

4169 PRUDEN BOULEVARD, SUFFOLK, VA

SPRING | SUMMER 2024 ADULT CLASS SCHEDULE

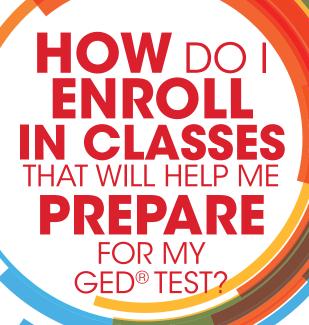




MISSION STATEMENT SKILLED TO SOAR

The mission of the adult education program at The College and Career Academy at Pruden is to ensure adults are offered high quality educational programs that provide unlimited opportunities in a growing, changing society. To this end, we are committed to high standards of learning that allow adults to enter post-secondary education and training to prepare for the workforce, and excel in a global economy.

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- Call the Adult **Education Office** and schedule a placement evaluation.
- Arrive at 4:00 p.m. for your scheduled session.
- Prepare to stay 3 at least 3 hours for testing.
- Attend classes at a location convenient for you.

SATELLITE LOCATIONS

Suffolk Workforce Development Center 157 N. Main Street Second Floor Suffolk, VA 23434

East Suffolk Recreation Center 138 S. 6th Street Suffolk, VA 23434

GED® MATH & WRITING **TUTORING** Do you need additional help with math and writing? The adult education program at The College and Career Academy at Pruden offers writing and math tutoring to help you improve your skills. Attend sessions while enrolled in classes or while waiting to enroll. Call the Adult Education office and get the extra assistance you need to pass the GED® test.

The College and Career Academy at Pruden is a partner with the Hampton Roads Workforce Development system. The Adult and Continuing Education Program is sponsored by Suffolk Public Schools. Visit us at ccap.spsk12.net



GED

(General Educational Development) GED® classes incorporate Workplace Readiness Skills and prepare students for the GED test. Students take practice tests and receive instruction in Language Arts, Mathematics, Science, and Social Studies.

PRE-GED

Classes incorporate Workplace Readiness Skills and prepare students for GED instruction. Students improve basic skills in Reading, Language and Mathematics.

ESOL

(English for Speakers of Other Languages) Speaking, Writing, and Listening are the focus of instruction in ESOL classes Students learn life skills that assist them with entry into the workplace and daily living.

SPRING GED & ESOL CLASSES

GED® & Pre-GED® GED® & Pre-GED® ESOL GED® & Pre-GED® GED® Fast Track GED® Fast Track	The College & Career Academy at Pruden Suffolk Workforce Center The College & Career Academy at Pruden East Suffolk Recreation Center The College & Career Academy at Pruden The College & Career Academy at Pruden	Jan 9 - May 30 Jan 8 - May 30 Jan 8 - May 29 Jan 9 - May 30 Jan 9 - March 14 March 19 - May 30	T/TH M = TH M/W T/TH T/TH T/TH	6:00 PM - 8:30 PM 9:00 AM - 12:00 PM 6:00 PM - 8:30 PM 5:00 PM - 7:30 PM 6:00 PM - 8:30 PM 6:00 PM - 8:30 PM
_	CAREER PATHWAY CLAS			
Nurse Aide/GED® Plus	The College & Career Academy at Pruden	Feb 6 - June 11	T/W/TH	6:00 PM - 9:00 PM
GED TUTORI	NG			
GED® Math	The College & Career Academy at Pruden	Feb 5 - May 20	M	5:00 PM - 8:00 PM
GED® Writing	The College & Career Academy at Pruden	Feb 7 - May 22	W	5:00 PM - 8:00 PM
SUMMER GE	D & ESOL CLASSES			
GED® & Pre-GED® GED® & Pre-GED® ESOL	The College & Career Academy at Pruden Suffolk Workforce Center The College & Career Academy at Pruden	June 25 - Aug 1 June 24 - Aug 1 June 24 - July 31	T/TH M-TH M/W	6:00 PM - 8:30 PM 9:00 AM - 12:30 PM 6:00 PM - 8:30 PM

*Tutoring sessions are FREE to students enrolled in Pre-GED and GED classes. Textbook fees are approximately \$15 to \$50.

Essential Computer Skills

GED® & Pre-GED®

- · Internet Basics, Using Email, Windows 10
- Essential Software Skills Microsoft Word. Excel, PowerPoint, Google Docs
- Using Technology in Daily Life Social Media, Information Literacy, Career Search Skills

Customized Training Options through Northstar Digital Literacy

Training is customized to meet the needs of individual groups and organizations. Complete our online assessment and customize the class you need to help you with projects at work or home. Classes are offered in 2 to 3 sessions for a total of 6 to 9 hours. Take advantage of flexible scheduling. Call us to schedule a class TODAY!

