West Haven
Adult Education

Moving forward...
Finding your Career Pathway!

High School Credit Diploma Program
National External Diploma Program
GED® Test Preparation

ESL  Business
Computers  Creative Arts
Health & Safety  Bus Trips

Self Enrichment  Vocational Education  &  much more.....

Course Catalog
Fall 2015
Dear Fellow Resident:

As we begin another semester, it is with great pleasure that I congratulate you on your decision to continue your education through the West Haven Adult Education Program.

An investment in one’s education is the most powerful tool to improve your quality of life. It is a tool that will help you achieve your personal and professional goals throughout your life; it will provide you with the skills to enjoy a rewarding and satisfying hobby; and it is the tool needed to propel you to the next level of education or enter the workforce.

I encourage you to never stop learning, set high standards for yourself and set high, but achievable goals. Most of all, always remember learning can be fun so enjoy yourself as you work towards a productive and fruitful future.

Whether this is your first or your last semester, I applaud you on your choice to further your education. On behalf of all the citizens of West Haven, I wish you all the best in the upcoming months and wish you well in all your future endeavors.

Ed O’Brien
Mayor
City of West Haven

Dear West Haven Resident:

At West Haven Adult Education, we provide you with opportunities that will enhance your personal interests or assist you in your career goals.

In our academic selections, we provide High School Completion, the National External Diploma Program (NEDP), and GED® Test Preparation. Our expanded vocational programs offer you new skills that will bring you from the classroom to the workplace. Computer and Business courses, Security Guard Certification, Certified Nursing Assistant, Patient Care Technician, Real Estate Practices and Principles, and Bartending classes are but a few of our career choices. We also provide a large variety of general interest classes for you to choose from.

As we guide our students through this fast changing world, we continue to provide opportunities to help them meet new challenges. West Haven Adult Education offers something for everyone. Why not take a few minutes to look over our catalog, see what we have to offer, and select one or more courses that meet your personal, professional, and educational needs.

Our knowledgeable and talented staff will assist you in all your educational endeavors.

Let us help you find your Career Pathway!

Warmest regards,
Francine Coppola, Director
West Haven Adult Education

Patricia Libero - Chairperson
James Morrissey - Vice Chairman
Betsy Heffernan Davis - Secretary/Treasurer
Patrick Egolum
Robert Guthrie
Mark Palmieri
Rosa Richardson
Rosemary Russo
Cebi Burns Waterfield

Dear West Haven Resident:

Adult Education offers citizens from our community many opportunities to continue to learn, improve skills, and quite possibly make a better future for you and your family. We are proud to offer a variety of classes that will allow you to earn a high school diploma, prepare you to compete in the business world, or even take up a new hobby.

A primary goal of any educational institution is to create life-long learners, and our programs make that possible. I encourage all of you to take a few moments and explore this catalog. Believe me, there’s something in it for everyone! As with most things in life, the hardest part is taking a chance and getting started.

Our professional staff is ready, willing, and able to assist you in planning a program that meets your needs. Please call them and make an appointment.

Thank you for taking the time to look into our programs and best wishes for success in whatever career path you may choose to pursue.

Sincerely,
Neil C. Cavallaro
Superintendent of Schools
**Registration Information**

**High School Diploma**

New High School Diploma Students
Placement Test:
August 24, 25, 26, 2015 at 4:00 or 5:00 p.m.
*By appointment only!* Call: 203-937-4375

Returning High School Diploma Registration
August 24 & 25, 2015
*By appointment only!* Call: 203-937-4375

**GED® Test Preparation**

New GED® Students
Placement Test & Registration
August 24, 25, 26, 2015 at 4:00 p.m. or 5:00 p.m.
*By appointment only!*

Returning GED® Student Registration
August 24, 25, 2015 from 4:00 p.m. to 6:00 p.m.

**ESL Class Registration**

Morning & Evening Registration

**Morning Classes**

*at Savin Rock School*
Registration: September 9 & 16, 2015
from 9:00 a.m. to 11:00 a.m.
*Classes begin September 21, 2015*

*or*

*at West Haven Community House*
Registration: September 8 & 10, 2015
from 9:00 a.m. to 11:00 a.m.
*Classes begin September 22, 2015*

**Evening Classes**

*at West Haven High School*
Registration: September 8 & 9, 2015
from 5:00 p.m. to 7:00 p.m.
*Classes begin September 21, 2015*

**Adul Basic Education Registration**

Math, Reading, Citizenship Registration
September 8, 9, 2015 from 5:00 p.m. to 7:00 p.m.
*Classes begin September 21, 2015*

**General Interest Registration**

Daytime: Starting September 2, 2015 from 9:30 a.m. - 4:30 p.m.
*Evening: September 15 & 16, 2015 from 4:00 p.m. - 6:00 p.m.*

**Information Sessions**

NEDP at 5:30 p.m. & GED® at 6:30 p.m.

