West Haven
Adult Education

Prepare your life for learning!

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

Course Catalog
Spring 2020
Dear Fellow Resident:

It is my honor and privilege to serve you as the 12th mayor of the great city of West Haven. As you mark the dawn of a new semester, I am proud to commend you on your choice to continue your education with West Haven Adult Education.

The foundation of a good life begins with a quality education. An investment in education will not only help you attain your personal goals and reach your full potential but will propel you to a higher level of education or to enter or re-enter the workforce.

For many fruitful years, the West Haven Adult Education program has helped residents learn the skills they need to become more self-sufficient and responsible citizens while also empowering them to more actively support and reinforce the education of their children. Effective adult education programs like West Haven Adult Education have helped bridge the achievement gap and have also strengthened the social and economic fabric of our state.

I congratulate you on your decision to advance and enrich your education with West Haven Adult Education, a comprehensive resource for those who strive to stay engaged, both educationally and professionally. On behalf of the people of West Haven, I wish you a rewarding and successful academic term and wish you all the best for a future filled with good health, happy memories, and unlimited possibilities.

Very truly yours,
Nancy R. Rossi
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:

The West Haven Adult Education Program offers a variety of options for individuals to fulfill their career goals and complete their formal education. The academic programs offered are; Adult High School Credit Diploma (AHSCD), National External Diploma Program (NEDP) and The General Education Diploma (GED®). We also offer classes for general interest and undergraduate courses.

Our general interest and undergraduate courses are designed to provide individuals with classes to help a person in the workforce; they include Bartending, Real Estate, Computer Technology, Health Care Professional. We also have courses designed for self-improvement and exercise such as; Martial Arts, Yoga, Boating Safety, and Self-Defense Workshop for Women.

The staff at West Haven Adult Education is committed to helping you fulfill your educational goals. They will work with you through difficulties and celebrate your accomplishments. Our goal is to help create a better citizenry through education by making people life-long learners. I encourage you to take a few minutes to review our catalog and achieve your personal goals.

Yours in Education,
Scott R. Shand
Director, West Haven Adult Education
**Spring 2020 Calendar**

### Adult Education Staff
- Scott Shand - Director
- Kathleen Donroe - Connecticut Adult Performance Facilitator
- Melanie Deninger - Test Prep Coordinator
- Andrea Pozzuoli - N.E.D.P. Lead Assessor/Advisor
- Dora Barnes - School Counselor
- Deborah Kachmar - School Counselor
- Tamara Mursko - Data Entry Administrator

### 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

### Spring 2020 Calendar

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**= Important Dates**
- New Student Registration and Testing...............January 2
- Registration for New Students with Testing and Return Students...............................January 6 - 9
- All Classes Begin........................................January 13 - 16
- Final Exams..................................................April 8 & 9 and 27 & 28
- Adult Education Graduation.............................May 19

**= Non-School Days**
- Martin Luther King Day.................................January 20
- Winter Break.............................................February 17 & 18
- WHHS Parent Visiting.................................March 10
- Spring Recess............................................April 13 - 17
Your Name Here

West Haven Adult High School Credit Diploma (AHSCD) Program is offered free to West Haven residents who are at least 17 years old, have not achieved a high school diploma, and are officially withdrawn from high school.

The AHSCD is a prescribed plan for earning the required number of 20 academic and elective credits. Credits for work, military experience, independent study projects, and online courses are additional ways to obtain credit. Please note, to receive .5 credit, all classroom courses require a minimum of 24 seat hours of instruction.

All new students MUST be evaluated in the content areas of math and reading before beginning their prescribed program. Upon completion of the evaluation (approx. 1 hour), students will be scheduled for an appointment to meet with a school counselor to develop their individualized learning plan.

The administration and staff at West Haven Adult Education is here to help you succeed in meeting your goal of achieving a High School Diploma. You Can Do This. In today’s global economy, a high school diploma is a minimum necessity.

