



2012-2013

**Visit our web site at:
www.nhrec.org**

757-766-1101

New Horizons Regional Education Centers does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Human Resources
520 Butler Farm Road
Hampton, Virginia 23666
(757) 766-1100



Dear Apprentices, Sponsors and Students:

The Center for Apprenticeship and Adult Training at New Horizons Regional Education Center offers approximately 120 Work Skills and Apprenticeship courses during three semesters per year. One of the main objectives at the Center is to provide sequential and comprehensive career and technical training, so area youth and adults may obtain a marketable skill, that will enhance their ability for both initial and continuing employment in an ever-changing job market. The Center is committed to this objective. Curriculums have been developed to maintain the quality of training that is demanded by the community, business and industry.

Apprenticeship, offered through the Center for Apprenticeship and Adult Training, consists of training for occupations commonly known as skilled crafts or trades. These crafts or trades require a wide and diverse range of skills and knowledge, as well as maturity. The apprentice and the employer enter into an agreement in which the apprentice receives on-the-job training in a full-time position. He or she attends at the Center a minimum of two nights per week for related instruction. Most programs require three to five years of intense study. Upon completion, the apprentice acquires the status of journeymen and is awarded a certificate of completion from the Commonwealth of Virginia with the cooperation of the Virginia Apprenticeship Council.

The Adult Skills Training programs offered at the Center are for those individuals who desire to learn a new skill or occupation, or to upgrade their present skills. Most courses are one semester with advanced courses offered in most areas the following semester. Specialized training and on-site courses can be organized upon request.

I hope that you find this information useful. We are dedicated to providing the best service and training possible. The Center for Apprenticeship and Adult Training, along with all of the instructors are looking forward to satisfying all of your career and technical training needs.

Sincerely,

Peter J. Mercier III

Director

Center for Apprenticeship & Adult Training (CFAAT)

APPRENTICESHIP & ADULT TRAINING CALENDAR

Monday & Wednesday classes: 6:30PM -9:30PM

Tuesday & Thursday classes: 6:30PM -9:30PM

Saturday classes: 8:00AM-1:00PM

FALL SEMESTER- 2012

July 9	Registration begins 8AM-7PM (Hampton Campus Only)
September 3	Labor Day Holiday - No Classes
September 4&5	Apprentice Classes Begin: 6:30PM
September 8	Saturday Classes Begin: 8:00 A.M.
Sept. 10	M/W Skills Training Classes Begin: 6:30PM
Sept. 11	T/TH Skills Training Classes Begin: 6:30PM
November 21-25	Thanksgiving Holiday - No Classes
November 27	72 Hour Apprentice Class End
November 28	75 Hour Apprentice Classes End
December 3	M/W Skills Training Classes End
December 4	T/TH Skills Training Classes End
December 15	Saturday Classes End
December 18	Union Apprentice Classes End (90 hours)

SPRING SEMESTER- 2013

November 26	Registration begins 8AM-7PM (Hampton Campus Only)
January 2 & 3	Apprentice Classes Begin: 6:30PM
January 3	T/TH Skills Training Classes Begin: 6:30 PM
January 5	Saturday Classes Begin: 8:00 AM
January 7	M/W Skills Training Classes Begin: 6:30PM
January 21	Martin Luther King Day Holiday - No Classes
February 13	CTE Week Observation - No Classes - Open House
February 16-18	President's Day Holiday - No Classes
February 23	Saturday Nurse Aide Classes End
March 2	Saturday Nurse Aide Classes Begin for the Spring classes
March 27	72 Hour Apprentice Classes End
March 30-April 7	Spring Holiday- School Closed
March 28	T/TH Skills Training Classes End
April 10	M/W Skills Training Classes End
April 10	75 Hour Apprentice Classes End
April 16	Union Apprentice Classes End (90 hours)
May 9	Union Apprentice Classes End (204 hours)

SUMMER SEMESTER- 2013

April 8	Registration begins 8AM-4 PM (Hampton Campus Only)
May 1	M/W Summer Classes Start - 6:30 P.M.
May 2	T/TH Summer Classes Start - 6:30 P.M.
May 27	Memorial Day Holiday - No Classes
July 24	Summer Classes End M/W
July 25	Summer Classes End T/TH