- Wednesday, September 2, 2015
- Wednesday, October 14, 2015
- Wednesday, November 4, 2015
- Wednesday, December 2, 2015

*Call Adult Education Office to register: 203-937-4375*

**General Interest Classes**

*Begin September 28, 2015*

**For more information - Call: 203-937-4375 or visit us at: www.whschools.org**

**School Administration**

Neil C. Cavallaro
Superintendent of Schools

Anne P. Druzolowski, Ed.D
Assistant Superintendent of Schools

**Adult Education Staff**

Francine Coppola - Director
David G. Russell - High School Diploma Coordinator
Kathleen Donroe - Connecticut Adult Performance Facilitator
Dana Martinez - Test Prep Coordinator
Andrea Pozzuoli - N.E.D.P. Lead Assessor/Advisor
D. Gordon Leahey - Guidance Counselor
Tamara Mursko - Data Entry Administrator
Patricia Peters - Secretary
### Fall 2015 Calendar

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#### Important Dates

- General Interest Daytime Registration Starts.......... Sept. 2
- General Interest Evening Registration......... Sept. 15 & 16
- High School Diploma Classes Begin ........ September 8
- GED® Test Preparation Classes Begin ........ September 8
- ESL Classes Begin ............................................................. September 21
- General Interest Classes Begin ........................................ September 28

#### Non-School Days

- Labor Day .......................................................................... September 7
- WHHS Back to School Night ........................................ September 10
- Rosh Hashanah ................................................................. September 14
- Yom Kippur ....................................................................... September 23
- Columbus Day ................................................................... October 12
- WHHS Parent Visiting Night ........................................ October 20
- Election Day ..................................................................... November 3
- Veteran’s Day .................................................................... November 11
- Thanksgiving Recess ........................................................ November 25 - 27
- Christmas Recess .............................................................. December 24 - Jan. 1

#### Course Locations

- **Edith E. Mackrille School**
  806 Jones Hill Road
  West Haven, Connecticut 06516

- **Savin Rock Community School**
  50 Park Street
  West Haven, Connecticut 06516

- **West Haven Community House (WHCH)**
  227 Elm Street
  West Haven, Connecticut 06516

- **West Haven High School (WHHS)**
  1 McDonough Plaza
  West Haven, Connecticut 06516
West Haven Adult Education offers you Learning Options!

West Haven Adult High School is open to residents who are at least 17 years old, have not achieved a high school diploma, and are officially withdrawn from high school.

New students must be evaluated in the areas of math and reading before they can register for classes. Call 203-937-4375 to make an appointment for the September evaluation session.

Once new students have completed their evaluation they are given an appointment to meet with a guidance counselor. An individual learning plan will be made at that time.

In conjunction with the High School Diploma Program, students will have the option to take some online courses. The West Haven Adult High School is here to help you succeed in meeting your goal of achieving your high school diploma.

This program prepares adult learners to pass the 4-part, computer based GED® exam to earn a State of Connecticut diploma. Students receive necessary instruction in each of four subject areas - science, social studies, math, and language arts - plus basic computer skills to take the exam. Instructors will also review the official website, ged.com, where students can access related exam information and exam registration procedures. Students must be at least 17 years old and officially withdrawn from school to enroll in the GED® preparation classes listed here.

To be able to register for the GED® exam, students must be at least 17 years old and officially withdrawn from school for 6 months, and 17 year-olds must submit a withdrawal form with a parent or guardian signature. Individuals who are 18 years of age may submit, in lieu of a withdrawal form, a letter from their last high school that the class with which they entered ninth grade (or would have entered if never enrolled in high school) has already graduated. Students can begin the GED® registration process online at ged.com and complete the process in person at West Haven Adult Education, 1 McDonough Plaza, West Haven, CT 06516.

Individuals with a documented disability who requires accommodations to take the GED® exam should contact Francine Coppola at 203-937-4375 or Francine.Coppola@whschools.org; or the State Department of Education GED® Office at 860-807-2111 or email ged@ct.gov.

Informational sessions for GED® will be held at WHHS on Wednesdays, at 6:30 p.m., on the following dates: September 2, October 14, November 4, and December 2

To register or for further information concerning these four sessions, please contact the West Haven Adult Education office at 203-937-4375.

This is an alternate route to earning a high school diploma. Students earn their High School Diploma through a series of take home projects and weekly appointments with trained advisors and assessors. Students must qualify for this program by achieving the required entry scores through tests in math, reading, and writing. It is recommended that students are 22 years of age or older.

Informational sessions for N.E.D.P. will be held at WHHS on Wednesdays, at 5:30 p.m., on the following dates: September 2, October 14, November 4, and December 2

To register or for further information concerning these four sessions, please contact the West Haven Adult Education office at 203-937-4375.
English-As-A-Second Language

West Haven Adult Education offers classes for our adult language learners. Classes are designed to help develop students’ skills in listening, speaking, reading and writing.