Call Today 203-937-4375 to make an appointment for the Spring 2020 Semester.

REGISTRATION

NEW Students:
By appointment: Testing January 2, 6, 7, 8, 2020 at 5:00 p.m. WHHS.

RETURNING Students:
By appointment: Course selection with a counselor 4:00 - 8:00 p.m. on the following dates:
January 6, 7, 8, 9, 2020

All Classroom Courses begin MONDAY, January 13, 2020.
Classes are in session Monday - Thursday 4:30 - 6:30 p.m. and/or 6:30 - 8:30 p.m.
Adult Education Program

The General Education Diploma (GED®) 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 with candidates the official website, ged.com, where they can access related exam information and exam registration procedures.

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. 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 they entered in 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. Please call 203-937-4375 for more information.

Individuals with a documented disability who require accommodations to take the GED® exam should contact the State Department of Education GED® Office at 860-807-2111 or email ged@ct.gov.

*** New student placement testing January 2, 6, 7, 8, 2020 ***

** Participants must attend and complete both placement and assessment testing in order to enroll in GED® classes. This process takes approximately 1 - 1.5 hours. **

Classes Begin Monday, January 13th, 2020
GED® classes run for a total of 20 sessions.

Registration after January 13th, 2020
By Appointment Only
Call 203-937-4375 to make an appointment
EARN YOUR HIGH SCHOOL DIPLOMA THROUGH THE
NATIONAL EXTERNAL DIPLOMA PROGRAM®

Open to residents of West Haven, Milford, Ansonia, Derby, Shelton, Seymour, and Monroe

The National External Diploma Program is an online high school diploma program for adults who have acquired their academic skills through life and work experiences and can demonstrate those skills in an applied performance process.

This program was especially designed for adult learners. Individuals can begin anytime. Other benefits include:

- Non-classroom based
- Self-Directed
- Confidential
- Flexible Scheduling
- Day and Evening Hours
- Performance Based

Assessment of academic/life skills:

- Analyze Data
- Using Community Resources
- Oral Communication
- Extensive Computer Skills Required

Requirements for Program Entrance

All Candidates must complete AND pass the following assessments:

Math        Writing
Reading     Computer Skills

Information Sessions - 5:30 p.m.

- Thursday, January 9, 2020
- Thursday, February 6, 2020
- Thursday, March 5, 2020
- Thursday, April 2, 2020
- Thursday, May 7, 2020

Call to Register: 203-937-4375

Individuals are evaluated through one-on-one appointments with trained assessors. Computer with internet access is needed.
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.

Inglés como segundo idioma (ESL): Bienvenidos los que no hablan inglés. Nuestro programa ofrece instrucción para adultos que tienen un dominio limitado del idioma inglés o cuyo idioma nativo no es el inglés. Este programa de ESL está diseñado para ayudar a las personas a aprender o mejorar sus habilidades en inglés para escuchar, hablar, leer, y escribir. Al dominar el inglés, le permitirá conversar con personas de habla inglesa, ayudarlo a encontrar o mantener un empleo, obtener la ciudadanía o involucrarse más con la educación de los niños. Nuestro programa de instrucción se enseña en inglés para ayudar a la diversa población étnica de adultos limitados que hablan inglés.

DAYTIME CLASSES - BEGINNERS ONLY

101-5 M & W 9:00-11:00 a.m.
13 Weeks Adult Ed. ESL Room
Begins Monday, January 13
Savin Rock School

101-6 T & Th 9:30-11:30 a.m.
13 Weeks
Begins Tues., January 14
West Haven Community House

Evening Class

101-7 M, T & W 6:30-8:30 p.m.
13 Weeks F201
Begins Monday, January 13
WHHS

ESL Class Registration

Morning Classes at Savin Rock School
Monday, January 13th at 9:00 a.m.
or at West Haven Community House
Tuesday, January 14th at 9:30 a.m.

Evening Class
at West Haven High School
Monday, January 13th at 6:30 p.m.

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.