Select from the following courses

Computer Basics Internet Basics Windows 10 Email MS Word Office 2016

Social Media MS Excel Office 2016 MS PowerPoint Office 2016 Google Docs

June 25 - Aug 1 T/TH

*Northstar Digital Literacy certificate available upon successful completion of assessment.



5:00 PM - 7:30 PM

All classes must begin after 4:00 pm, Monday through Thursday. Minimum group size: 4 group size plus \$49 for each additional person.) Maximum group size: 10

East Suffolk Recreation Center

2024 GED TEST SCHEDULE



Register online at GED.com for the official GED® test dates listed below. Candidates must schedule and pass four content -specific exams to meet the requirements of GED Testing Service. Candidates may schedule up to two exams on a test date. The test

center opens at 4:00 p.m. on Friday and 8:30 a.m. on Saturday.

2024 GED TEST DATES

April January July October 5, 6, 19, 20 12, 13, 26, 27 12, 13, 26, 27 11,12,25,26 **February** May **August November** 9, 10, 23, 24 3, 4, 17, 18 9, 10, 23, 24 1, 2, 15, 16 March **June** September **December** 8, 9, 22, 23 7, 8, 21, 22 13, 14, 27, 28 6,7,13,14

Call the Adult Education Office at The College and Career Academy at Pruden for additional information at 757-923-5254.

2024 PLACEMENT **EVALUATIONS**

Evaluations are required for entrance into ESOL, Pre-GED® and GED® classes. Schedule an appointment by visiting ccap.spsk12.net or call 757-923-5254 to schedule one of the dates below. Placement evaluations are FREE and start promptly at 4:00 p.m. All prospective students must be at least 18 years old and have valid ID for admittance into the session.

January 4, 11, 18, 25 **February** 1, 8, 15, 22 March 1, 8, 15, 22, 29 **April** 11, 18, 25 May 2, 9, 16, 23, 29 **June** 6, 13, 20, 27

July 2, 11, 18, 25 August 8, 22, 29 **September** 5, 12, 19, 26 October 3 10,17,24 **November** 7,14,21 December 5.12





The GED Ready® **Practice Test is offered** by appointment only

at The College and Career Academy at Pruden. Please call 757-923-5254 to schedule a test.

IF YOU PASS THE PRACTICE TEST YOU **GET TO TAKE THE ACTUAL TEST FREE!**

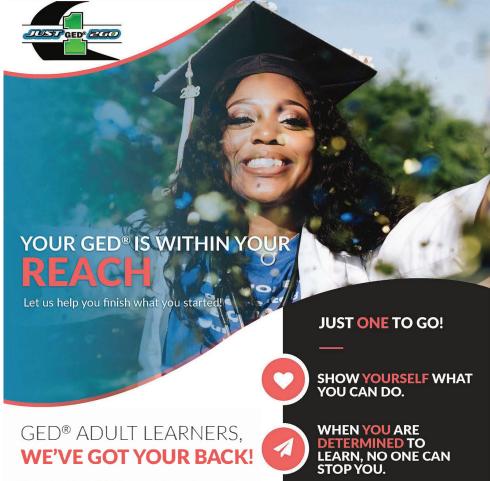
VIRGINIA TEST FEES

VA GED Test Fee \$36 per subject VA GED Retest Fee: \$10.00

OFFICIAL PRACTICE TEST FEE

\$3.00 per subject

The GED Ready Practice Test is offered by appointment only. Please call The College and Career Academy at Pruden to schedule a test. Test-takers are assessed in 4 subjects: Mathematical Reasoning, Science, Social Studies, and Reasoning Through Language Arts. Learners are likely to pass the official GED test subjects when they receive passing practice test scores. For only \$3.00 per subject, you will be in the know about your areas of strengths and weaknesses in the test subject areas.



You're almost to the finish line and adult education can help you get there. Contact us to complete your final test.

BENEFIT

- Special boot camps to help you with subjects like math
- ✓ Vouchers to take the test for FREE
- Online learning options
- Tutors who can work with you one-on-one
- Connection to resources that can help with childcare, transportation, assistance, etc.

ONE TEST TO GO?

LET US HELP YOU FINISH WHAT YOU'VE STARTED!

YOU ARE BRAVER THAN YOU BELIEVE. STRONGER THAN YOU **SEEM, AND SMARTER** THAN YOU THINK.

