own pace; and make art sessions sensory sensitive. Speaker Kelly Woodruff has taught classes at the ALC since 1999 and is a special education teacher for Norfolk Public Schools. She has been teaching special needs students for 4 years, mainly high schoolers, but she has also worked with elementary autistic program students.

Adult Learning Center, Saturday, April 28, 10:00 AM - 12:00 PM

Registration for this seminar is available only through <https://goo.gl/forms/rj94F8P9EMkDymZC3>.

1-on-1 Class Just For You!

2215 1-ON-1 QUICKBOOKS PRO \$245

Use this 1-on-1 class to develop bookkeeping skills and better manage your business finances. QuickBooks helps you take control of and enhance your financial capabilities. The instructor will tailor this course to your specific QuickBooks needs, goals, and requirements and help you develop skills needed in the workplace and at home. **PREREQUISITE:** 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills. Not for a novice. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks 2016 - The Missing Manual: The Official Intuit Guide to QuickBooks* - ISBN: 9781491917893. Textbook is not available for purchase at the ALC. Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE McGrady

NEW! 2216 1-ON-1 QUICKBOOKS FOR NEW OR EXISTING BUSINESS OWNERS \$245

Do you operate or want to operate your own business without having to pay a bookkeeper or accountant? This course will introduce you to the Intuit QuickBooks skills needed to set up and operate your business. The instructor will guide you through the steps and reports available for running your business. Emphasis will be on budgeting, planning, reporting accounts receivable and payable, and cash flow reports. **PREREQUISITE:** Basic math and some computer experience. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

4 classes @ 2 hrs 0.8 CEU 9.6 CPE Hamlet



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2219 1-ON-1 RÉSUMÉ AND JOB SEARCH \$112

Face-to-face consultation for the job market and realistic goal setting as it relates to your résumé. Gain an honest evaluation and assessment of your hopes, talents, experiences, likes and dislikes. Hear the latest techniques, tips, and expectations when interviewing. With help from a professional résumé writer, you will learn the tools needed to develop a powerful market-specific résumé. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

1 class @ 3 hrs 0.3 CEU 3.6 CPE Harrison

2224 1-ON-1 MATH \$95

1-on-1 time with an instructor for your individual math level needs. Learn advanced math, algebra, linear algebra and/or pre-calculus. This course is perfect for students interested in enhancing basic math skills, preparing for the SATs and college entrance exams, or even those who want to sharpen their math skills in the workforce. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

1 class @ 3 hrs 0.3 CEU 3.6 CPE Awanyo

Small Engine Repair

NEW! 2201 PRACTICAL SMALL ENGINE REPAIR \$125 Senior Price \$97

Learn how small air-cooled internal combustion engines work. Lecture and hands-on course will cover 2-cycle and 4-cycle engines, ignition and fuel systems, and how to troubleshoot problems and make repairs. Preventive maintenance and service will be reviewed. Instructor will have special tools to use in class. **PLEASE NOTE:** Bring to class a basic set of tools. Tool list available online at www.alc.vbschools.com. ALC isn't responsible for any damage, loss or replacement of your tools.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2201-01 RA Th 6:30PM-9:30PM 2/15-3/22 Anderson

2201-02 RA Tu & Th 6:30PM-9:30PM 5/22-6/7 Anderson

Professional

2664 EBAY BASICS

\$49 Senior Price \$40

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

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2664-01 RA Tu & W 6:00 - 9:00 PM 2/20-2/21 Schmidt

2664-02 RA Tu & W 12:30 - 3:30 PM 5/15-5/16 Schmidt

NEW! 2665 WEB BASICS: HTML, CSS AND WEB GRAPHICS

\$75 Senior Price \$59

Are you interested in creating your own website for your small business, organization or hobby? This course is an introduction to the website core technologies like HTML, CSS and Search Engine Optimization. It will give you a better understanding of the files and resources that go into creating a great website. **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** You are welcome to bring your laptop to class. ALC isn't responsible for any damage, loss or replacement of your personal device.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2665-01 RA M & W 6:30 - 8:30 PM 3/7-3/21 Hicks

2665-02 RA Tu & Th 6:30 - 8:30 PM 5/1-5/15 Hicks

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

\$28 Senior Price \$23

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

1 class @ 3 hrs 0.3 CEU 3.6 CPE

3140-01 RA S 9:30 AM - 12:30 PM 2/24 Ocampo

3140-02 RA S 9:30 AM - 12:30 PM 4/28 Ocampo

3140-03 RA S 9:30 AM - 12:30 PM 5/19 Ocampo

NEW! 2206 KEYS TO STARTING A SUCCESSFUL HOME-BASED BUSINESS

\$28 Senior Price \$23

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

1 class @ 2 hrs 0.2 CEU 2.4 CPE

2206-01 RA W 6:00 - 8:00 PM 2/28 Balestino

2206-02 RA W 6:00 - 8:00 PM 4/18 Balestino

2210 CREATIVE PRESENTATIONS

\$62 Senior Price \$49

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

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2210-01 LKMS Tu & Th 6:00 - 8:00 PM 3/6-3/15 Boyd

2210-02 LKMS Tu & Th 6:00 - 8:00 PM 5/1-5/10 Boyd

2211 QUICKBOOKS PRO - BASIC SKILLS FOR BUSINESS PART 1

\$87 Senior Price \$68

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

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

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2211-01 RA M 6:00 - 8:00 PM 2/12-3/26 Hamlet

NEW! 2212 QUICKBOOKS PRO - BASIC SKILLS FOR BUSINESS PART 2

\$87 Senior Price \$68

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

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2212-01 RA M 6:00 - 8:00 PM 4/16-5/21 Hamlet

2213 QUICKBOOKS COMPREHENSIVE

\$163 Senior Price \$125

Are you considering becoming a bookkeeper? As a small business owner are you struggling to manage your records? Learn how most small businesses take control of and enhance their financial capabilities. All the essential steps are explained and used in hands-on practice. This class covers lists, forms, reports, and payroll as well as invoicing. QuickBooks 2017 software will be used. Save yourself money utilizing this program.

