Adult Education provides lifelong educational opportunities and services preparing adult students with the knowledge and skills necessary to participate effectively as citizens, workers, parents and family members.
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:

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

---

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, Real Estate Practices and Principles, Bartending, OSHA Training, and New Certification Classes are but a few of our career choices. We also provide a large variety of general interest classes and undergraduate college courses 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 program your life for learning!

Warmest regards,

Francine Coppola, Director
West Haven Adult Education

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West Haven Adult Education

Dear Fellow Resident:

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.

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Ed O’Brien
Mayor, City of West Haven

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West Haven Board of Education

James Morrissey - Chairman
Robert Guthrie - Vice Chairman
Susan K. Walker - Secretary/Treasurer
Patrick Leigh
Patricia Libero
Karen B. Pacelli
Mark Palmieri
Rosa Richardson
Rosemary Russo

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 Paredes - Test Prep Coordinator
Andrea Pozzuoli - N.E.D.P. Lead Assessor/Advisor
Dr. Rose Paolino - Guidance Counselor
Dora Barnes - Guidance Counselor
Deborah Kachmar - Guidance Counselor
Tamara Mursko - Data Entry Administrator
Patricia Peters - Secretary
**Spring 2017 Calendar**

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- **Important Dates**
  - General Interest Daytime Registration Begins: January 17
  - High School Diploma Classes Begin: January 17
  - GED® Test Preparation Classes Begin: January 17
  - ESL Classes Begin: January 30
  - General Interest Evening Registration: January 30 & 31
  - General Interest Classes Begin: February 6
  - Adult Education Graduation: May 23

- **Non-School Days**
  - Martin Luther King Day: January 16
  - Mid Year Break: February 20 & 21
  - WHHS Parent Visiting Night: March 22
  - Spring Recess: April 10 - 14
  - Good Friday: April 14

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### Course Locations
- **Edith E. Mackrille School**
  806 Jones Hill Road, West Haven, Connecticut 06516
- **Forest School**
  95 Burwell 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
High School Diploma

New H.S. Diploma Students
Placement Test:
January 3 & 4, 2017 at 5:00 p.m.
By Appointment Only! Call 203-937-4375

Returning High School Diploma Registration
Begins January 3, 2017
By Appointment Only! Call 203-937-4375

ESL Class Registration

Morning Classes
at Savin Rock School
Registration: January 23 & 25, 2017
from 9:00 a.m. to 11:00 a.m.
Classes begin January 30, 2017
or
at West Haven Community House
Registration: January 24 & 26, 2017
from 9:00 a.m. to 11:00 a.m.
Classes begin January 31, 2017

Evening Classes
at West Haven High School
Registration: January 23 & 24, 2017
from 5:00 p.m. to 7:00 p.m.
Classes begin January 30, 2017

Adult Basic Education Registration

Math, Reading, Citizenship
Registration: Week of January 23rd, 2017
5:00 p.m. - 7:00 p.m.
Classes begin February 2, 2017

Information Sessions

NEPD at 5:30 p.m. & GED at 6:30 p.m.
Wednesday, January 11, 2017
Wednesday, February 15, 2017
Wednesday, March 15, 2017
Call Adult Education Office to register: 203-937-4375

General Interest Registration

Registration begins January 17, 2017
Daytime: Monday - Thursday from 9:30 to 4:30 p.m.
Friday: 8:30 to 3:30 p.m.
Evenings: January 30 & 31, 2017 from 4:30 to 6:30 p.m.
Classes begin February 6, 2017

GED®

New GED® Students
Placement Test / Registration:
January 3 & 4, 2017 at 5:00 p.m.
By Appointment Only!
Call 203-937-4375

Returning GED® Students
Registration
January 3 & 4, 2017
from 4:00 p.m. to 6:00 p.m.
Diploma de escuela secundaria

Nuevo H.S. Estudiantes de Diploma
Prueba de nivel:
3 y 4 de enero de 2017 a las 5:00 p.m.
¡Solo por cita! Llame al 203-937-4375

Escuela secundaria de regreso
Registro del Diploma
Comienza el 3 de enero de 2017
¡Solo por cita! Llame al 203-937-4375

Educación Básica para
Adultos Registro

Matemáticas, Lectura, Ciudadanía
Inscripción: Semana del 23 de enero de 2017
5:00 p.m. - 7:00 p.m.
Las clases empiezan el 2 de febrero de 2017

Sesiones informativas

NEPD a las 5:30 p.m. & GED a las 6:30 p.m.
Miércoles, 11 de enero de 2017
Miércoles, 15 de febrero de 2017
Miércoles, 15 de marzo de 2017
Llame a la Oficina de Educación de Adultos para registrarse: 203-937-4375