RISE UP AND BECOME THE PERSON YOU WERE **DESIGNED TO BE.**

CALL US 757-923-5254







ADULT & PEDIATRIC CPR/AED

Adult CPR - Be prepared for the most serious emergencies! Take alone or in combination with Standard First Aid. Course certified by the American Heart Association. Course Code 100

2/10/24	SAT	8:00 AM - 12:00 PM	4HRS	\$50
3/9/24	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
5/18/24	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
6/8/24	SAT	8:00 AM - 12:00 PM	4HRS.	\$50
7/13/24	SAT	8:00 AM - 12:00 PM	4HRS.	\$50



STANDARD FIRST AID

This course includes the basics none of us can afford to be without! Take alone or in combination with Adult or Infant/Child CPR. Course certified by the American Heart Association.

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2/10/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
3/9/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
5/18/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
6/8/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40
7/13/24	SAT	1:00 PM - 5:00 PM	4HRS.	\$40



EMT BASICS

Become an Emergency Medical Technician, and you can help others when they need it most. This course prepares students to take the EMT certification exam administered by the Virginia Office of Emergency Medical Services. Students must hold a current CPR healthcare provider certification. Textbooks are not included in the cost of the class.. *Course Code 200*

2/12/24 - 7/8/24 MON & WED 5:00 - 8:00 PM 155HRS. \$525.00



SAVE \$\$WHEN YOU REFER A FRIEND

Save \$5 dollars when your referral signs up for your class. Discount can only be applied to one registration.

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CATREER ACADEMY UNLESS STATED OTHERWISE.

SUMMER HORS D'OEUVRES

Just in time for summer fun! In this hands-on class, Chef Maia Jones will teach you how to elevate any event to the next level with some of the best and most impressive looking hors d'oeuvres. Materials fee: \$20.00

WED 5:00 PM - 8:30PM 3.5HRS. \$45 5/15/24 7/31/24 WFD 3:00 PM - 6:30 PM 3.5 HRS \$45



ITALIAN CUISINE

Known for its regional diversity, Italian cuisine offers an abundance of flavors and ingredients. Join Chef Maia Jones and learn to make one of the most popular cuisines in the world. Materials fee: \$20.00

3/27/24 5:00 PM - 8:30 PM 3.5HRS. \$45 WFD



EXPLORE DMETHING NEW WITH **SPECIAL INTEREST CLASSES**

Save \$5 dollars

when your referral signs up for your class. Discount can only be applied to one registration



GUITAR

Learn to play the guitar with this introductory course. Entertain your family and friends by learning to play simple songs. Beginners léarn to play chords and to use picking techniques. 3/18/24 - 3/25/24 M/W 5:00 PM - 7:30 PM 7.5HRS. \$75

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CATREER ACADEMY UNLESS STATED OTHERWISE.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Receive hands-on training and learn to install, maintain and repair essential temperature control equipment found in today's homes and businesses. Instruction includes basic electrical circuits and components, types of compressors, metering devices, refrigerants and heat pumps. Required text: Modern Refrigeration & Air Conditioning Course Code 5001 - 5004

PART 1 2/5/24 - 3/26/24 M/T 6:00 PM - 9:00PM 45HRS. \$220

PART 2 4/8/24 - 5/28/24 M/T 6:00 PM - 9:00PM 45HRS.

FORKLIFT CERTIFICATION

Learn safe operations and practices of a forklift and receive an OSHA approved certification upon class completion.

Materials	Fee: \$10	Course Code 3120	
7/26/21	MONDA	V A-OO DNA O-OO DNA	

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2/26/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
3/25/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
4/29/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
5/20/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
6/24/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
7/29/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65
8/26/24	MONDAY	4:00 PM - 9:00 PM	5 HOURS	\$65



ALL CLASSES MEET FROM 6:00 PM-9:00 PM

AT THE COLLEGE AND CAREER ACADEMY

UNLESS OTHERWISE STATED.





THEORY + **PRACTICAL INSTRUCTION**

This program is designed to prepare students for the Virginia State Board exam. (Completion of 5 modules required)

> **TUITION 7,500** OR for all five modules

> > \$1,500





Prepare for the Virginia State Board for Barbers and Cosmetology Examination with this course. Completion of five modules will prepare you for the state exam required for licensure. Textbooks and supplies are not included. *New Enrollment accepted in each module. Course Code 6001 - 6004

Mon-Thursday 5:00 pm - 9:00 pm \$1500 Mon-Thursday 5:00 pm - 9:00 pm \$1500 1/8/24 - 4/30/24 5/1/24 - 8/15/24 8/26/24 - 12/17/24 Mon - Thursday 5:00 pm - 9:00 pm \$1500 1/6/25-4/30/25 Mon-Thursday 5:00 pm - 9:00 pm \$1500