**Daytime Classes - Beginners Only**

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<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>101-1*</td>
<td>M &amp; W</td>
<td>9:30-11:30 a.m.</td>
<td>Community Room</td>
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<td>10 Weeks</td>
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<td>Begins September 21, 2015</td>
<td>Savin Rock School</td>
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<tr>
<td>101-2</td>
<td>T, Th &amp; F</td>
<td>9:00-11:00 a.m.</td>
<td>West Haven Community House</td>
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<td>10 Weeks</td>
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<td>Begins Sept. 22, 2015</td>
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</tbody>
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**Evening Classes**

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<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>101-3</td>
<td>M, T &amp; W</td>
<td>6:30-8:30 p.m.</td>
<td>WHHS</td>
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<td>10 Weeks</td>
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<td>Begins September 21, 2015</td>
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<tr>
<td>102-1**</td>
<td>M &amp; W</td>
<td>6:30-8:30 p.m.</td>
<td>Savin Rock School</td>
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<td>Begins September 21, 2015</td>
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**104-1 Adult Skills for Living Independently**

This course is specifically for the adult learner who has special learning needs. This class is designed to help improve the life skills of adults with special needs. An informal and easygoing environment is provided to practice such skills as: using the telephone, reading instructions, and paying bills. You’ll master all the important daily life skills needed to work and live independently.

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<tr>
<th>Course</th>
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<th>Location</th>
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<td>6:30 - 8:30 p.m.</td>
<td>Room B9</td>
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<td>10 Weeks</td>
<td>WHHS</td>
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<td>Begins September 21, 2015</td>
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**103-1 Citizenship**

This exciting and informative class is designed to prepare you for the naturalization examination offered by the U.S. Immigration and Naturalization Service. The information in this class covers U.S. government & history, the laws and rules of naturalization, and the application and interview process.

**Room F104**

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<tr>
<th>Course</th>
<th>Days</th>
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**Adult Basic Education Program (ABE)**

These courses are designed to help adults without a high school diploma or GED® to refresh and improve their math and/or reading skills. A relaxing environment where you can prepare for a career change or other job opportunities.

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<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>109-1</td>
<td>M &amp; W</td>
<td>6:30-8:30 p.m.</td>
<td>WHHS</td>
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<tr>
<td>110-1</td>
<td>T &amp; Th</td>
<td>6:30-8:30 p.m.</td>
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**West Haven Family Resource Center**

The Family Resource Center (FRC) offers:

- Beginning Adult ESL with childcare
- Playgroups for infants, toddlers and preschoolers
- Parent Education Workshops
- Daycare provider training
- Community Resource & Referrals
- Resource and referral to local and state agencies
- Developmental Screenings Ages 0 - 5
- Family Fun Nights
- Preschool information and applications

For more information, please call 203-931-4739

Savin Rock Community School
50 Park Street, West Haven, CT

**School Readiness Programs**

West Haven Adult Education Program in conjunction with West Haven School Readiness Council announces Students ages 3 - 4 years of age are eligible to be considered for the school readiness programs throughout the city of West Haven.

For more information, please contact the West Haven Board of Education.

Call: 203-931-6836
Our instructor - facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started

1. Visit our Online Instruction Center:
   www.ed2go.com/westhaven

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

West Haven Adult Education

- Accounting Fundamentals: Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- Speed Spanish: Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.
- A to Z Grantwriting: Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.
- Medical Terminology: A Word Association Approach: Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- Medical Transcription: Learn the options available by developing the skills of a medical transcriptionist. You will also learn the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you’ll need to take.
- Certificate in Food, Nutrition, and Health: Learn how food interacts with our bodies. This certificate is designed for individuals working in the health care field.
- Grammar Refresher: Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
- Math Refresher: Gain confidence in your basic math skills and start using math to your advantage.
- Effective Business Writing: Develop powerful written documents that immediately draw in the readers attention.
- Using Social Media in Business: One of the biggest challenges for most business owners is to find a continuous supply of new customers. Social media is a game changer for businesses and business owners. If you’re looking for a new way to market your business, this course will empower you.
- Personal Finance: In this course you will learn to create and use a budget, invest wisely, plan for your financial future.
- Medical Coding: Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.
- Real Estate Investing: Build and protect your wealth by investing in real estate.
- Explore a Career as a Pharmacy Technician: Gain knowledge of strategies and therapies to reduce and manage stress.
- SAT/ACT Preparation - Part 1: Universities and Colleges in the U.S. require SAT/ACT as part of their evaluation package. This course will prepare you for both.
- Certificate in Stress Management: Appreciate the importance of recognizing the impact of stress. You’ll gain knowledge of strategies and therapies to reduce and manage stress.
- Spanish for Medical Professionals: Are you struggling to communicate with Spanish speaking patients? Learn Spanish pronunciation, simple words, how to ask about pain, medical histories, insurance, and body parts. By the end of this course you’ll have a strong foundation in basic medical Spanish that you can build on for years to come.