PREREQUISITE: This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills is required. **PLEASE NOTE:** Students are required to purchase the following textbook: *QuickBooks Pro 2015 Comprehensive* - ISBN: 978-1-59136-779-6. Textbook is not available for purchase at the ALC.

8 classes @ 3 hrs ea 2.4 CEU 28.8 CPE

2213-01 RA Tu & Th 6:00 - 9:00 PM 3/6-3/29 McGrady

2214 QUICKBOOKS ONLINE: ACCOUNTING ON THE GO!

\$125 Senior Price \$97

Learn how most small businesses manage their records while on the move! All the essential steps of bookkeeping are explained and used with hands-on practice. This class covers lists, forms, reports and payroll as well as invoicing. QuickBooks 2017 will be used. Save money utilizing this program!

PREREQUISITE: This course is not for a novice computer user. 2601 Computer Basics 101 or previous experience opening and saving files, and basic editing skills is required. **PLEASE NOTE:** Students are required to purchase the following textbook - *QuickBooks Online Comprehensive*, ISBN-13: 978-159136-974-5. An eBook is also available: ISBN-13: 978-159136-911-0. Textbook is not available for purchase at the ALC.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2214-01 RA Tu & Th 6:00 - 9:00 PM 4/10-4/26 McGrady

NEW! 2220 PREPARING FOR THE JOB YOU REALLY WANT

\$87 Senior Price \$68

Learn all the important steps to getting your dream job! Determine the best way to track down a job lead, write a resumé and cover letter, determine the do's and don'ts of job interviewing, participate in a mock interview, and develop a profile on LinkedIn. **PREREQUISITE:** Basic computer skills.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2220-01 RA Th 3:00 - 5:00 PM 2/15-3/29 Colden

2220-02 RA Th 3:00 - 5:00 PM 4/19-5/24 Colden

NEW! 2222 CREATE A VERSATILE WORK WARDROBE

\$28 Senior Price \$23

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

1 class @ 2 hrs 0.2 CEU 2.4 CPE

2222-01 RA W 6:00 - 8:00 PM 2/14 Balestino

2222-02 RA W 6:00 - 8:00 PM 5/2 Balestino

NEW! 2235 LEADING WITH EMOTIONAL INTELLIGENCE

\$82 Senior Price \$63

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

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2235-01 RA Tu & Th 6:00 - 8:00 PM 2/6-2/22 Gossman

2235-02 RA Tu & Th 6:00 - 8:00 PM 4/17-5/3 Gossman

2209 MAKE MONEY FLIPPING HOUSES

\$58 Senior Price \$45

Learn the in's and out's of how to actually make money flipping houses. Learn what you need to know about investing in real estate and the mistakes to avoid.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2209-01 LKMS Th 6:00 - 8:00 PM 3/8-3/29 Phillips

2209-02 LKMS Th 6:00 - 8:00 PM 5/3-5/24 Phillips

Personal

2223 ASVAB PREPARATION

\$74

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

5 classes @ 2 hrs ea 1 CEU 12 CPE

2223-01 RA F 2:00 - 4:00 PM 4/13-5/11 Hiotellis

NEW! 2229 PERSONAL INVESTMENTS

\$82 Senior Price \$63

This course will examine stocks, bonds, mutual funds, and purchasing and financing a home. The instructor will provide handouts, PowerPoints, and exercises that will explain and allow you to examine ways to minimize risk and evaluate investing tools.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2229-01 LKMS Tu 6:00 - 8:00 PM 2/6-3/13 Hamlet

NEW! 2230 INTRODUCTION TO PERSONAL FINANCE

\$107 Senior Price \$82

Become a more effective manager of your money by developing a better understanding of financial concepts. Topics covered include money management, budgeting, financial goal setting, taxes, savings, banks, the correct use of credit, insurance, investment, and consumer rights and responsibilities. **PLEASE NOTE:** Required textbook - *The Motley Fool Personal Finance Workbook: A Foolproof Guide to Organizing Your Cash and Building Wealth*, ISBN# 0743229975. Textbook is not available for purchase at the ALC.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

2230-01 LKMS M 6:00 - 8:00 PM 2/26-4/23 Neumann

NEW! 2237 JOYFUL LIVING!

\$107 Senior Price \$82

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

PREREQUISITE: Must read and understand the English language.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

2237-01 LKMS Tu & Th 6:00 - 8:00 PM 3/6-3/29 Gossman

2237-02 LKMS Tu & Th 6:00 - 8:00 PM 5/8-5/31 Gossman

Basics

2601 COMPUTER BASICS 101

\$143 Senior Price \$110

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

6 classes @ 3.5 hrs ea 2.1 CEU 25.2 CPE

2601-01 RA Tu, W & Th 8:30 AM-12:00 PM 2/1-2/21

Schmidt

2601-02 RA Tu, W & Th 6:00 - 9:30 PM 2/22-3/7

Schmidt

2601-03 RA Tu, W & Th 12:30 - 4:00 PM 3/20-3/29

Schmidt

2601-04 RA Tu & Th 8:30 AM - 12:00 PM 4/10-4/26

Schmidt

2601-05 RA Tu, W & Th 6:00 - 9:30 PM 5/8-5/17

Schmidt

2601-06 RA Tu, W & Th 12:30 - 4:00 PM 6/6-6/19

Schmidt

2621 MS OFFICE 2016 OVERVIEW

\$106 Senior Price \$82

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

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2621-01 RA Tu & Th 8:30 - 11:30 AM 2/22-3/8