Registro de interés general

La inscripción comienza el 17 de enero de 2017
Tiempo de día: De lunes a jueves de 9:30 a 4:30 p.m.
Viernes: 8:30 a 3:30 p.m.
Tardes: 30 y 31 de enero de 2017 de 4:30 a 6:30 p.m.
Las clases comienzan el 6 de febrero de 2017

Registro de Clase ESL

Clases matutinas
En la Escuela Savin Rock
Inscripción: 23 y 25 de enero de 2017
De 9:00 a.m. a 11:00 a.m.
Las clases comienzan el 30 de enero de 2017
o
En la Casa de la Comunidad de West Haven
Inscripción: 24 y 26 de enero de 2017
De 9:00 a.m. a 11:00 a.m.
Las clases comienzan el 31 de enero de 2017

Clases nocturnas
En la Escuela Secundaria West Haven
Inscripción: 23 y 24 de enero de 2017
De 5:00 p.m. a 7:00 p.m.
Las clases comienzan el 30 de enero de 2017

Diploma de escuela secundaria
y GED® clases
Empezar 17 de enero de 2017

GED®

Nuevo GED® Estudiantes
Prueba de Colocacion / Inscripción:
3 y 4 de enero de 2017 a las 5:00 p.m.
¡Solo por cita!
Llame al 203-937-4375

Devolución de GED® Estudiantes
Registro
3 y 4 de enero de 2017
De 4:00 p.m. a 6:00 p.m.

Clases de interés general Comenzar 6 de febrero de 2017
Para más informacion llame al: 203-937-4375
O visítenos en: www.whschools.org
West Haven Adult Education offers you Learning Options!

**West Haven Adult High School Credit Diploma Program** 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 January 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 Credit Diploma Program, students will have the option to take some online courses.

West Haven Adult Education is here to help you succeed in meeting your goal of achieving your high school diploma.

**Option #2**

*GED® Test Preparation Program*

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 (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 require 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: January 11, February 15, and March 15, 2017.

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

**Option #3**

National External Diploma Program

The National External Diploma Program – N.E.D.P. is a High School diploma program for adults who qualify and have acquired their academic skills through life and work experiences and demonstrate what they have learned. N.E.D.P. measures academic and life skills, such as Reading, Critical Thinking, Oral Communications, Mathematics, Writing, Self-Awareness, Consumer Awareness, Occupation Awareness, Scientific Awareness, and Social Awareness.

* A non-traditional way to earn a High School Diploma
* Must demonstrate 70 life skills competencies
* A Diploma is awarded by West Haven Public Schools

Informational sessions for N.E.D.P. will be held at WHHS on Wednesdays, at 5:30 p.m., on the following dates: January 11, February 15, and March 15, 2017.

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

* “GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material [or content] is not endorsed or approved by ACE or GED Testing Service.”
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

101-5
M & W 9:00-11:00 a.m.
10 Weeks
Begins January 30, 2017
Community Room
Savin Rock School
*In collaboration with the West Haven Family Resource Center, this program will offer childcare for children 2 - 5 years old.

101-6
T, Th & F 9:00-11:00 a.m.
10 Weeks
Begins January 31, 2017
West Haven Community House

Evening Classes

101-7
M, T & W 6:30-8:30 p.m.
10 Weeks
Begins January 30, 2017
WHHS

102-5
M & W 6:00-7:30 p.m.
10 Weeks
Begins January 30, 2017
Forest School

104-5 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.

M & W 6:30 - 8:30 p.m.
10 Weeks
Begins January 30, 2017
Room B9
WHHS

103-5 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.

Th 6:30-8:30 p.m.
10 Weeks
Begins February 2, 2017
Room F104

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.

109-5 Basic Math
M & W 6:30-8:30 p.m.
10 weeks
C111
WHHS

110-5 Basic Reading
T & Th 6:30-8:30 p.m.
10 weeks
C111
WHHS

West Haven School Readiness Programs

West Haven residents 3 - 4 years of age can be eligible to participate in preschool programs at various locations in West Haven. The School Readiness Program offers full-day, school-day, and extended-day programs. Costs are minimal and parent contributions are based on a sliding scale. For further information, please contact the West Haven Board of Education School Readiness Office at 203-931-6836.