Learn More...
- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!
www.ed2go.com/westhaven or call: 203-937-4375

Low price of just:
$109.00

Requirements
- All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.
- Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

More Courses Available

AT OUR ONLINE INSTRUCTION CENTER
www.ed2go.com/westhaven
Bus Trips

ALL TRIPS INCLUDE ROUNDTrip MOTORCOACH TRANSPORTATION AND TOUR DIRECTOR

#1-1 Progressive Dinner In New York City
Have an appetizer in Chinatown, Entrée (Italian) and dessert and coffee in Brooklyn! This is a perfect way to enjoy multi-cultural dining experience, mixing cuisines and new locations. Sightseeing tour along the way to each restaurant is included.

Saturday, November 7, 2015 $139.00

#2-1 Macy’s Thanksgiving Day Parade & The Christmas Show
Usher in the Holiday Season at one of the most beloved Holiday Events Ever. You’ll see floats, marching bands, clowns and of course Santa Claus. After the parade continue the holiday spirit at Radio City Music Hall for the 2015 Christmas Spectacular.

Thursday, November 26, 2015 $180.00

#3-1 Macy’s Thanksgiving Day Parade
“Broadway’s Longest Running Show” This spectacular and colorful parade winds through the streets of Manhattan and is one of the Apple’s most eagerly anticipated events.

Thursday, November 26, 2015 $75.00

#4-1 New York City “on your own”
BLACK FRIDAY – Be part of the biggest shopping day of the year! Kick off the holiday season in Grand style in NYC where you can find outstanding deals and sales. Maps and restaurant listings will be provided.

Friday, November 27, 2015 $70.00

#5-1 New England Patriots vs. New York Jets
Enjoy your holiday season with a Football Game between two great franchises. Includes 1 ticket to the game (1:00pm game time) Tailgate Party catered at the bus.

Sunday, December 27, 2015 $195.00

#6-1 IN THE MOOD
The Glenn Miller Orchestra is the most popular and sought after swing band in the world. Listen & Dance to...” Moonlight Serenade, Chattanooga Choo Choo”. You will enjoy a delicious family style lunch at the elegant Aqua Turf in Plantsville, CT

Thursday, December 10, 2015
$102.00 pp by bus $86.00 Drive on your own

#7-1 WARNER THEATRE PRESENTS
“NICE WORK –If You Can Get It” This delightful musical comedy combines Laughter, Romance and High Stepping Musical Magic. Enjoy a pre-show Brunch at the Grand Oak Villa in Watertown.

Sunday, November 8, 2015 $102.00

#8-1 FABULOUS SUNDAY BRUNCH & SHOW “KING COUNTRY”
Ray Guillemette, Jr and his 4 piece “Jug Band” will entertain you, while you sit back and enjoy a incredible brunch, with some of country’s most memorable hits of yesterday & today! Songs from Glen Campbell, Johnny Cash, Kenny Rogers and more.

Sunday, October 4, 2015 $98.00

Booking Information
“CourseStorm” online registration can not be used for booking Bus Trips. To book your trip, see page 15 and use the Bus Trip Reservation Form. You can drop it off at West Haven Adult Education office at WHHS or mail in your registration form to West Haven Adult Education, 1 McDonough Plaza, West Haven, CT 06516. Please include your check with registration.

Seats will be reserved upon payment. All trips are rain or shine. We participate in the “share bus program” so register quickly if you see a trip you want to take. Our trips offer top quality transportation and attractions. All tours have a tour director. The bus will pick-up at West Haven High School for 15+ passengers. For less than 15 passengers we will meet the bus at convenient departure locations in North Haven, Stratford, etc... For more information call The Adult Education Office at 203-937-4375.

ALL SALES ARE FINAL - NO REFUNDS
201-1 Baking for Busy Bee’s....
Birthdays, bake sales, holidays and more! In this 4 week class you will master the art of baking easy, delicious cookie bar recipes that will save you time and impress your friends and family. All of the recipes can be put together in less than an hour and you will be delighted in how good they taste. We will bake and sample at least one recipe per class. There will be at least one recipe that is gluten free and one without nuts.
Bring your enthusiasm and your sweet tooth....
W $60.00 6:30-8:30 p.m.
4 Weeks Room B5
Begins November 19

202-1 Math Review
The focus of this course is computational skills and problem solving using whole numbers, fractions, decimals, and percentages. A great way to improve your basic math skills!
For students with a high school diploma or GED®.
T $60.00 6:30-8:30 p.m.
6 Weeks Room F213
Begins September 29

203-1 Refuse To Be A Victim Seminar
This seminar promotes awareness and prevention of criminal confrontations. Topics include home, automobile, phone, technological, travel, and personal security. Seminar participants are presented with a variety of common-sense crime prevention and personal safety strategies and devices they may be integrated into their daily lives. This 3 hour seminar will give you the tools needed to develop your own personal safety strategy.
M $70.00 5:30-8:30 p.m.
1 Session Room F210
Begins October 5