Schmidt

2621-02 RA Tu, W & Th 6:00 - 9:00 PM 3/8-3/20

Schmidt

2621-03 RA Tu, W & Th 12:30 - 3:30 PM 4/10-4/18

Schmidt

2621-04 RA Tu & Th 8:30 - 11:30 AM 5/1-5/15

Schmidt

2621-05 RA Tu, W & Th 6:00 - 9:00 PM 5/22-5/30

Schmidt

2621-06 RA Tu, W & Th 12:30 - 3:30 PM 6/20-6/28

Schmidt

2630 WINDOWS 10 TRANSITION

\$49 Senior Price \$40

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

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2630-01 RA Tu & Th 12:30 - 3:30 PM 5/17-5/22

Schmidt

2634 MS ONENOTE 2016 BASICS

\$49 Senior Price \$40

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

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2634-01 RA Tu & Th 12:30 - 3:30 PM 2/22-2/27

Schmidt

2634-02 RA Tu & Th 6:00 - 9:00 PM 6/7-6/12

Schmidt

2636 MS OUTLOOK 2016 BASICS

\$69 Senior Price \$55

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

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2636-01 RA Tu, W & Th 12:30 - 3:30 PM 2/15-2/21

Schmidt

2636-02 RA Tu, W & Th 6:00 - 9:00 PM 5/31-6/6

Schmidt

2638 MS PUBLISHER 2016 BASICS

\$69 Senior Price \$55

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

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2638-01 RA Tu, W & Th 12:30 - 3:30 PM 2/28-3/6

Schmidt

2638-02 RA Tu, W & Th 6:00 - 9:00 PM 4/24-4/26

Schmidt

2640 MS POWERPOINT 2016 BASICS

\$69 Senior Price \$55

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

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

2640-01 RA Tu, W & Th 12:30 - 3:30 PM 3/7-3/13

Schmidt

2640-02 RA Tu, W & Th 6:00 - 9:00 PM 5/1-5/3

Schmidt



2660 FILES, FOLDERS & LIBRARIES: UP & BEYOND BASICS

\$49 Senior Price \$40

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

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

2660-01 RA W & Th 12:30 - 3:30 PM 3/14-3/15 Schmidt

2660-02 RA Tu & Th 8:30 - 11:30 AM 5/17-5/22 Schmidt

2660-03 RA W & Th 6:00 - 9:00 PM 6/13-6/14 Schmidt

NEW! 2665 WEB BASICS: HTML, CSS AND WEB GRAPHICS

\$75 Senior Price \$59

Are you interested in creating your own website for your small business, organization or hobby? This course is an introduction to the website core technologies like HTML, CSS and Search Engine Optimization. It will give you a better understanding of the files and resources that go into creating a great website. **PREREQUISITE:** Basic computer skills. **PLEASE NOTE:** You are welcome to bring your laptop to class. ALC isn't responsible for any damage, loss or replacement of your personal device.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2665-01 RA M & W 6:30 - 8:30 PM 3/7-3/21 Hicks

2665-02 RA Tu & Th 6:30 - 8:30 PM 5/1-5/15 Hicks

Microsoft Word, Excel & Access**2644 MS WORD 2016 SIMPLIFIED**

\$125 Senior Price \$97

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

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2644-01 RA Tu, W & Th 6:00 - 9:00 PM 2/1-2/15 Schmidt

2644-02 RA Tu & Th 8:30 - 11:30 AM 3/13-3/29 Schmidt

2644-03 RA Tu, W & Th 12:30 - 3:30 PM 5/23-6/5 Schmidt

2650 MS EXCEL 2016 SIMPLIFIED

\$106 Senior Price \$82

This outstanding course will help you quickly learn essential spreadsheet design and development skills. Major topics covered are: basic structure, formatting and custom formatting, absolute/relative addressing, basic formulas, sorting/searching, ranges, charts, graphics, pivot tables, filters, and more! Plenty of shortcuts and practical applications are included.

PREREQUISITE: 2601 Computer Basics 101 or some experience with Microsoft Office applications.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2650-01 RA Tu, W & Th 12:30 - 3:30 PM 2/1-2/13 Schmidt

2650-02 RA Tu, W & Th 6:00 - 9:00 PM 3/21-3/29 Schmidt

2650-03 RA Tu, W & Th 12:30 - 3:30 PM 4/19-5/1 Schmidt

2650-04 RA Tu & Th 8:30 - 11:30 AM 5/24-6/7 Schmidt

2651 MS EXCEL 2016 LEVEL 2

\$106 Senior Price \$82

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

PREREQUISITE: 2650 MS Excel Simplified or equal knowledge.

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

2651-01 RA Tu, W & Th 12:30 - 3:30 PM 5/2-5/10 Schmidt

2656 MS ACCESS 2016 SIMPLIFIED

\$125 Senior Price \$97

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

PREREQUISITE: 2601 Computer Basics 101 or equal knowledge.

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

2656-01 RA Tu, W & Th 6:00 - 9:00 PM 4/10-4/19 Schmidt

2656-02 RA Tu & Th 8:30 - 11:30 AM 6/12-6/28 Schmidt

2687 1-ON-1 COMPUTER BASICS

\$190

Need tutoring or help with a subject not covered in our catalog? Have specific questions that are not appropriate for a classroom setting? Maybe a 1-on-1 class is best for you. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff

2688 1-ON-1 MS EXCEL 2016

\$190

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

PREREQUISITE: Computer 101 or equal knowledge.