Escuelas de West Haven Programa Prescolar

Los niños de tres y cuatro años de edad tendrán derecho a participar en los programas de preescolar en varios lugares en West Haven. El Programa de Preparación para la Escuela ofrece la escuela de medio día y día completo. Los costos son mínimos y las contribuciones de los padres se basan en una escala. Para más información, póngase en contacto con la Junta de Educación de West Haven, Oficina de Preparación para la escuela al 203-931-6836.
#1-5  Maple Sugar in the Berkshires
  Saturday, March 11, 2017 - $125.00

#2-5  Philadelphia Flower Show
  Saturday, March 11, 2017 - $130.00

#3-5  New York City Food & Market Tour
  Saturday, March 18 or May 6, 2017 - $90.00

#4-5  Boston Flower & Garden Show
  Saturday, March 25, 2017 - $90.00

#5-5  Boston Red Sox Opening Day
  Monday, April 3, 2017 - $170.00

#6-5  Statue of Liberty & Ellis Island
  Saturday, April 8, 2017 - $110.00

#7-5  Bronx Zoo
  Saturday, May 6, 2017 - $100.00

#8-5  Lancaster Rhubarb Festival
  Saturday, May 20 -21, 2017 - $260.00

#9-5  Mystery Tour
  Thursday, June 15, 2017 - $160.00

#10-5  Rhinebeck Arts Festival
  Saturday, June 24, 2017 - $160.00

#11-5  Newport Flower Show
  Sunday, June 25, 2017- $110.00

#12-5  National Baseball Hall of Fame: Friday, July 15, 2017-$130.00

#13-5  Portsmouth & The Isle of Shoals: Friday, July 15. 2017-$130.00

#14-5  Cape Cod Canal & Live Band Cruise: Sunday, July 19, 2017 - $157.00

#15-5  Statue of Liberty & Ellis Island: Wednesday, July 26, 2017-$110.00

#16-5  Whale Watch: Saturday, August 5, 2017 - $120.00

#17-5  Bateaux New York: Saturday, August 6, 2017- $225.00

#18-5  Saratoga Race Track: August 6 (Sat.) or August 17 (Thurs.) or August 19 (Sat.), 2017- $120.00

#19-5  St. Anthony’s Feast: Saturday, August 26, 2017 - $95.00

#20-5  Waterfire Providence: Saturday, August 26, 2017- $95.00

For More Information Call West Haven Adult Education: 203-937-4375
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, 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**

**Spanish in the Classroom**
You will learn the essential Spanish to help bridge the communication gap with your Spanish-speaking students and parents. Learn more of the basic conversational phrases to help with registration, explaining classroom rules, and grades.

**Spanish for Law Enforcement**
You’ll start by learning basic phrases, names, and words to ask questions. Next you’ll learn Spanish terminology that you can use during arrest, traffic stops, and many other common law enforcement situations.

**Intermediate Microsoft Excel 2013**
Take your Excel skills to the next level. Master charting, Pivot Tables, Slicers, Spark lines, and other advanced features of Microsoft Excel 2013, and discover how this powerful MS Office program can boost your productivity.

**Intro to Microsoft PowerPoint 2013**
Learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional quality slide presentations.

**Wireless Networking**
Learn how wireless works, how wireless devices connect to networks, and how to build and connect to your own wireless network. You will also learn about wireless standards, security, satellite internet and cellular phone technology.

**Introduction to PC Troubleshooting**
This course will take you step by step through the typical hardware and operating system problems encountered by technicians and how to diagnose and fix them.

**Advanced PC Security**
This course will teach you how to better protect your system against those who wish to gain unauthorized access. Why not learn how hackers think so you can increase your defenses against them?

**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.

**Accounting Fundamentals**
Learn the basics of double entry bookkeeping as well as how to analyze and record financial transactions. This course covers common banking activities, writing checks, preparing an income statement and more. This course will give you a solid foundation in financial matters.

**Introduction to Algebra**
You will understand how algebra is relevant to almost every aspect of your daily life! Order of operations, units of measurement, algebraic equations, rational numbers and more.

**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.

**Drawing for the Absolute Beginner**
Gain a solid foundation and understanding of the basics to drawing. You’ll learn the many tools of the trade and become familiar with the paper types, drawing styles, rendering techniques, layout, design, lighting, volume and space.

**Many More Courses Available**

AT OUR ONLINE INSTRUCTION CENTER:
www.ed2go.com/westhaven

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.
Online Medical Career Training Programs

Taking courses on your terms!

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 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.

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.

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 step you’ll need to take!

Pharmacy Technician:
Pharmacy technicians are in high demand. This course will show you the many job settings and career paths open to you if you become a pharmacy technician.