204-1 Introduction to Wildlife Rehabilitation
Are you an animal lover interested in learning about what to do when you find injured or orphaned wildlife? Are you interested in becoming a wildlife rehabilitator? Take this course to understand what wildlife rehabilitator’s do, learn to recognize when and how to help wildlife and understand the requirement to become a CT State Licensed Wildlife Rehabilitator.
W $55.00 6:00-8:00 p.m.
4 Weeks Room D202
Begins September 30

205-1 About Boating Safely
The U.S. Coast Guard Auxiliary will be offering a one day Safe Boating Class. The class will cover introduction to boating, boating laws, personal safety equipment, safe boat handling, navigation, boating problems, and trailering, storing and protecting your boat. This class will meet all requirements needed to attain a State of Connecticut Personal Water Craft and Boating certificate. The course includes a book supplement to help reinforce what is taught in class.
Class will be conducted at the Coast Guard Auxiliary facility in West Haven. Address: Flotilla 24-11, 1 Kimberly Avenue, West Haven, CT.
Saturday $60.00 8:00 a.m.- 4:30 p.m.
1 Day
October 17

Drivers Education
3 Sessions - 8 Weeks / Session
This course includes:
1. *30 hours in the classroom
2. *Behind the Wheel Training (BTW) - 8 hours.
3. Driver Education Certificate Awarded. This lowers insurance costs by 10 to 25%
*Student must be 16 years of age or older.
Parent must attend first class with their child.

Checks should be made out to: “All Star Driver”
$525.00 - Book fee $25.00 to be paid to Instructor

206-1 T & Th 2:00 - 4:00 p.m.
Begins October 6 Room D139 - WHHS

206-2 T & Th 6:00 - 8:00 p.m.
Begins January 12 Room D139 - WHHS

206-3 T & Th 2:00 - 4:00 p.m.
Begins April 5 Room D139 - WHHS
**DANCE**

**207-1 Traditional Ballroom Series**
Learn the most popular social dances and be a hit on the dance floor wherever you go. Fox Trot, Waltz, Swing, Rumba, and Cha-Cha.
$125.00/couple
6 Weeks 7:30-9:00 p.m.
Begins September 30
Savin Rock School

**208-1 Country Western Line**
Learn to do the classic country western dances from beginner to intermediate during this eight week session. It's great for exercise as well as lots of fun.
$65.00 6:00-7:30 p.m.
6 Weeks
Begins September 30
Savin Rock School

**209-1 Belly Dance Basics**
Raise your fitness level, coordination and confidence as you discover the magic of one of the oldest and most beautiful dance forms! This class provides clear, easy to follow instruction in the basics of Middle Eastern dance. You’ll learn exciting moves and combinations that will keep you belly dancing!
$90.00 5:45-6:45 p.m.
6 Weeks
Begins September 30
Teachers Lounge

**210-1 “Thriller Dance”**
Calling all Ghosts and Goblins, just in time for “Halloween.” Come have some fun and learn steps to “Thriller.” As Darkness falls across the land, the Thriller dance is close at hand. So who so ever shall be found should come on by and let’s get down.
$15.00 7:00 – 8:15 p.m.
1 Session
October 27
Mackrille School

**211-1 “Beat It” Like Michael Jackson**
Join this workshop and have some fun. In a mere hour and fifteen minutes you will learn the legendary dance steps to “Beat It” that can be done at any dance Party!
$15.00 7:00 – 8:15 p.m.
1 Night
November 10
Mackrille School

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**EXERCISE**

**212-1 All Levels Yoga**
This class is designed for students of all experience levels in Yoga. The instructor creates a relaxed, non-competitive, supportive environment to help you improve overall balance, flexibility and muscle strength. Physical health, sound mind and mental well-being are focus areas of this Yoga class. *Bring your own mat.*
$65.00 6:30-7:30 p.m.
6 Weeks
Cafeteria
Begins September 28
Mackrille School

**213-1 West Haven “Woggers” Wanted**
Would you like to step up your work-out? We will begin with just walking, then we will increase the work-out with hills and end with quick, light jogging. Class is geared for healthy walkers interested in jogging to speed up their metabolism.
Beginners are encouraged.
$100.00 5:15-6:30 p.m.
8 Weeks
First class - Room F118
Begins October 6
WHHS

**214-1 Self-Defense Workshop For Women**
Learn life saving techniques and how to take control of a potentially dangerous situation using practical tactics. This workshop is a “Must” for women. Sign up today!
$15.00 7:00 – 8:15 p.m.
1 Night
Cafeteria
Begins September 30
Mackrille School