A real must for any prospective citizen.
Th 6:30-8:30 p.m.
13 Weeks
Begins Thursday, January 16
Room F104
WHHS

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 Monday, January 27
WHHS

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
T & W 6:30-8:30 p.m.
13 weeks
Begins Tuesday, January 21
WHHS

110-5 Basic Reading
T & W 4:30-6:30 p.m.
13 weeks
Begins Tuesday, January 21
WHHS

Adult Basic Education Registration
Tuesday, January 21, 2020
from 4:30 - 6:30 p.m.
at West Haven High School
in Room F106

LEARN2EARN
CONNECTICUT ADULT EDUCATION: The Pathway to Lifelong Learning
Like Us on Facebook:
www.Facebook.com/learn2earnCT
Programas de educación gratuitos para residentes de West Haven

Ofrecemos 3 programas diferentes aprobados por estado CT para obtener un diploma de escuela secundaria:

1. Programa de Diploma de Crédito para la Escuela Secundaria para Adultos (AHSCDP)
2. Programa Nacional de Diploma Externo (NEDP)
3. El Diploma de Educación General (GED)

Le recomendamos participan en esta oportunidad para obtener un diploma de escuela secundaria. Además, puede ayudar a un miembro de la familia o amigo contándoles sobre esta oportunidad. Tenga en cuenta que todos estos programas se ensañar en inglés. Sin embargo, para personas que no hablan inglés, ofrecemos clases de inglés como segundo idioma (ESL) para ayudarlo a ser más fluido en el uso del inglés. Permítanos ayudarlo a estar más preparado para cumplir con los requisitos educativos de la sociedad y la fuerza de trabajo de hoy. Llame a nuestra oficina al (203) 937-4375 para obtener más información.

برограм تعليمية مجانية لجميع المقيمين في منطقة ويست هافن

تقدم ثلاث برامج معتمدة من قبل ولاية كونيتيكت للحصول على شهادة الثانوية العامة:
1. برنامج دبلوم شهادة الثانوية العامة للبالغين (AHSCDP)
2. برنامج الدبلوم الخارجي الوطني (NEDP)
3. دبلوم التعليم العام (GED)

نشجع على المشاركة في هذه الفرصة للحصول على شهادة الثانوية العامة، بالإضافة إلى أنه يمكنك أن تساعدها أحد أفراد الأسرة أو صديق من خلال إخبارهم بهذا العرض.

يرجى ملاحظة أنه يتم تدريس جميع هذه البرامج باللغة الإنجليزية و لكن بالنسبة لغير الناطقين باللغة الإنجليزية نحن نوفر دروس لتعليم اللغة الإنجليزية كله للمساعدة على أن تصبح أكثر طالب في تحدث اللغة الإنجليزية (ESL) الثانية. دعنا نساعدك اليوم لتصبح أكثر استعدادا لل требования التعليمية والقوي العام للمجتمع اليوم.

للزيد من المعلومات إتصل بنا على رقم 203937-4375
#401-5 **Certified Nursing Assistant (CNA)**

The job of a CNA is an important one, and for the right person, it can lead to a rewarding career in the healthcare profession. This course consists of 96 classroom and 24 clinical hours. Successful completion of this course and passing the state exam, will enable you to be certified to assist in patient care.

**Requirements:**
1. Uniforms required.
2. Prior to clinical training all students will be required to obtain a background check.

$975.00 Tuition includes required textbooks and equipment.

**Class Schedule Days** - Monday, Tuesday, Wednesday, Thursday, 9:00 a.m. to 2:00 p.m.
- January 6, 2020 to February 21, 2020
- March 2, 2020 to April 10, 2020
- April 27, 2020 to May 29, 2020

**Class Schedule Evenings** - Monday, Tuesday, Wednesday, Thursday, 5:00 p.m. to 10:00 p.m.
- January 13, 2020 to February 20, 2020
- March 2, 2020 to April 10, 2020

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#402-5 **Phlebotomy Technician (PT)**

This program is designed to teach and give hands on training to individuals desiring to enter the field of allied health care. The primary goal is to inform and expose students to the latest information on blood collection techniques, skills, and equipment for a safe and effective specimen collection thus enhancing customer service and promoting patient care.