Veterinary Assistant:
This course prepares you to work in a veterinary office or hospital by helping you understand the reasoning behind decisions and recommendations made by veterinarians.

Veterinary Assistant II – Canine:
This course is a guide to the principle of sound dog breeding. If you’re a veterinary assistant or preparing to become one, this course will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction.

Veterinary Assistant III – Practical Skills:
During this course you will learn how to safely restrain an animal for blood tests, urine collection, and injections. How to obtain blood samples, which needles to use for which patient, where the best anatomical site for collecting blood are located, and how to catheterize a bladder.

HIPPA Compliance
Compliance requirements of HIPPA require all health care professionals to take careful steps to protect protected health information. This course will explain the compliance process focusing specifically on the Administrative Simplification portion of HIPPA.

About Boating Safely
(2 sessions: note course numbers below)
The U.S. Coast Guard Auxiliary will be offering two, one day, Safe Boating Classes. Each class will cover introduction to boating and personal water craft, 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.

Classes will be conducted at the Coast Guard Auxiliary facility in West Haven. Address: Flotilla 24-11, 1 Kimberly Avenue, West Haven, CT.

201-5 Saturday $60.00 8:00 a.m.- 4:30 p.m.
March 11

201-6 Saturday $60.00 8:00 a.m.- 4:30 p.m.
April 22

Drivers Education
2 Sessions - Note course numbers below
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.
"CourseStorm" online registration can not be used for this course.

Checks should be made out to: “The Next Street" $525.00 - Book fee $25.00 to be paid to Instructor

202-5 T & Th 2:00 - 4:00 p.m.
8 Weeks Room D139
Begins February 7 WHHS

202-6 M & W 6:00 - 8:00 p.m.
8 Weeks Room D139
Begins March 1 WHHS

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ENROLL TODAY
www.ed2go.com/westhaven
203-5 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.
Wednesdays $125.00/couple 7:00-8:30 p.m.
6 Weeks Cafeteria
Begins February 15
Savin Rock School

204-5 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 C109
Begins February 15
WHHS

205-5 Paint Night!!
Have you ever craved creating an art piece of your own? Or maybe want to return to art and improve your skills? Join us for a FUN night and let your inner painter out! Your instructor will guide you step by step in creating a unique seasonal painting to take home! All supplies included.
Th $50.00 6:30 – 8:30 p.m.
1 Night Room F117
March 2
WHHS

All Levels Yoga (Note course numbers below)
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.
M $70.00 6:30-7:30 p.m.
6 Weeks Cafeteria
206-5 Begins February 6
206-6 Begins March 27
Mackrille School

207-5 Reiki I
Learn the ancient healing art of transferring energy through your hands! Reiki enhances the healing of any physical emotional or spiritual disease. You will learn the history of Reiki and how it works. The class combines lecture, discussion, demonstration, and practice.
T $125.00 6:00 – 8:30 p.m.
4 Weeks Room E58
Begins February 27
WHHS

CIZE LIVE (Note course numbers below)
“As seen on TV” Dance moves of professionally choreographed routines are broken down so you’ll be busting out the hottest moves from your first class. You’re moving for most of the class so you’re burning calories the whole time. It’s so fun, you’ll forget you’re working out. You’re learning a new skill and you’ll leave feeling a sense of accomplishment.
W $45.00 7:00 – 7:50 p.m.
4 Weeks Cafeteria
208-5 Begins February 6
208-6 Begins March 27
Mackrille School

209-5 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 6:00-8:00 p.m.
4 Weeks Room B5
Begins March 1
WHHS

210-5 Self-defense Workshop for Women
Learn life-saving techniques and how to take control of a potentially dangerous situation using practical, effective tactics. Safety and prevention tips will be discussed as well.
W $25.00 6:30-7:30 p.m.
1 Night Cafeteria
May 10
Mackrille School

211-5 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.
T & Th $100.00 5:00-6:15 p.m.
8 Weeks First class - Room F118
Begins March 28
WHHS
Career Preparation Classes

Intro To Early Childhood Education
(2 Dates offered: Note course numbers below)

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. All students will receive a completion certificate showing 45 clock hours of training and a grade report.

M $265.00 8 Weeks
Students will receive access to this course through email.
301-5 Begins January 16
301-6 Begins March 6

College Requirements

This course has been evaluated by the Connecticut Credit Assessment Program (CCAP) and recommended for credit. Those successfully completing the course with a grade of C or better wishing to receive college credit for the course can request the West Haven Child Development Center to submit an official transcript directly to the Registrar’s Office at Charter Oak State College. Those who are not Charter Oak students must also request the Credit Registry service to transcribe the credit with Charter Oak. Additional Fees apply and are paid directly to Charter Oak. Currently Charter Oak charges $130.00 for this service.