**215-1 Fitness Hoop Class**
Hooping is an easy fun and fantastic way to get fit. *No Experience Necessary!*
Learn the basics like keeping the hoop from dropping, changing directions. You will also learn choreography and performance. Don’t own a hula hoop, no problem, hoops will be provided. Dress comfortably to allow your body to move freely.
$75.00 6:30 - 7:30 p.m.
6 Weeks
Cafeteria
Begins September 28
Mackrille School

**216-1 Cardio Kickboxing**
This full body work out will help you blow off stress while burning off calories and shredding fat. You will also build the strongest version of yourself, enhance your body and mind, and be a part of a motivated group. Join us for 4 weeks of Cardio Kicking boxing fun. Open to all skill Levels!
$40.00 7:00 – 8:00 p.m.
4 Weeks
Cafeteria
Begins September 29
Mackrille School
Need help in preparing for the naturalization examination offered by the U.S. Immigration and Naturalization Service? If so, enroll in the “Citizenship” class offered by West Haven Adult Education. This is a free class and a real must for prospective United States citizens.

See “Citizenship” on page 7 for details.

217-1 Spanish - Conversational
Are you planning a vacation, want to communicate better in your community and work place? This class will enhance and expand your knowledge of this great language.
W $85.00 6:30-8:30 p.m.
8 Weeks Room F210
Begins September 30 WHHS

218-1 Italian for Beginners
If you had no previous experience with the Italian language, “Avanti!” Vocabulary, pronunciation and functional grammar will be presented through selected dialogue.
W $85.00 5:30 – 7:30 p.m.
8 weeks Room F213
Begins September 30 WHHS

219-1 American Sign Language
Finger spelling and conversational phrases are just some of the ways you will learn to communicate in this great course. Cost of text is extra.
W $85.00 6:30-8:30 p.m.
8 Weeks Room F208
Begins September 30 WHHS

Become A United States Citizen Today!

301-1 Introduction to Personal Computers
If you are looking to buy a personal computer or still afraid of the word “COMPUTER” then this is the class for you. This class is for the beginner, one who does not have any prior computer skills or very little computer knowledge including mouse skills. You will learn the different parts of a computer. You will become comfortable with operating a Windows based computer from start-up to shutdown. You will be able to create, save, and open a basic word processing document.
M $95.00 4:30-6:30 p.m.
4 Weeks Room D207
Begins September 28 WHHS

302-1 Microsoft Office Suite 2013
This course will provide an overview of the Microsoft Office Suite program. Useful and practical lessons will be taught in Word (2 weeks), Excel (2 weeks), Power Point (2 weeks) and Publisher (2 weeks) in addition to all the online features that Microsoft Office has to offer. Instruction is designed for both beginners and moderately experienced users.
M $170.00 6:30-8:30 p.m.
8 Weeks Room D207
Begins September 30 WHHS

303-1 Digital Camera & Computer Class
Do you feel overwhelmed getting all your pictures organized on the computer? This class will teach you how to store and organize your digital pictures. There will also be instruction on how to easily make digital albums including techniques like cropping, enhancing photos, creating effects and much more.
Th $70.00 6:30-8:30 p.m.
4 Weeks Room D207
Begins October 1 WHHS

304-1 EBAY Seminar
Would you like to buy and sell on EBAY? Not sure how to use the site? This seminar will teach you how to get started. Turn unwanted items into cash or shop for bargains.
T $80.00 4:30-6:30 p.m.
3 Weeks Room D207
Begins October 6 WHHS

305-1 iPads
Are you thinking about buying a new iPad or have one and not sure how to use it? Well then this is the class for you. In this class iPads will be provided to give you a step by step learning experience on how to utilize these amazing devices.
W $55.00 4:30-6:30 p.m.
4 Weeks Room D207
Begins October 7 WHHS
401-1 Intro To Early Childhood Education
Undergraduate College Credit Available for this course. See “College Requirements” below.
This course provides an overview of early childhood education - the history, trends, theories, and philosophies embedded in evidence-based practices today. It includes an examination of different program types, working with diverse families, inclusion, licensing, advocacy, and professionalism.
Course requires internet access, email, Microsoft Internet Explorer, Google Chrome, Mozilla, or Firefox web browser.
M $265.00 8 Weeks
Students will receive access to this course through email.
Begins September 28

402-1 Child Development
Undergraduate College Credit Available for this course. See College Requirements below.
This course provides an overview of physical, emotional, and cognitive growth and development of children from prenatal stages through age 8. It includes theories of child development and current related research. In addition to predictable stages of growth, students will look at the uniqueness of children, including special needs, temperament, learning styles and multicultural experiences. This course requires students to do 3 one hour observations of children.
Course requires internet access, email, Microsoft Internet Explorer, Google Chrome, Mozilla, or Firefox web browser.
M $265.00 8 Weeks
Students will receive access to this course through email.
Begins October 26

College Requirements
These courses have been evaluated by the Connecticut Credit Assessment Program (CCAP) and recommended for undergraduate credit. Upon successful completion the course(s) with a grade of “C” or better and wishing to receive college credit for the course(s), you can request the West Haven Child Development Center to submit an official transcript directly to the Registrar’s office at Charter Oak State College. If you are not a Charter Oak student, you must also request the Credit Registry service to transcribe the credit with Charter Oak. Additional Fees apply.