IMPORTANT INFORMATION

1. Enrollment is based on full payment of tuition. The first students to pay their tuition will be officially enrolled up to class capacity. Fees are per semester. **We accept cash, money orders, certified bank checks, credit or debit cards. No personal checks.**
2. **Please be advised that some courses require a background check in order to work in that specific fields.**
3. **REFUND POLICY:** Partial refunds may be allowed if written application and receipt are received prior to the **7th CALENDAR DAY** following the beginning of class. A **\$25.00** processing fee will be retained by the Center on withdrawals from class initiated by the student. In the event a class must be canceled, refunds will be made as soon as possible and in full. Please allow up to 4 weeks for processing.
4. There are three semesters given yearly, starting in **January, May & September**. By registering for any course, you agree to comply with the Center's parking policy and understand that smoking and use of tobacco products or the consumption of alcohol is prohibited on all New Horizons properties at all times.
5. These course descriptions are current at the time of publication. Courses are added from time to time to meet the needs of our community. Courses and dates may be changed at the discretion of the Center.
6. Special courses are designed to meet the needs of industry. Call the Center for Apprenticeship and Adult Training office for further information at: 757-766-1101.
7. A textbook is needed for the majority of our courses. All books must be purchased from the Apprenticeship and Adult Training Office during the first week of school. A signed agreement to purchase your books from New Horizons will result in a final book sale, and are non refundable. Some book prices are included in the cost of class.

COURSE OFFERINGS

A+ CERTIFICATION - 144 Hours - \$1250 semester: This two (2) semester course will aid in taking the A+ certification exam. It will cover Local Area Networks (LAN's), configuration of computer equipment, diagnosing and troubleshooting PC peripherals, printers, hardware, and software problems. Other areas covered include customer service and support, the Internet, and implementing a preventive maintenance program utilizing a log journal
Cost does not include book or software.

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
2 nd SEMESTER	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton

AIR CONDITIONING/HEAT PUMP- 144 Hours - \$425 - per semester: A two (2) semester course presenting a working foundation of refrigeration, air conditioning and heat pump theory and application, plus a basic knowledge of electrical troubleshooting and reading of schematic wiring diagrams. The second semester deals with safety systems and circuit controls that will help the student to install and maintain almost any type of refrigeration, air conditioning or heat pump equipment. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
FALL/I	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
FALL/II	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
SPRING/I	1/7/13-4/10/13	M/W	6:30-9:30	Newport News
SPRING/II	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton

AUTO BODY & REFINISHING - 72 Hours - \$425 - This course is designed to instruct in the basics of repairing a small to large dent. Instruction also includes the repair of plastics, rubber and fiberglass. Fabrication, replacement panels, and MIG welding are also included. The course includes classroom activities and segments on using a paint gun for priming. Advanced techniques will be covered along with complete instruction on how to build, use, and handle several different types of spray guns. There is an extensive amount of "hands on" training in spraying techniques along with the use of base/clear coat refinishing systems. Information is available on second semester advanced classes totaling 144 hours.

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-12/15/12	S	8:00-1:00	Hampton
SPRING	1/5/13-4/13/13	S	8:00-1:00	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

AUTOMOTIVE MECHANICS -144 Hours - \$350 - per semester:

A two (2) semester course dealing with automotive systems, their function, relationship, principles and their repair and replacement. General maintenance of the various systems, tools and equipment and minor tune-ups are covered during the first semester.

The second semester is a more in-depth study and practical application of automotive methods, diagnostic test equipment, engine and drive-train and suspension systems. This is done in a combined classroom/shop setting.

Cost does not include book.

Session	Dates	Day(s)	Time	Location
FALL	9/10/11-12/17/11	S	8:00-1:00	Hampton
SPRING	1/5/13-4/13/13	S	8:00-1:00	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

BLUEPRINT READING - 72 Hours - \$350: This course is designed to present an overview of architectural/construction blueprint reading or blueprint reading for machinists. It contains an introduction to the use and function of blueprints, and continues to introduce the various techniques and applications involved. Much of the study is individualized to meet the needs of a varied student body. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
FALL	9/12/11-12/5/11	M/W	6:30-9:30	Hampton
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

CARPENTRY/WOODWORKING – 144 Hours - \$425 per semester: This course is a two semester course that covers use of basic hand and electrical tools, blueprint reading, layout, framing, foundations, and the techniques and processes used in basic house construction. Site development, setting of windows and doors, trim and molding usage and finish construction used in home building are covered.

The second semester cover the introduction to hand and power woodworking tools and their safe use; design and blueprint reading; wood selection; gluing methods; finishes; hardware; special joints; and techniques.

Cost does not include book.

