

***The Following Classes Are Offered Through Hanover County Adult Education Programs***

**GED Examinations (\$45.00)**

Hanover residents may register to take the GED Examination by visiting the testing center. Each person registering must be at least 18 years of age, have a money order or cashier's check for \$45.00, and bring two forms of identification; one must be a pictured I D (i.e. DMV driver's license or passport). The GED examination is given at the Henrico or the Richmond City Adult Learning Centers along with many other sites.

**GED Classes (\$40.00)**

GED Classes are designed for persons preparing to take the GED exam for personal goals, entering post secondary education or military admittance. Subjects include mathematics, science, social studies, reading, and writing. The classes will begin Tuesday, September 14, 2010 – June 9, 2011 and meet Tuesday and Thursday 9:00 a.m. – 11:00 a.m. or 6:00 p.m. – 8:00 p. m. at The Georgetown School. A pre-test will be given to determine academic level. The classes have open enrollment therefore; you may join at anytime during the school year. **There will be no refund after the first class.**

**Adult Basic Literacy Classes (\$40.00)**

Adult literacy classes are designed for persons not quite ready for the GED classes, but are preparing to improve basic numeracy and reading skills to advance to the GED level, personal improvement, or improved marketable skills for employment. The classes will begin Tuesday, September 14, 2010 – June 9, 2011 and meet Tuesday and Thursday 9:00 a.m. – 11:00 a.m. or 6:00 p.m. – 8:00 p. m. at The Georgetown School. A pre-test will be given to determine academic level. The classes have open enrollment therefore; you may join at anytime during the school year. **There will be no refund after the first class.**

**English as a Second Language (ESL) (\$40.00)**

These classes are designed to meet the needs of adults 18 (not currently enrolled in public school) and older wishing to improve their English conversation skills. Tuition: \$40.00. The classes will begin Tuesday, September 14, 2010 – June 9, 2011 and meet Tuesday and Thursday 9:00 a.m. – 11:00 a.m. or 6:00 p.m. – 8:00 p. m. at The Georgetown School. The classes have open enrollment therefore; you may join at anytime during the school year. **There will be no refund after the first class.**

**Microsoft Office XP using the 2003: Introduction to Computer Concepts and Application (\$95.00)**

***Patrick Henry High School***

*A beginner's class will be taught in Microsoft 2003. Pre-requisite: Must be familiar with the computer, mouse, and keyboard. Create beginner's basic documents, labels, envelopes, letter, resume, files, and the creation of office/personal projects.*

**Microsoft Office XP using operation system 2003: Intermediate Computer Concepts and Application (\$95.00)Patrick Henry High School**

***Patrick Henry High School***

This class focuses on Microsoft Word 2003, Power Point 2003, and Publisher 2003. Pre-requisite: Must have good understanding of the basic Microsoft Office Suite. Focus will be on the creation of basic/intermediate documents, completing applications/forms, Power Point presentations, basic publications while adding color, fronts, backgrounds, captions, and pictures. Students will create general office/personal projects.

**Microsoft Office XP using operation system 2003: Advanced Concepts and Application (\$95.00)-**

***The Georgetown School***

This class focuses on Microsoft Word 2003, Power Point 2003, Excel 2003, Access 2003, and Publisher 2003. Pre-requisite: Must have good understanding of the basic Microsoft Office Suite. Participants will learn to create folders, Email and attachments, calendars and appointments, creating and designing power point presentations, printed publications to include flyers, invitations, brochures, tables, Charts, spread sheets, creating data bases, sorting data, mail merging documents, and other advanced Microsoft techniques.

**Registration for Computer Classes**

Computer classes begin October 7, 2010 – November 23, 2010, Tuesday and Thursday 6:00 – 8:00 p.m. at Patrick Henry High School. Fee: \$95.00 includes the textbook fee and 8 weeks of classes. Register on Thursday, September 30, 2010 at the Georgetown School 6:00 p.m. – 7:45 p.m. and Thursday, September 30, 2010, at Patrick Henry High School 6:00 p.m. – 7:45 p.m. Registrations may also be mailed to the Georgetown School 10000 Learning Lane Mechanicsville, VA, 23116. Registration may also be done on the Georgetown School's website under adult education. Emails to [moutlaw@hanover.k12.va.us](mailto:moutlaw@hanover.k12.va.us) however, payment must be received by Thursday, September 30, 2010. Each class has a seating capacity of 12, first come first serve. If the class does not make, there will be a full refund. **There will be no refund after the first class.**

**Contact person for additional:**

**Minnie Outlaw, Adult Education (723-3465).**