PLEASE NOTE: Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff

2689 1-ON-1 MS ACCESS 2016

\$190

A 1-on-1 Access class customized to your needs! Learn how to plan a database from scratch. Design the structure, query the database, and create forms and reports. Perfect class for those running a small business or who are required to make simple business decisions. **PREREQUISITE:** Computer 101 or equal knowledge. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff

2690 1-ON-1 MS WORD 2016

\$190

In today's business environment, it is critically important that employees are knowledgeable in creating business-related documents and sharing them with others. Learn the essentials of creating a business letter, formatting a document, addressing an envelope, establishing properties in a document, tracking changes, authorship, and emailing a document. **PREREQUISITE:** Computer 101 or equal knowledge. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff**2691 1-ON-1 MS PUBLISHER 2016**

\$190

What could be more fun than learning how to make cards and calendars using your computer? Learn the basics of Publisher—how to create and format text frames, and add graphics, lists, and tables. Use templates to create cards and calendars. **PREREQUISITE:** Computer Basics 101 or equal knowledge. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff

2692 1-ON-1 MS POWERPOINT 2016

\$190

Learn how to train, persuade, and inform your audience via PowerPoint, the gold standard in presentation packages. Specifically, learn how to create a presentation with themes, graphics, tables, and photos included. Learn how to add media and special effects. **PREREQUISITE:** Computer 101 or equal knowledge. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.
3 classes @ 2 hrs ea 0.6 CEU 7.2 CPE Staff





NEW! 2729 COOKING SKILLS FOR A HEALTHIER YOU
\$210 Senior Price \$188

Kick off the New Year with a plan for a happier, healthier you! This 7-week, hands-on cooking program will help you learn how to plan menus and prepare and enjoy meals at home, thus saving money and improving your health. From food safety and knife skills to planning and shopping, you will build your confidence in the kitchen and learn the nutrition-based skills you need. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

7 classes @ 2 hrs ea 1.4 CEU 16.8 CPE
2729-01 RA Th 6:00 - 8:00 PM 2/15-3/29 Gutierrez
2729-02 RA Th 6:00 - 8:00 PM 4/19-5/31 Gutierrez

Fermentation

2701 FERMENTATION BASICS: SAUERKRAUT & KIMCHI

\$57 Senior Price \$51

Turn fresh heads of cabbage into homemade sauerkraut or the Korean side dish kimchi. You will be learning the basics of fermentation and its history, methods and the health benefits. **PLEASE NOTE:** The class includes samples of sauerkraut and kimchi to taste, all ingredients/utensils, and a fermentation kit to make your own batch to take home.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2701-01 RA Tu 6:00 - 8:00 PM 2/6 Gutierrez

2703 FERMENTATION BASICS: KOMBUCHA

\$54 Senior Price \$48

Make your own Kombucha—the effervescent beverage called the "Immortal Health Elixir" by the Chinese. Kombucha is sweetened tea fermented by a symbiotic colony of bacteria and yeast (SCOBY). You will taste and practice making Kombucha while learning its history, methods and health benefits. **PLEASE NOTE:** Class includes a taste testing of a variety of Kombuchas, utensils/ingredients, and a Kombucha kit to make your own batch to take home.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2703-01 RA Tu 6:00 - 8:00 PM 2/20 Gutierrez

2707 FERMENTATION BASICS: SOURDOUGH

\$43 Senior Price \$37

Make and bake with Sourdough Starter and enjoy your homemade waffle or pancake creations in class. Learn the history and methods of baking with sourdough and the benefits of "fermenting" your own flour. **PLEASE NOTE:** Class includes all ingredients/utensils, maple syrup for class creations, and your own Sourdough Starter to take home.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2707-01 RA Tu 6:00 - 8:00 PM 3/6 Gutierrez

Kitchen Basics

2715 KITCHEN BASICS: CONDIMENTS

\$43 Senior Price \$37

Make your own variations of mustard, mayonnaise, ketchup and barbeque sauce. Learn about the history of condiments, methods of preparation, benefits of making your own condiments, and basic food safety. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2715-01 RA Tu 6:00 - 8:00 PM 3/20 Gutierrez

2717 KITCHEN BASICS: PICKLING

\$40 Senior Price \$34

Make your own pickles! Pickling doesn't just have to be dill slices. It can be used to preserve and enhance so many fun and tasty things. Make your own jar of pickles using seasonal ingredients while learning about the history and different methods of pickling. **PLEASE NOTE:** Class includes pickles to taste, all ingredients and samples to take home.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2717-01 RA Tu 6:00 - 8:00 PM 4/10 Gutierrez

2720 KITCHEN BASICS: PASTA MAKING

\$35 Senior Price \$29

Make your own pasta and fresh sauces; and then eat your results in this fun cooking class. You will practice making pasta traditionally by hand just like "Nonna" did, as well as using more modern equipment. **PLEASE NOTE:** Everything you need is included in the class.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2720-01 RA Tu 6:00 - 8:00 PM 4/24 Gutierrez

2722 KITCHEN BASICS: JAMS AND JELLIES

\$41 Senior Price \$36

So many fun ways to use seasonal fruits for jam making! We will play with a couple of seasonal recipes, learn a few different techniques and cover the basics. **PLEASE NOTE:** Class includes all ingredients and samples to take home.

1 class @ 2 hrs 0.2 CEU 2.4 CPE
2722-01 RA Tu 6:00 - 8:00 PM 5/22 Gutierrez



2728 APPETIZERS FOR ENTERTAINING

\$43 Senior Price \$38

Entertain in style or impress at your next gathering by making your own appetizers! Stuffed mushrooms, bacon-wrapped dates and herbed deviled eggs. **PLEASE NOTE:** Class includes all ingredients and needed utensils.

1 class @ 2 hrs 0.2 CEU 2.4 CPE

2728-01 RA Tu 6:00 - 8:00 PM 5/8 Gutierrez

1-on-1 Class Just For You!