Session	Dates	Day(s)	Time	Location
FALL	9/12/11-12/7/11	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

COMMERCIAL/INDUSTRIAL ELECTRICITY - 72 Hours - \$350:

This course treats the advanced material introduced in Residential Electricity Fundamentals in depth and provides study on Commercial Building Plans and Specifications, as well as the installations necessary in the commercial environment. **PREREQUISITE: Residential Electricity**
Cost does not include book.

Session	Dates	Day(s)	Time	Location
FALL	9/5/12-11/28/12	M/W	8:00-1:00	Hampton

COMPUTER BUSINESS APPLICATIONS- 72 Hours -\$350: This is an introductory, literacy and practical course. The operation and theory of computers will be covered in depth using Microsoft operating system Windows 7. Students will receive hands on training in Word, Excel, Access and Power Point using Microsoft Office 2010. An introduction to the internet will be taught.

Cost does not include book.

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Hampton
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

COMPUTER NUMERICAL CONTROL (CNC)

144 Hours - \$425- per semester: two (2) semester program focused on safety programming, operations and preventative maintenance of computer numeric controlled machine tools. The first semester focuses on the CNC mill programming logic; GD&T print reading, absolute vs. incremental positioning, tooling offsets, speed and feeds, simple milling, “canned” cycles, subroutines, polar coordinates, scaling, mirror imaging, image rotation, and cutter compensations. The second semester introduces CNC lathe programming logic; coordinate systems with part vs. machine zeros, tooling offsets, inside and outside turning, thread cutting and “canned” tapping and boring cycles. The final portions of the second semester introduce the concept and application of combined lathe and mill operations through the use of fourth axis tooling. * Also covered during both semesters are concepts of work holding, job planning, coolant care and preventative care and maintenance.

Cost does not include book.

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/10/12-12/3/12	M/W	6:30-9:30	Hampton
2 nd SEMESTER	1/7/13-4/10/13	M/W	6:30-9:30	Hampton

CULINARY ARTS - 144 Hours - \$550 per semester: This two (2) semester course prepares students to enter employment in food service occupations. Instruction focuses on sanitation, safety, nutrition, food preparation, and inventory control in addition to food presentation and service. Students plan menus, prepare food and use a variety of kitchen equipment such as: ovens, grills, broilers, food slicers, mixers and blenders. **Required Knife Kit at: \$ 125.00**

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
2 nd SEMESTER	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

DENTAL ASSISTANT I & II - 216 Hours - \$595- per semester:

In two (2) semesters, students will be trained to function as capable entry level assistants in a dental office. Included are chair side procedures, infection control, record keeping, basic first aid, pertinent biology, and methodology as well as instrument and equipment care. This course prepares you to take the State Radiology Safety exam. **This course starts once a year in September.**

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/11/12-12/3/12	T/W/TH	6:30-9:30	Hampton
2 nd SEMESTER	1/3/13-3/28/13	T/W/TH	6:30-9:30	Hampton

HEATING TECHNOLOGY - 72 Hours - \$425: This course is designed to provide the basic background necessary for anyone entering the heating trades. Course material includes discussions on the physics and chemistry of heating appliances, heat loss theory, types of appliances, warm air furnace systems, hydronic (hot water) systems, and electric heating systems. The student will be introduced to the terminology of the trade, safety, the basic gas, oil, and electric controls, and electrical control schematics. **PREREQUISITES:** A/C Heating Pump I

Session	Dates	Day(s)	Time	Location
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

HVAC-R CONTROLS - 72 Hours - \$425: This course is for those individuals who wish to work in the HVAC career field. Students must possess a working knowledge of basic electricity. The course is designed to have the technician gain the knowledge of the various controls used today in the industry. The course will describe the placement, function, and operation of the controls. Controls covered are basic cycle controls, primary and secondary controls, thermostats, pressure stats, humidistat, time clocks, detent, relays, contractors, starters, current temperature devices, temperature protection, pressure protection, oil safety switch, and flow switches. **PREREQUISITE:** AC/HP I & II or currently working in the trade.

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-12/15/12	S	8:00-1:00	Hampton
SPRING	1/5/13-4/13/13	S	8:00-1:00	Hampton

MACHINE SHOP TECHNOLOGY -144 Hours - \$425 per semester:

A two (2) semester program dealing with machine technology, tools and equipment, measuring devices, operation of machines such as lathes, milling machines, grinders, drill presses and shapers. The use of layout tools, types of steel, aluminum, brass and copper are studied. The second semester covers how to machine thread, grind tools and the application of decimal equivalents, fractions, and the metric system in machine operation.

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
2 nd SEMESTER	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton

MASONRY - 72 Hours - \$350: This course deals with the use of hand tools, equipment, materials and the processes of the masonry trade.