The Phlebotomy Technician Program trains students in vein puncture and dermal puncture techniques. Students obtain a hands-on clinical internship on site. Upon completion of classroom training, students will receive a certificate of classroom completion.

The PT Program includes 72 hours of classroom instruction. The curriculum meets all requirements necessary to sit for the NHA National Board Certification for Phlebotomy Technicians exam. Exam is available on site.

**Requirements:**
1. Student must have a High School Diploma or equivalent (AHSCD, GED, NEDP).
2. Uniforms required.

$975.00 Tuition includes required textbooks and equipment.

**Class Schedule Evenings** - Tuesday & Thursday, 5:00 p.m. to 9:30 p.m.
- February 4, 2020 to March 26, 2020
- April 7, 2020 to May 21, 2020

**Class Schedule Days** - Monday, Wednesday, Friday, 9:00 a.m. to 3:30 p.m.
- January 13, 2020 to February 7, 2020
- February 24, 2020 to March 20, 2020
- April 13, 2020 to May 8, 2020

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All CNA and PT classes are held at the Harborview School, 141 Captain Thomas Blvd., West Haven, CT.

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**Healthcare Profession Registration Form**

Make check(s) payable to “Harborview School of Phlebotomy”

Send this form and payment to: West Haven Adult Education, 1 McDonough Plaza, West Haven, CT 06516

Please fill out all information:

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Your Name: __________________________ Email: __________________________

Address: __________________________

Home Phone #: __________________________ Cell Phone #: __________________________ Emergency Phone #: __________________________
West Haven Adult Education

Drawing for the Absolute Beginner
You’ll gain a solid understanding of the many tools of the trade, and become familiar with paper types and drawing styles. Become the artist you’ve always dreamed you could be.

Discover Sign Language
In this course you will discover how to use this graceful, expressive language to communicate. Learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation.

Introduction to Criminal Law
In this course you will examine all the major areas of crime. Explore the various types of criminal defenses, sentencing, and appeals procedures. A variety of exercises based on the lessons will give you a hands on experience.

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of students with disabilities in your classroom. We’ll dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math, and writing.

Administrative Assistant Applications
Learn how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Discover key management functions such as planning, control, motivation, organization, and how to increase creativity. This course may help you prepare for the internationally recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals (IAAP).

Note: This course is not affiliated with or endorsed by the IAAP.

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.

Fundamentals of Supervision and Management
Learn how to make a successful transition from employee to manager and learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn skills required to delegate responsibility and motivate your employees.

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.

Introduction to Guitar
Learn to play the guitar and become the musician you have always wanted to be. In these fun and informative lessons, you will build basic guitar skills step by step with the help of hands-on exercises, audio and video recordings, and detailed illustrations.

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 use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Medical Transcription:
Learn the options available by developing the skills of 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!

Explore a Career in Nursing: $115.00
Are you interested in a career that’s meaningful and challenging with a great salary, benefits, and opportunities for advancement? As you progress through the course, you will learn about several different fields of nursing from traditional bedside work to critical care areas such as the Emergency Room (ER), the Operating Room (OR) and the intensive Care Unit (ICU), just to name a few.

Legal Nurse Consulting:
Learn how to use your nursing skills as a nurse consultant. Attorneys rely on experienced nurses to help them understand and resolve complex medical cases or claims. This course will introduce you to specific legal fields where your skills and knowledge are most needed.

Administrative Medical Assistant:
In this course you will learn the basics of scheduling patients’ appointments, surgeries, and hospital admissions. In addition you will discover how to create, maintain, and file medical charts, verify patients’ insurance, create encounter forms, post charges, obtain preauthorization’s from insurers, and schedule return visits.