2742 1-ON-1 HEALTHY FOODS & COOKING—BASIC
 \$110

Work one-on-one with your own Certified Integrative Health Coach. Empower yourself to take charge of your health and lifestyle. Learn what foods are right for you, how to prepare them, and how to adopt a healthier lifestyle and improve your habits. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

2 classes @ 1.5 hrs ea 0.3 CEU 3.6 CPE Tu & Th Gutierrez

3232 1-ON-1 SEWING PROJECTS

\$95

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

1 class @ 3 hrs 0.3 CEU 3.6 CPE Th & F Tyler

Sewing & Needlework

3233 SEWING FOR BEGINNERS

\$120 Senior Price \$92

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

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

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

3233-01 LKMS M 6:00 - 9:00 PM 2/26-4/9 Tyler

3234 SEWING—BEYOND THE BASICS

\$120 Senior Price \$92

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

6 classes @ 3 hrs ea 1.8 CEU 21.6 CPE

3234-01 LKMS M 6:00 - 9:00 PM 4/23-6/4 Tyler

NEW! 3238 HAND EMBROIDERY

\$58 Senior Price \$45

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

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

3238-01 RA Th 6:30 - 8:30 PM 2/8-3/1 Lowenthal

NEW! 3239 HAND SMOCKING

\$58 Senior Price \$45

Learn to smock by making a smocked needle roll or work on your own project. **PLEASE NOTE:** Bring the following supplies to the first class: embroidery needles, embroidery floss and embroidery hoop. Instructor will provide fabric for the class.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

3239-01 RA W 6:30 - 8:30 PM 5/23-6/13 Lowenthal



3236 QUILTING 101

\$99

This course will teach you the basics of quilting, including how to select fabrics, what tools are required and how to use them. You will learn how to correctly cut fabrics, the importance of accurate seam allowance, and basic sewing machine operation. You will make a sampler quilt using various techniques in each square.

PLEASE NOTE: Sewing machines will be provided; however, if you own a sewing machine it is best to bring your machine to learn on. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Supply list online at

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

Required Book: *Start Quilting 3rd Edition* by Alex Anderson, ISBN: 1607050870. Textbook is not available for purchase at the ALC.

6 classes @ 2.5 hrs ea 1.5 CEU 18 CPE

3236-01 LKMS Tu 6:00 - 8:30 PM 5/8-6/12 Doubts

3237 QUILTING 102

\$99

This course will teach you how to take the quilt top previously made and turn it into a completed quilt. You will learn how to: correctly measure the quilt top to add borders, measure and prepare the batting and back fabric, layer the 3 layers (quilt top, batting and back fabric) and prepare for quilting, quilt your quilt sandwich on your sewing machine, measure and add binding to your quilt, and make a label and put on the back of your quilt. **PREREQUISITE:** Quilting 101 and book, *Starting Quilting 3rd Edition*, ISBN# 1607050870. Textbook is not available for purchase at the ALC. **PLEASE NOTE:** Sewing machines will be provided; however, if you own a sewing machine it is best to bring your machine to learn on. ALC isn't responsible for any damage, loss or replacement of your personal sewing machine. Supply list online at www.alc.vbschools.com. Bring supplies to first class.

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

3237-01 LKMS Tu 6:00 - 8:30 PM 3/27-5/1 Doubts

Fashion

NEW! 3242 FASHION: PACK FOR A 10-DAY TRIP

\$28 Senior Price \$23

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

1 class @ 2 hrs 0.2 CEU 2.4 CPE

3242-01 RA W 6:00 - 8:00 PM 3/28 Balestino

3242-02 RA W 6:00 - 8:00 PM 5/30 Balestino



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NEW! 3244 FASHION: DRESS FOR YOUR BODY TYPE

\$28 Senior Price \$23

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

1 class @ 2 hrs 0.2 CEU 2.4 CPE

3244-01 RA W 6:00 - 8:00 PM 3/14 Balestino

3244-02 RA W 6:00 - 8:00 PM 5/16 Balestino

Genealogy

3205 BEGINNING GENEALOGY

\$36 Senior Price \$29

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

5 classes @ 1 hr ea 0.5 CEU 6 CPE

3205-01 RA W 10:00 - 11:00 AM 4/18-5/16 Moore

NEW! 3206 INTERMEDIATE GENEALOGY

\$31 Senior Price \$25

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

4 classes @ 1 hr ea 0.4 CEU 4.8 CPE

3206-01 RA W 10:00 - 11:00 AM 2/14-3/7 Moore

3206-02 RA W 10:00 - 11:00 AM 5/23-6/13 Moore

Interior Decoration

NEW! 3260 BASIC INTERIOR DECORATING

\$101 Senior Price \$77

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

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

3260-01 LKMS Tu 6:00 - 9:00 PM 2/6-3/6 Keeter

3260-02 LKMS Tu 6:00 - 9:00 PM 4/10-5/8 Keeter

NEW! 3262 INTERIOR DECORATING: SEWING FOR HOME DECOR

\$101 Senior Price \$77

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

5 classes @ 3 hrs ea 1.5 CEU 18 CPE

3262-01 LKMS W 6:00 - 9:00 PM 2/7-3/7 Keeter

3262-02 LKMS W 6:00 - 9:00 PM 4/11-5/9 Keeter

Basket Making

NEW! 3250 OVERLAY NAPKIN BASKET

\$59 Senior Price \$50

Learn to weave a napkin basket with color and natural reed and a woven handle. Color choices will be available. **PLEASE NOTE:** Wear old clothes and bring a bucket, clothes pins, a measuring tape and towels. Class includes basket making supplies.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

3250-01 RA Th 6:00 - 9:00 PM 2/1-2/8 McKinney

3250-02 RA Th 6:00 - 9:00 PM 6/7-6/14 McKinney

NEW! 3252 X-ING MARKET BASKET

\$64 Senior Price \$55

Get ready for summer! Create a great basket that's perfect for the Farmer's Market and other shopping adventures. Learn to weave your own market basket with dyed and natural reed woven on a wooden hoop. Color choices will be available. **PLEASE NOTE:** Wear old clothes and bring a bucket, clothes pins, a measuring tape and towels. Class includes basket making supplies.