403-1 Bartending / Mixology
Are you seeking a career in bartending? Learn about the many different spirits and wines on the market today. You will learn the basic pouring and measuring techniques to make the perfect drink. Real alcohol is not used. Participants will learn how to identify signs of intoxication and learn CT’s liquor rules, regulations, and laws. Book included.
M $150.00 6:30-8:30 p.m.
8 Weeks Room B5
Begins September 28

404-1 Certified Nursing Assistant
100 HOURS This is one of the most popular courses in an ever demanding career field. This course consists of 100 classroom and clinical hours. Successful completion of this course, and passing the state exam, will enable you to be certified to assist in patient care.
Please Note:
1. Student must have a High School Diploma or GED®
2. Prior to clinical training all students will be required to obtain background checks and fingerprinting. A processing fee will be required. Additional information will be given during the first night of class.
3. Tuition includes required textbooks.
T & W $925.00 4:00-9:00 p.m.
11 Weeks Room C10
Begins September 29
WHHS

405-1 Patient Care Technician
The Patient Care Technicians (PTC) program consists of both classroom and clinical education. Students are trained to perform phlebotomy, EKG, assist with sterile procedures and other lab tests. The PCT is a certified Nursing Assistant (C.N.A.) who then gains additional skills to work in hospitals, doctor’s offices and clinics, performing blood draws, simple lab tests, EKG’s, apply halter monitors, assist with dressing changes and other procedures.
This class is 150 hours. Tuition does not include textbook & National Health Association Certification exam.
Student must have a high school diploma, GED® or equivalent and a C.N.A.
M & Th $975.00 4:00 - 9:00 p.m.
15 Weeks Room C10
September 28
WHHS

406-1 Adult and Pediatric Heartsaver-CPR with A.E.D. Certification
This course is designed to train individuals to perform one rescuer adult CPR, child and infant CPR, and Adult and Pediatric Foreign Body Airway Obstruction Management. A course completion card will be issued to each participant. Certification card is $5.00 and is due the first night of class.
Class limit: 18 students.
W $65.00 5:30-8:30 p.m.
2 Sessions Teachers Lounge
Begins September 30
WHHS
407-1 Security Guard Certification

This class will lead to your State of CT Certification as a security guard. The State of CT mandates that you must take an 8 hour certification class which encompasses the necessary training a security guard must be familiar with prior to reporting to a job site. Successful completion of this 8 hour course and exam will provide you with the necessary certification documentation.

M & T $140.00 4:30-8:30 p.m.
2 Nights Room F210
November 16 & 17 WHHS

408-1 Customer Service 101

Are you a business owner who is interested in helping your employees brush up on their customer service skills? Then this workshop is for you. This course will teach customer service skills needed in today's businesses and will be specialized to suit the needs of your business.

T $20.00 6:30 – 8:30 p.m.
1 Night Room D207
October 6, 2015 WHHS

409-1 Job Seeking 101

Are you searching for a job or trying to switch careers and could use a little help? This course is designed to help create or update resumes. It will also assist you on how to use job search sites, as well as a variety of interview skills needed in today's competitive job market.

T $60.00 6:30 – 8:30 p.m.
4 Weeks Room D207
October 13, 2015 WHHS

410-1 Real Estate Practices & Principles

This eleven week course is designed to provide a basic understanding of real estate concepts and the real estate business. The Department of Consumer Protection has changed the required hours for this course to 60 classroom hours. The course meets the minimum standards as set forth by the Connecticut Real Estate Commission. Completion qualifies the student for application for the State Real Estate Exam to obtain a salesman's license. Book not included.

T & Th $380.00 6:00-9:00 p.m.
11 Weeks Room C109
Begins September 29 WHHS

501-1 Basic Sewing

Put your hands to work while learning the basic skills of sewing. Pattern selection, basic tools and supplies will be discussed the first night. This course requires you to bring your own portable sewing machine (not necessary the first night of class).

T $80.00 6:30-8:30 p.m.
8 Weeks Room E59
Begins Sept. 29 WHHS

502-1 Quilting

Join the circle of sewing friends and make a quilt, whether it is a treasured keepsake or a table runner with modern ones to make quilted projects for your family and friends.

M $65.00 6:30-8:30 p.m.
6 Weeks Room E59
Begins September 28 WHHS

503-1 Knitting and Crocheting

Accomplish the basics of knitting and crocheting in a relaxed atmosphere. Learn time honored techniques that your grandmother used and modern ones to make stylish fashion accessories or an afghan for the home.

Th $65.00 6:30-8:30 p.m.
6 Weeks Room E59
Begins October 1 WHHS

I NEED A HIGH SCHOOL DIPLOMA!