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.

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.

ENROLL TODAY
$109.00
www.ed2go.com/westhaven

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.
201-5 Infant and Toddler Care and Education - ONLINE CLASS
This 8 week course looks at the unique needs of infants and toddlers and how these needs can be met by responsive adults in appropriate environments. Incorporated into the course are the Connecticut Early Learning Guidelines, NAEYC Accreditation Standards and the National Resource Center for Health and Safety in Child Care and Early Education (NRC) Guidelines for Early Care and Education Programs. We will explore the role of the caregiver, developmental domains, optimal learning environments, routines, structure, licensing and quality program components.
All students passing the course will receive a completion certificate showing 45 clock hours of training and a final grade report.
M $270.00 Begins January 20

202-5 Engaging Diverse Families Through Home School and Community - ONLINE CLASS
This 8 week will explore the diverse family and community characteristics found in today’s early childhood programs. It will examine the benefits of developing program policies and classroom practices that support respectful, reciprocal relationships and empower families to be involved in their child’s development and learning. It will also address the barriers that may need to be overcome, and the support families may need to address the stress faced by today’s families. Professionalism and advocacy are also included.
All students passing the course will receive a completion certificate showing 45 clock hours of training and a final grade report.
M $270.00 Begins March 23

203-5 Bartending / Mixology
Are you seeking a career in bartending?
Learn about the many different spirits and wines on the market today. You will learn 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.
$15.00 book fee payable to instructor on first day of class.
M $135.00 6:30-8:30 p.m.
8 Weeks Room F18
Begins January 27

204-5 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 salesperson’s license.
Book not included.
T & Th $380.00 6:00 p.m. - 9:00 p.m.
Begins January 14
141 Captain Thomas Blvd., West Haven, CT

About Boating Safely
(Note: Course numbers and Dates below)
The U.S. Coast Guard Auxiliary will be offering four, 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.
All classes will be held on Saturdays at the Coast Guard Auxiliary facility in West Haven. Address: Flotilla 24-11, 1 Kimberly Avenue, West Haven, CT
Cost: $65.00

205-5: March 14 8:00 a.m. to 4:30 p.m.
205-6: April 18 8:00 a.m. to 4:30 p.m.
205-7: May 9 8:00 a.m. to 4:30 p.m.
205-8: June 13 8:00 a.m. to 4:30 p.m.

Please note:
These courses have 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 $485 for this service.
301-5 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  7:00-8:15 p.m.
1 Night  Cafeteria
January 29  Mackrille School

302-5 Security Officer License Training
Prepare to take the CT Security Officer Guard License test. A license training course is required before you can sit to take the CT Security Officer License test. This dynamic class covers information about the Security Industry, how to become a Security Officer, and job exploration. Clients will review CT Laws as it applies to the security industry in general. Study topics will include self defense, citizen’s arrest, the use of force continuum, fire safety, the history of security, workplace violence, terrorism, communication skills, etc. Also, information about administrative directives will be distributed which includes the expected fees (totaling $203.25) for the application, fingerprinting, FBI as well as CT background inquiry, and naturalization papers if applicable.

Upon successful completion of this course, you will be issued a training certificate which is required to accompany your licensure application to the CT Dept. of Emergency Services and Public Protection.

Be Advised: Eligibility for Security Officer License is a minimum age of 18 years old with no felony record and no sexual offenses.

Please Note: There is a state statute that waives the class mandate as a prerequisite for licensure obtainment to: veterans honorably discharged within 2 years, active military, reserves and national guard, and some retired law enforcement officers. The training certificate requires two four hour classes:

T & Th  $135.00  4:30 - 8:30 p.m.
2 Days  Room TBA
April 7 & 9  WHHS

303-5 Introduction to Microsoft Office!
Whether for personal or job needs, you are sure to want to take this comfortably-paced overview of Microsoft’s powerful office applications! Using MS-Word, you will learn to create and edit different kinds of documents. Using MS-Excel, you will learn how to design and create different kinds of spreadsheets. Using MS-Access, you will learn how to manipulate data and form customized reports. Using MS-PowerPoint, you will learn how to design and create eye-catching slide shows.