2 classes @ 3 hrs ea 0.6 CEU 7.2 CPE

3252-01 RA Th 6:00 - 9:00 PM 2/22-3/1 McKinney

3252-02 LKMS Th 6:00 - 9:00 PM 5/10-5/17 McKinney



NEW! 3254 ROXANNE'S ROUND BASKET

\$84 Senior Price \$70

Learn how to weave a colorful round basket on a wooden hoop. A round bottom twined with natural reed and a fancy handle completes this special basket. Color choices will be available. **PLEASE NOTE:** Wear old clothes and bring a bucket, clothes pins, a measuring tape and towels. Class includes basket making supplies.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

3254-01 RA Th 6:00 - 9:00 PM 3/15-3/29 McKinney

NEW! 3256 EGG BASKET (8 INCH)

\$84 Senior Price \$70

Perfect for backyard hen owners or to hold your treasures, learn how to weave a traditional egg basket in natural or colorful dyed reed. Color choices will be available. **PLEASE NOTE:** Wear old clothes and bring a bucket, clothes pins, a measuring tape and towels. Class includes basket making supplies.

3 classes @ 3 hrs ea 0.9 CEU 10.8 CPE

3256-01 LKMS Th 6:00 - 9:00 PM 4/19-5/3 McKinney

1-on-1 Class Just For You!

3125 1-ON-1 WEIGHT MANAGEMENT; PREVENTING TYPE 2 DIABETES

\$95

Learn how to lose and manage your weight without dieting by improving your dietary and lifestyle habits. Improve your health through a natural set of dietary and lifestyle habits that prevent obesity and type 2 diabetes, to enjoy a healthier you for the rest of your life. **PLEASE NOTE:** Class is available throughout the semester. Please register by mail or in person at the ALC. Online registration is NOT available. The instructor will contact you to arrange course times. Once course times have been scheduled, the ALC requires a 24-hour cancellation notice. If notice is not given, you will forfeit that meeting time, and it will not be rescheduled. All classes must be completed within one month of scheduled first class and/or before the semester ends. In the event of unforeseen circumstances, please provide written documentation to request an extension.

3 classes @ 1 hr ea 0.3 CEU 3.6 CPE Tompanis

Fitness

3110 YOGA VINYASA FLOW

\$53 Senior Price \$40

Workout for body, mind and spirit synchronizing breath with movement through a flowing series of basic asanas and sequences. The flow is designed to develop balance, build strength and increase flexibility. This class will help reduce stress and increase inner calm and heighten awareness. **PLEASE NOTE:** Students should bring a yoga mat and water bottle. Yoga block is optional.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

3110-01 RA Tu 6:00 - 7:00 PM 2/6-3/27 Wood

3110-02 RA Tu 6:00 - 7:00 PM 4/10-5/29 Wood

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

\$44 Senior Price \$35

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

4 classes @ 1.5 hrs ea 0.6 CEU 7.2 CPE

3120-01 RA Th 6:30 - 8:00 PM 2/1-2/22 McAbee

**REGISTER!
TODAY!**
WWW.ALC.VBSCHOOLS.COM

Mental Health & Safety

3105 MENTAL HEALTH FIRST AID

\$85 Senior Price \$72

Mental Health First Aid is an 8 hour training class to introduce participants to risk factor, signs and symptoms of a person who is developing or having a mental health crisis. The course also directs the first aider to an appropriate mental health provider. Completion of the training will give the participant a 3-year certificate as a Mental Health First Aider. **PLEASE NOTE:** Lunch is included in the cost of the class.

1 class @ 9 hrs 0.9 CEU 10.8 CPE

3105-01 RA S 8:00 AM - 5:00 PM 2/24 Simon

3105-02 RA S 8:00 AM - 5:00 PM 5/19 Simon

NEW! 3107 ALZHEIMER'S SOLUTION: NATURAL PREVENTION

\$31 Senior Price \$25

While most major diseases are declining, deaths from Alzheimer's have increased. Learn how to decrease the risk of Alzheimer's through lifestyle & nutritional approaches that naturally protect the brain.

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

3107-01 RA W 6:00 - 8:00 PM 2/21-2/28 Tompanis

3107-02 RA W 6:00 - 8:00 PM 5/16-5/23 Tompanis

3115 A HAPPIER YOU

\$70 Senior Price \$54

Do you want to get more enjoyment out of every day, focus on the things that really matter to you, and become more inspired and motivated to live a fuller, happier life? Using techniques and suggestions from Gretchen Rubin's books, *The Happiness Project* and *Happier at Home*, this course will provide a practical application for a more joyful life. **PLEASE NOTE:** Purchase of the textbook is optional for students, *The Happiness Project*, ISBN# 9780062414854. Textbook is not available for purchase at the ALC.

5 classes @ 2 hrs ea 1 CEU 12 CPE

3115-01 RA Th 6:30 - 8:30 PM 4/12-5/10 McAbee

3240 DECLUTTERING YOUR LIFE INSIDE & OUT

\$44 Senior Price \$35

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

4 classes @ 1.5 hrs ea 0.6 CEU 7.2 CPE

3240-01 RA Th 6:30 - 8:00 PM 3/8-3/29 McAbee



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

\$28 Senior Price \$23

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

1 class @ 3 hrs 0.3 CEU 3.6 CPE

3140-01 RA S 9:30 AM - 12:30 PM 2/24 Ocampo

3140-02 RA S 9:30 AM - 12:30 PM 4/28 Ocampo

3140-03 RA S 9:30 AM - 12:30 PM 5/19 Ocampo



3730 SIGN LANGUAGE 1

\$155 Senior Price \$130

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

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

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3730-01 RA M & W 6:00 - 8:00 PM 3/5-3/28 Freeman

3731 SIGN LANGUAGE 2

\$131 Senior Price \$106

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

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3731-01 RA M & W 6:00 - 8:00 PM 4/9-5/2 Freeman

Spoken

3741 ITALIAN 1

\$140 Senior Price \$115

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

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3741-01 LKMS W 6:00 - 8:00 PM 2/7-4/11 Schaller