West Haven Adult Education offers 3 different options for you to earn your High School Diploma:

1. High School Diploma Program
2. GED® Test Preparation Program
3. National External Diploma Program

Select which option works best for you and then earn your High School Diploma TODAY!

For more information see page 5!
Storm Day Policy
Whenever the West Haven schools are closed due to bad weather, Adult Education classes will not meet. Watch and listen to station WTNH Channel 8 for cancellation information. Should snow or inclement weather develop during the day, class cancellation will be announced by late afternoon. Cancelled classes may be made-up by adding an additional session. If there is a one hour delayed opening of day school, Adult Education a.m. and p.m. classes will meet.

Certificate of Attendance
A Certificate ofAttendance is available for any personal or business need if requested in advance from the instructor. For further information, call the Adult Education Office at 203-937-4375.

Student Regulations
Smoking and refreshments are not permitted anywhere in the building. Traffic lanes must be kept open in all parking lots. Fire regulations and alarms must be followed at all times. Parking is permitted only in the back parking lot near the skating rink. No parking is allowed in the front of the school building.

Fees
A separate registration form must be completed for each class. Payment for each class must be made at time of registration. Payment can be made by using cash, check, or online at www.westhavenadulted.coursestorm.com. Any additional fees (class materials, etc.) must be paid directly to the instructor.

Refund / Cancellation Policy
Refunds will be issued only if the class is cancelled due to low enrollment. No refunds will be given once class begins.

Nondiscrimination Policy
“In Compliance with regulations of the Office for Civil Rights and with Equal Opportunity practices as determined by state and federal legislation, the West Haven Adult Education Program, as a matter of policy, does not knowingly condone discrimination in employment, assignment, program, or services, on the basis of race, gender, color, religion, national origin, age, sexual orientation, disability, or related abilities to perform the duties of the position.”

General Accessibility and Accommodation
All activities offered by West Haven Adult Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Francine Coppola at 203-937-4375.

GED® Test Accommodations
Accommodations on the GED® tests are available for qualified individuals with a disability. For more information, contact Francine Coppola at 203-937-4375. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.

West Haven Board of Education Non-Resident Policy
Non-resident students who are not eligible for free school accommodations should be removed from our school system as soon as they are discovered. If you are aware of a family that is not residing in West Haven, but is attending any of our public schools, you can call the residency hotline: 203-479-3300
Your help is appreciated.
Fall 2015 Registration Forms

Please either register online at www.westhavenadulted.coursestorm.com or use a separate form with payment (cash or check) for each General Interest class that you register for. Duplicate if needed. Bus Trip(s) can not be registered online.

General Interest Class Registration Form

Name: ____________________________________________________________
Street: __________________________________ City: __________________ Zip: ____________
Home Phone: ___________________ Cell Phone: ___________________ Email: ___________________

Please take note:
Make check payable to: “West Haven Adult Education”
Mail this form and payment to: West Haven Adult Education, 1 McDonough Plaza, West Haven, CT 06516.

Course Number: __________________ Course Title: __________________

Day(s) course meets: M T W Th F S Su
Tuition Cost: __________________

*NOTE: Mail-in registration is accepted only for General Interest Courses.
GED®, N.E.D.P., High School Diploma, English-as-a-Second Language, Citizenship,
Adult Living Skills, Basic Math and Basic Reading students must register in person.

Bus Trip Registration Form

Bus Trip(s) can not be registered online.
(Please fill out all information)

Name: ____________________________________________________________ Email: ___________________
Address: __________________________________________________________
Home Phone #: ___________________ Cell Phone #: ___________________ Emergency Phone #: ___________________

Bus Trip# __________________ Trip Date: ___________________ *Amount Enclosed: $ ___________________

Online Registration

WestHavenAdultEd.coursestorm.com

We’re very excited to announce that our program is now taking online registration!
• Search for the classes you’re interested in
• Register online in minutes
• Pay with your credit or debit card
• No envelopes, no postage!

Just go to: www.westhavenadulted.coursestorm.com.
Important Dates

Adult Basic Education: Math, Reading, Citizenship
- September 8 & 9, 2015
- from 5:00 p.m. - 7:00 p.m.
- Classes begin September 21, 2015

General Interest
- Classes begin February 9, 2015

ESL Classes
- Morning Classes at Savin Rock School
  - September 9 & 16, 2015
  - from 9:00 to 11:00 a.m.
  - Classes begin September 21, 2015
  - or
  - at West Haven Community House
    - September 8 & 10, 2015
    - from 9:00 to 11:00 a.m.
    - Classes begin September 22, 2015

- Evening Classes at West Haven High School
  - September 8 & 9, 2015
  - from 5:00 to 7:00 p.m.
  - Classes begin September 21, 2015

High School Completion Classes
- High School Diploma: September 8, 2015
- GED®: September 8, 2015