OSHA TRAINING

302-5 OSHA 10 Hour Safety Training - For Construction

This class is ideal for workers on new construction sites, demolition jobs, and major renovation projects. You learn to recognize job related health and safety hazards as well as how to avoid and prevent work related injuries. Topics discussed: Introduction to OSHA, construction safety, fall protection, crane safety, and more. Upon completion of the course students will receive the OSHA 10 hour Construction wallet card.

W $240.00 3 Week program
Week 1 & 2: 5:00 - 8:30 p.m.  Week 3: 5:00 - 8:00 p.m.
Begins February 8 Room D202 WHHS

303-5 OSHA 10 Hour Safety Training - For General Industry

Topics covered: Introduction to OSHA, walking and work surfaces, exit route, fire prevention/protection, electrical safety, hazard communication, bloodborne pathogens, fall protection, industrial hygiene, and more. After the successful completion of the class students will be supplied an official OSHA wallet card.

Th $240.00 3 Week program
Week 1 & 2: 5:00 - 8:30 p.m.  Week 3: 5:00 - 8:00 p.m.
Begins February 9 Room D202 WHHS

Food Protection Manager Certification Class
(2 Dates offered: Note course numbers below)

This training course will prepare you for a career in the hospitality industry. The program meets requirements for Food Protection Manager Certification (QFO - Qualified Food Operator in CT) that are required for the operation of most food service establishments.

M $175.00 3:00-9:00 p.m.
1 Day Room D126
304-5 Begins February 6 WHHS
304-6 Begins March 13 WHHS

Gift Certificates

Presented to: ________________________________
Given by: ________________________________
Amount: $ ________________________________
For (Course, Date) ________________________________
Date: ________________________________ Expiration Date: ________________________________
Certificate Number: ________________________________

Available in the Adult Education office!
305-5 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
March 14 & 15 WHHS

306-5 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.
M $150.00 6:30-8:30 p.m.
8 Weeks Room B5
Begins February 6 WHHS

307-5 Secrets to Success in the Workforce
Ready for a career change? This class will help with interviewing for the perfect job, resume writing, cover letters, job search, and communication skills.
Th $50.00 6:30-8:30 p.m.
6 Weeks Room D213
Begins March 2 WHHS

308-5 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. Class limit: 18 students.
Certification card is $10.00 and is due the first night of class.
CPR $65.00 5:30-8:30 p.m.
2 Nights Teachers Lounge
February 8 & 15 WHHS

309-5 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.
T & Th $380.00 6:00-9:00 p.m.
11 Weeks Room C109
Begins February 7 WHHS

401-5 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 February 6 WHHS

402-5 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.
Th $170.00 6:30-8:30 p.m.
8 Weeks Room D207
Begins February 16 WHHS

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LEARN2EARN CONNECTICUT ADULT EDUCATION: The Pathway to Lifelong Learning
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. Canceled 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 of Attendance 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.

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 6!
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 Course Registration

Online Registration Now Available

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.
New This Spring

Paint Night!!!
Self-Defense Workshop for Women
OSHA Training for Construction
OSHA Training for General Industry
Food Protection Manager Certification
Secrets to Success in the Workforce
and many new Bus Trips...

Important Dates

Class Registrations

Adult Basic Education: Math, Reading, Citizenship
January 23 & 24, 2017
from 5:00 p.m. - 7:00 p.m.
Classes begin February 2, 2017

General Interest
Daytime: M - Th starting Jan. 17, 2017 from 9:30 a.m. - 4:30 p.m.
Evening: January 30 & 31, 2017 from 4:30 to 6:30 p.m.
Classes begin February 6, 2017

ESL Classes

Morning & Evening Registration

Morning Classes
at Savin Rock School
January 23 & 25, 2017
from 9:00 to 11:00 a.m.
Classes begin January 30, 2017

or
at West Haven Community House
January 24 & 26, 2017
from 9:00 to 11:00 a.m.
Classes begin January 31, 2017

Evening Classes
at West Haven High School
January 23 & 24, 2017
from 5:00 to 7:00 p.m.
Classes begin January 30, 2017

High School Completion Classes Begin

High School Diploma: January 17, 2017
GED®: January 17, 2017

For Information

Call 203-937-4375
or visit us at: www.whschools.org
or contact us at:
West Haven Adult Education
1 McDonough Plaza, West Haven, CT 06516
or like us on: Facebook

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