FOR APPRENTICES

Completion of two sessions fulfills theory requirements for the Virginia State Board for Cosmetology. Only registered apprentices may apply Course Code 6001A

Thay apply. Coalse	5 COGC 00017 (
1/8/24 - 4/28/24	Mon & Wednesday	5:00 pm - 9:00 pm	\$600
5/1/24 - 8/14/24	Mon & Wednesday	5:00 pm - 9:00 pm	\$600
8/26/24 - 12/16/24	Mon & Wednesday	5:00 pm - 9:00 pm	\$600
1/6/25-4/29/25	Mon & Wednesday	5:00 pm - 9:00 pm	\$600

Salon Appointments Available Call 757.923.5254 to schedule today!



EARN YOUR WAY NURSE AI

ALL CLASSES MEET FROM 6:00 - 9:00 PM AT THE COLLEGE AND CAREER ACADEMY AT PRUDEN UNLESS OTHERWISE STATED.

This program is designed to prepare students for the National Nurse Aide Assessment Program (NNAAP®) Exam.

Call 757-923-5254 for more information.

Tuition Assistance Available to Qualifying Applicants

NURSE AIDE

Students who successfully complete this program are eligible to apply to become a Certified Nurse Aide in the state of Virginia. Students learn skills required to pass the National Nurse Aide Assessment Program (NNAAP) Examination. Tuition does not include textbooks, CPR materials and other required supplies. Code 4120A

2/6/24 - 6/11/24 T/TH 5:30 pm - 8:30 pm 153hrs. \$525 6/10/24 - 8/15/24 M/T/TH 9:00 am - 12:30 pm 153 hrs. \$525

NURSE AIDE SKILLS REVIEW

Review skills to improve your performance on the National Nurse Aide Assessment Program (NNAAP) Examination. This class is designed for completers of a Virginia-approved nurse aide education program. Approved first-time test takers and lapsed certificate holders are permitted to enroll. Eligibility requirements for the NNAAP Examination are regulated by the Virginia Board of Nursing. Course Code 4120A

1/20/24 Sat 8:30 am - 3:30 pm 7/23/24 & 7/25/24 T/TH 1:00 pm - 4:30 pm \$55





Start a path to learn a new job skill or improve your current welding skills. With individual instruction, learn the basics of welding machines, safety set-up and operational techniques. Topics include SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting, and Welding and Plasma cutting. Class is 90% hands-on and limited to 12 people. Materials fee: \$30

An additional fee will be assessed for advanced welding processes. Course Code 4100

1/30/24 - 3/19/24 T/TH 6:00 PM - 9:00PM 45HRS. \$225 3/26/24 - 5/21/24 T/TH 6:00 PM - 9:00 PM 45HRS \$225

WELDING REFRESHER

Refresh your skills with this course. Improve your current welding skills to qualify for a new job. With individual instruction, review the basics of welding machines, safety set-up and operational techniques. Topics include SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting, and Welding and Plasma cutting. Prior welding experience is required. Materials fee: \$30 6/11/24 - 6/27/24 T/TH 6:00 PM - 9:00 PM 18 HRS. \$99 * REFRESHER



Job Outlook

Employment of welders, cutters, soldiers, and brazers is projected to grow 3 percent from 2019 to 2029, about as fast as the average for all occupations. The nation's aging infrastructure will required the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

SOURCE: U.S. Bureau of Labor Statiscs

REGISTRATION FORM Use one registration form per student



For Office Use Only

Receipt # _____ Payment Plan: Yes _____ No _ Payment Type: Cash Check CC

Name			
Last	First	MI	
Street Address		City	State Zip
Phone	Email		
Course		Dates/Time	Tuition Fee
Course		Dates/Time	Tuition Fee
Course		Dates/Time	Tuition Fee

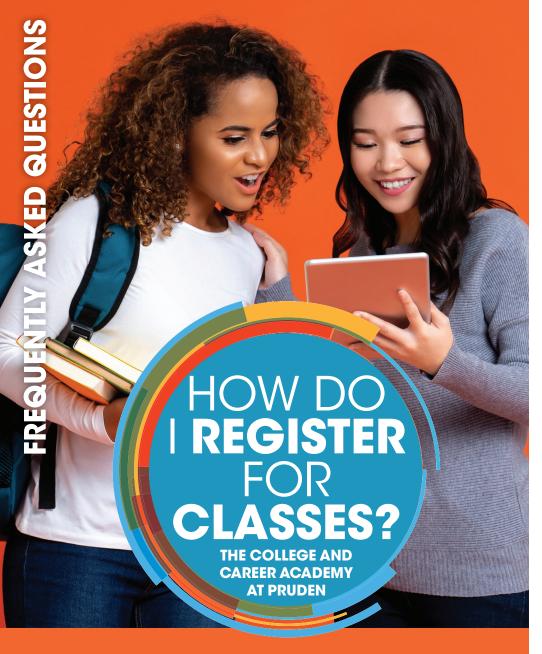
Please use the Online School Payment (OSP) system at ccap.spsk12.net to process credit card payments.