Special teacher made tutorials will be used.
Th  $165.00  6:30 – 8:30 p.m.
10 Weeks  Room F117
Begins January 23  WHHS

304-5 Martial Arts - 12 years and up!
Don't get stuck in a rut doing the same mindless gym exercises! These Martial Arts are designed to offer something for everyone through the combination of techniques and principles from a variety of Martial Arts styles. You’ll get a total body workout, learn how to defend yourself and your loved ones, as well as improve overall strength, coordination, flexibility, and even mood. Take control of your body!

T-shirt and belt included: please wear dark-colored or black workout pants.

Come to 1 or 2 classes per week. Lots of classes to choose from Monday through Saturday, call the studio at 203-931-1979 for times & schedule.

Classes will be held at: Assembly of the Martial Arts Academy, 841 Jones Hill Rd, West Haven, CT
Register online at: WestHavenAdultEd.coursestorm.com
M - Sat.  $60.00 for 4 Weeks
Begins Week of January 27

305-5 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.
M  $70.00  6:30-7:30 p.m.
6 Weeks  Cafeteria
Begins January 27  Mackrille School
#501-5 Maple Sugaring in the Berkshires & Norman Rockwell Museum:
Sunday, March 15, 2020 - $129.00 per person
Visit Ioka Valley Farm’s Sugar House and enjoy a pancake lunch in the “Calf-A”

#502-5 9/11 Museum, 9/11 Memorial & One World Observatory:
Sunday, April 4, 2020 - $149.00 per person
One World Observatory - Experience three levels of Innovation & Inspiration

#503-5 Intrepid & Enterprise
Sunday, April 26, 2020 - $129.00 per person
Visit the Intrepid Sea, Air & Space Museum, walk under the Enterprise Space Shuttle, and spend the rest of your day in Times Square.

#504-5 Hidden Gardens of Beacon Hill:
Thursday, May 21, 2020 - $129.00 per person
Self guided tour includes entering into private landscapes of twelve gardens
Leisure time for dinner and shopping at Quincy Market shopping.

#505-5 Bronx Treasures:
Saturday, June 6, 2020 - $109.00 per person
Visit the New York Botanical Gardens World’s greatest collection of plants.
Visit Arthur Avenue. Come taste a little bit of Italy in the Bronx!

#506-5 Martha’s Vineyard:
Saturday, July 11, 2020 - $149.00 per person, without the Island Tour $129.00 per person
Beaches, bicycling, fabulous food, dazzling arts, culture, fishing, birding, and so much more await you!
Island Tour with a local guide. Leisure time for lunch and shopping.

For a complete detailed listing of all trips and more visit: www.SilverMillTours.com

WEST HAVEN ADULT EDUCATION

All Summer Trips must be booked by June 1, 2020
Drivers Education Registration Form

Make check(s) payable to "The Next Street"

Send this form and payment to: West Haven Adult Education, 1 McDonough Plaza, West Haven, CT 06516

Please fill out all information:

Course #                      Name:                                                                                  Email:
Address:                                                                                  Phone:                                                                                    Amount Enclosed: $

T & Th                      6:00 - 8:00 p.m. 15 Weeks Room TBA
Begins January 14 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.

Centro de recursos familiares de West Haven

El Centro de recursos familiares (FRC) ofrece:

Para obtener más información, por favor llame: 203-931-4739

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

Please use registration form below to register for this course.
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 delayed opening for day school, ONLY Adult Ed. a.m. classes are Cancelled.

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.

Textbook Policy
All necessary textbooks and materials for mandated courses are provided free. They are to be returned to the teacher at the end of the semester. Students will be financially responsible for books not returned and transcripts will not be issued until the debt is paid in full.

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 Scott Shand at 203-937-4375.

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