3742 ITALIAN 2

\$107 Senior Price \$82

If you have already taken *Italian 1* or have some experience with the language, this is your level. Elevate your proficiency and increase vocabulary while learning new verbs and the future tense. There will be an emphasis on speaking. **PREREQUISITE:** Italian 1 and textbook, ISBN# 9781438074962, Barron's *Learn Italian the Fast and Fun Way*. Textbook is not available for purchase at the ALC.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3742-01 LKMS W 6:00 - 8:00 PM 4/18-6/6 Reyes

3761 SPANISH 1

\$140 Senior Price \$115

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

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3761-01 RA M 1:00 - 3:00 PM 2/5-4/9 Reyes

3762 SPANISH 2

\$107 Senior Price \$82

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

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3762-01 RA M 1:00 - 3:00 PM 4/23-6/18 Reyes

NEW! 3763 FUNDAMENTALS OF SPANISH LANGUAGE & CULTURE 1

\$107 Senior Price \$82

Novice learners will receive a rigorous introduction to the Spanish language and culture. You will experience a full immersion classroom with guided instruction in a culturally engaging learning environment. As you gain confidence using the language, you will experience a rapid growth in vocabulary and auditory comprehension of Spanish. **PLEASE NOTE:** Students must have access to and experience using the Internet. Supply list available online at www.alc.vbschools.com. Bring supplies to the first class.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3763-01 LKMS W 6:00 - 8:00 PM 2/7-3/28 Gaillard

NEW! 3764 FUNDAMENTALS OF SPANISH LANGUAGE & CULTURE 2

\$107 Senior Price \$82

This is a continuation of *Fundamentals of Spanish Language & Culture 1*. Continue your immersion classroom experience of the Spanish language and culture. You will begin to apply previous knowledge of Spanish culture, including cultural themes and local dialects, to your learning experience. **PREREQUISITE:** 3763 Fundamentals of Spanish & Culture 1 and/or previous Spanish. **PLEASE NOTE:** Students must have access to and experience using the Internet. Bring supplies from level 1 to class or find supply list online at www.alc.vbschools.com.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3764-01 LKMS W 6:00 - 8:00 PM 4/11-5/30 Gaillard

NEW! 3765 SPANISH CONVERSATION 1

\$107 Senior Price \$82

This course helps you develop, practice and improve speaking skills to hold conversations in academic, professional, and personal settings. You will practice pronunciation and appropriate responses, both formal and informal. This class provides practice exercises, small and large group activities, and oral presentations to help you successfully and confidently speak conversational Spanish. **PLEASE NOTE:** Students must have access to and experience using the Internet.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3765-01 LKMS Th 6:00 - 8:00 PM 2/8-3/29 Marcarian

NEW! 3766 SPANISH CONVERSATION 2

\$107 Senior Price \$82

You will continue to use vocabulary and phrases from Spanish Conversation 1, and will expand more in depth on topics through interpersonal speaking to further develop your communication skills. **PREREQUISITE:** 3765 Spanish Conversation 1 and/or previous Spanish. **PLEASE NOTE:** Students must have access to and experience using the Internet.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3766-01 LKMS Th 6:00 - 8:00 PM 4/19-6/7 Marcarian

NEW! 3770 CONVERSATIONAL FRENCH 1

\$107 Senior Price \$82

In this course, you will experience immersive teaching that will elicit spoken French on a variety of topics. Instruction will be done in a way that reduces study time and anxiety and will enable you to converse informally in French. Class will be interactive with the bulk of time spent speaking French. Topics will include input from students.

8 classes @ 2 hrs ea 1.6 CEU 19.2 CPE

3770-01 LKMS Tu 6:00 - 8:00 PM 2/6-3/27 Neumann

REGISTER TODAY!
WWW.ALC.VBSCHOOLS.COM

Visual

2102 WATERCOLOR PENCILS

\$63 Senior Price \$50

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

PLEASE NOTE: Some drawing experience preferred.

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

Bring supplies to the first class.

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2102-01 RA Th 6:00 - 8:00 PM 2/8-3/8 Woodruff

2103 YOU CAN DRAW!

\$90 Senior Price \$70

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

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

2103-01 RA M 2:00 - 4:30 PM 2/5-3/12 Wertheimer

2103-02 RA M 2:00 - 4:30 PM 3/19-4/23 Wertheimer

2104 EASTERN WATERCOLORS

\$86 Senior Price \$66

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

5 classes @ 2.5 hrs ea 1.3 CEU 15 CPE

2104-01 RA Th 2:00 - 4:30 PM 2/8-3/8 Wertheimer

2104-02 RA Th 2:00 - 4:30 PM 5/24-6/21 Wertheimer

2105 WATERCOLOR: A WORLD OF COLOR AWAITS

\$87 Senior Price \$68

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

Bring supplies to the first class.

6 classes @ 2 hrs ea 1.2 CEU 14.4 CPE

2105-01 RA Tu 6:00 - 8:00 PM 2/20-3/27 Woodruff

2105-02 RA Th 6:00 - 8:00 PM 5/10-6/14 Woodruff

2106 INTERMEDIATE WATERCOLOR PAINTING

\$75 Senior Price \$59

You have learned the basics of watercolor and desire to improve your skills and learn more about the medium. This class will help you develop your skills and improve your control of this medium while you paint. Students will apply these skills and create their own masterpiece in class. **PLEASE NOTE:** Supply list online at www.alc.vbschools.com. Bring supplies to first class.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2106-01 RA Tu 6:00 - 8:00 PM 4/10-5/8 Woodruff

NEW! 2136 FREE FLOWING SCULPTURE

\$70 Senior Price \$54

Discover the beauty and tactile pleasure of carving plaster in a free flowing, "natural" style, without previous planning and a perceived outcome! Learn to release your inhibitions and flow with your imagination. You will learn the meaning of "organic" and famous artists who have worked in this style. You will learn the proper method of preparing plaster, carving techniques, and mounting your project. **PLEASE NOTE:** Supply list online at www.alc.vbschools.com. Bring supplies to first class.