REFUND POLICY: REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING. A full refund will be given when a class is cancelled

KILLED BENEFIT OMORROW

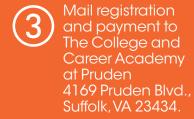
If you are a Suffolk Public Schools student who is interested in a high wage, high demand career, please contact your school counselor or a representative at The College and Career Academy at Pruden for information on program offerings for high school students.







Attach full payment in the form of a check or money order, payable to The College and Career Academy at Pruden, or visit ccap.spsk12.net to process a credit card payment through the Online School Payment system.



Bring registration and payment to The College and Career Academy at Pruden between 1:00 PM and 7:30 PM, Monday – Thursday.

WE DO NOT ACCEPT REGISTRATIONS WITHOUT FULL PAYMENT

REGISTRATION DEADLINE

Registration and payment must be received at least one week prior to the start of the class. If a class fills, you will be contacted and offered other available dates or you will be placed on a waiting list. New classes may be created from a waiting list.

TUITION ASSISTANCE

Tuition assistance forms from an employer or agency must be submitted at the time of registration.

REFUND POLICY

REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING UNLESS THE CLASS IS CANCELLED.

A full refund will be given when a class is cancelled.

RETURNED CHECKS

There will be a \$25.00 charge for all returned checks.

INCLEMENT WEATHER

Announcements will be posted on the Suffolk Public Schools website.
The College and Career Academy at Pruden is closed when the Suffolk Public Schools District is closed.

CLASS CANCELLATIONS

If a class is cancelled due to lack of enrollment, you will receive notification by phone and email. Please make sure your registration form has current contact information.

AGE REQUIREMENTS

Classes are for individuals who are 18 years of age and older unless otherwise stated in the class description.

CERTIFICATES

A certificate will be awarded for successful completion of a class. Successful completion requires good attendance as well as meeting all program requirements. If professional licensure is available, it will be stated in the course description.

SCHOOL CLOSINGS: Dec 21 - Jan 1 | Jan 15 | Feb 19 | April 1 - 5 | May 27 | June 19

STUDENT DATA FORM

4169 PRUDEN BOULEVARD, SUFFOLK, VA | 757.923.5254 | CCAP.SPSK12.NET



YOU MUST BE 18 YEARS OF	AGE OR OLDER to enroll in cor	ntinuing education classes	.This form must be c	ompleted by all students.
,	t 18 years of age and not enro n ink all responses to questions. den.	'	return completed fo	orm to The College and
NOTE: SHADED BLOCK IS F	FOR OFFICE USE ONLY.		Course ID	
Name	First	Midala	/Maiden	
	C			
Country		U.S. Citizen Yes No	Email	
Home Phone ()	Work Phon	e()	Cell Phone	; ()
Social Security Number (Las Gender Male Femal	st 4 digits <u>)</u> e	Date of Birth		
Ethnicity	Rac	De		-
Hispanic/Latino Not Hispanic/Latino	☐ Asian ☐ American Indian or Alaska N	☐ Black or African A		
How did you hear about t	his course? Please check or	nly one.		
Advertisement Pers	sonal Initiative Recruitme	ent Activities Referral_		Other
Check one of the following	g as it relates to your educe	ational attainment:		
High School Diploma	GED Certifico	te College	e Degree	Not Applicable
Name of high school atte	nded:			
Highest educational leve	l completed:			
Program Type:	_			
_	tology HVAC			
☐ Nurse Aide ☐ Welding				
Employment Status - plea				
	red 1-10 hours per week		·	
Unemployed - Not Seek	ing Employment Employment 🔲 Employed 21-			Employer
Are you taking this course	on agency/organization? If your certification? \textsquare Yes \textsquare	(copy	y of payment authorizatio	n must be attached.)
	FY THAT THE ABOVE INFORMA			





PLEASE SEND YOUR RESUME TO:

The College and Career Academy at Pruden Adult Education Department 4169 Pruden Boulevard • Suffolk, VA 23434

FIND OUT WHAT'S IN STORE FOR YOU!

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