5 classes @ 2 hrs ea 1 CEU 12 CPE

2136-01 RA W 6:00 - 8:00 PM 4/18-5/16 Amme

2136-02 RA M & W 6:00 - 8:00 PM 5/30-6/13 Amme

NEW! 2140 LOST AND FOUND: THE WONDER IN THE STONES

\$39 Senior Price \$34

Based on the newest trend of randomly finding a painted stone on a walk or by a store. You can join in the fun. We will be painting stones for you to hide in your neighborhoods or around town for others to find. We will paint the stones with designs and cute inspirational messages. Let's share some positive fun energy! Class includes all supplies. Stones will be provided, but you can bring your own.

1 class @ 2 hrs 0.2 CEU 2.4 CPE

2140-01 RA Th 6:00 - 8:00 PM 3/15 Woodruff

2140-02 RA Th 6:00 - 8:00 PM 4/26 Woodruff

Photography

2107 DIGITAL SLR CAMERA FOR BEGINNERS

\$58 Senior Price \$45

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

4 classes @ 2 hrs ea 0.8 CEU 9.6 CPE

2107-01 RA Tu & Th 6:00 - 8:00 PM 2/6-2/15 McGrady

2107-02 RA W 6:00 - 8:00 PM 5/2-5/23 McGrady

2109 ADVANCED DIGITAL PHOTOGRAPHY & EDITING

\$31 Senior Price \$25

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

2 classes @ 2 hrs ea 0.4 CEU 4.8 CPE

2109-01 RA W 6:00 - 8:00 PM 5/30-6/6 McGrady

NEW! 2110 PRESERVE, ORGANIZE & ENJOY YOUR PHOTOS!

\$28 Senior Price \$23

Having organized photos assures peace of mind. Develop a system to get every printed photo, digital photo and all of your memorabilia organized. Learn about scanning slides, movies, prints; backing up, cloud storage and scanners. You'll leave with a plan for a system that allows you to access any photo you own in literally seconds!

1 class @ 2 hrs 0.2 CEU 2.4 CPE

2110-01 LKMS M 6:00 - 8:00 PM 2/12 Parker

2110-02 LKMS M 6:00 - 8:00 PM 3/12 Parker

2110-03 LKMS M 6:00 - 8:00 PM 4/9 Parker

2110-04 LKMS M 6:00 - 8:00 PM 5/14 Parker

2110-05 LKMS M 6:00 - 8:00 PM 6/11 Parker

Performing

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

\$35

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

1 class @ 2.5 hrs 0.3 CEU 3 CPE

2130-01 RA W 6:30 - 9:00 PM 4/25 Such A Voice Staff

Music & Dance

2124 BEGINNING GUITAR

\$58 Senior Price \$45

An introduction to the guitar and the basics of playing chords, notes, strumming and picking techniques are covered. An introduction to music theory is also included in the course. **PLEASE NOTE:** Students must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

2124-01 LKMS Th 6:30 - 7:30 PM 2/8-3/29 Allred

2126 BEGINNING GUITAR: THE NEXT STEP

\$58 Senior Price \$45

This course continues from where the *Beginning Guitar* course leaves off; however, those with preliminary knowledge obtained elsewhere may benefit from the course. A continuing and deeper analysis of chords, notes, strumming, picking and basic theory is administered. **PREREQUISITE:** 2124-01 Beginning Guitar or equivalent knowledge. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

2126-01 LKMS Tu 6:30 - 7:30 PM 4/17-6/5 Allred

NEW! 2128 INTERMEDIATE GUITAR

\$58 Senior Price \$45

Utilize techniques such as strumming and picking learned in *Beginning Guitar—The Next Step* or from other sources. This course focuses less on music reading and theory and more on ear training and improvisation. An introduction to **The Blues** is also included.

PREREQUISITE: 2126-01 Beginning Guitar—The Next Step or equivalent knowledge. **PLEASE NOTE:** Student must possess a guitar to play and practice. ALC isn't responsible for any damage, loss or replacement of your personal instrument.

8 classes @ 1 hr ea 0.8 CEU 9.6 CPE

2128-01 LKMS Tu 6:30 - 7:30 PM 2/6-3/27 Allred

Dance classes will be held at 757 Dance,
176 S. Rosemont Rd, Virginia Beach, VA 23452.

NEW! 2170 BEGINNING BALLROOM: LEARNING THE SMOOTH DANCES

\$60

A different smooth ballroom dance will be taught in each session. Examples of smooth dances are Foxtrot, Waltz and Tango. You will learn patterns, techniques, and theory of that dance. No experience is necessary. Everyone is welcome! **NO PARTNER NEEDED. PLEASE NOTE:** Class is held at 757 Dance, 176 S. Rosemont Rd.

5 sessions @ 1 hr ea 0.5 CEU 6.0 CPE

2170-01 M 7:00 - 8:00 PM 2/26-3/26 Staff

2170-02 M 7:00 - 8:00 PM 4/16-5/14 Staff

NEW! 2171 BEGINNING LATIN: LEARNING THE RHYTHMIC DANCES

\$60

A different Latin or rhythmic ballroom dance will be taught in each session: Latin dances are Cha-Cha, Rumba and Swing. You will learn patterns, techniques, and theory of that dance. No experience is necessary. Everyone is welcome! **NO PARTNER NEEDED. PLEASE NOTE:** Class is held at 757 Dance, 176 S. Rosemont Rd.

5 sessions @ 1 hr ea 0.5 CEU 6.0 CPE

2171-01 Th 7:00 - 8:00 PM 2/8-3/8 Staff

2171-02 Th 7:00 - 8:00 PM 4/19-5/17 Staff