Mixing of mortar for different brick bonds, measuring devices and practical brick and block construction are taught. Advanced study covers the techniques used in the construction of steps, footings, foundations, fireplaces, and ornamental cement and brick construction.

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

MATHEMATICS (TRADE & INDUSTRIAL) - 72 Hours - \$350:

This course is designed to provide students with a solid math foundation, and build a series of useful concepts for everyday application. Beginning with basic arithmetic (addition, subtraction, multiplication, and division) and working through the logical progression of fractions, decimals, percentages, ratios and proportions, measurement systems, areas, and volumes, the student is prepared for an introduction to Algebra and Trigonometry. As a concept is learned, practical application problems are used to reinforce those concepts. Course completion prepares the student for mathematics in the workplace.

Session	Dates	Day(s)	Time	Location
FALL	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
SPRING	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

MEDICAL ASSISTANT (ADMINISTRATIVE) - 120 Hours - \$950.00:

This course thoroughly prepares students for the administrative skills medical administrative students need to know. This program integrates all of the front office topics and skill competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education, and legal/ethical issues. This course prepares students for the nationally certified Medical Administrative Assistant examination, which is administered by the National Health Career Association. **Cost includes tuition, books and national testing fee.**

Session	Dates	Day(s)	Time	Location
FALL	9/4/12-1/31/13	T/TH	6:30-9:30	Hampton
SPRING	3/5/13-7/25/13	T/TH	6:30-9:30	Hampton

MEDICAL ASSISTANT (CLINICAL) - 300 Hours - \$1825.00:

This course is designed to teach students the skills necessary for employment in the modern medical facility. This course places emphasis on patient-centered assessment, examinations, intervention and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information aseptis, minor surgical procedures and other treatments appropriate for the medical office. Medical office procedures and customer service will be discusses. Administrative and clinical competencies are presented. Students will be required to demonstrate proficiency in these skills.

Cost includes tuition, books and national testing fee. Students will be required to purchase a medical kit.

Session	Dates	Day(s)	Time	Location
SPRING	1/8/13-7/9/13	T/W/TH	5:30-9:30	Hampton

MEDICAL BILLING AND CODING - 120 Hours - \$950.00:

This course thoroughly prepares students to code patients' medical records correctly and optimize reimbursement for a full range of medical services. Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems. Topics covered include: current procedural terminology, international classification of diseases, clinical modification, healthcare procedure coding system, resource-based relative value scale, insurance form preparation, Medicare, Medicaid, Tricare, Blue Cross/Blue Shield, Workers' Compensation, No Fault, HMOs, diagnosis-related groups, peer review organizations, and ambulatory patient groups. **Cost includes tuition, books and national testing fee.**

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-3/9/13	S	8:00-1:00	Hampton

MECHANICAL CODES (2009 INTERNATIONAL) - 72 Hours - \$350:

This class will prepare students for the state certification test. The class covers the governing code for all of the mechanical trades (such as Air Conditioning and Heating, Refrigeration, Mechanical Ventilation, Incinerators, Boilers, Solar Heating and Cooling, etc.). This course discusses the articles of the code, interpretations of the articles, and presents realistic examples of typical applications of each article. The objective is to provide the student with a strong foundation in using and applying the code to any situation. A comparison study of International Mechanical Codes versus the mechanical portions of the International Residential Codes rounds out the semester. **Any tradesman, from "helper" to journeyman mechanic, to Master Mechanic will benefit from this study of the codes.**

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

NATIONAL ELECTRICAL CODE - 72 Hours - \$350: This is a one semester course that addresses special conditions, deviations, special equipment and hazardous applications, as well as motors and air-conditioning equipment. The entire code is reviewed by the end of the course. The course is designed primarily for people working in the electrical area, and those preparing for the electrical journeyman test.

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-12/15/12	S	8:00-1:00	Hampton
SPRING	1/5/13-4/13/13	S	8:00-1:00	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

NATURAL GAS FITTERS -72 Hours - \$350: This program designed to prepare pipefitters, HVAC mechanics and gasfitters on proper installation, operation and maintenance of gas fixtures and appliances in accordance with national and international codes.

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

NURSE ASSISTANT - 120 Hours - \$750.00: This course is intended to prepare adults to assist in the care of clients in either a nursing facility or their own home under the supervision of a qualified health professional. The course is 120 hours in length and includes classroom and lab instruction. Program completers will be eligible to take the Virginia State Board Examination for Nurse Aide. **Cost includes tuition, background check, books, and testing fee.**

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-2/23/13	S	8:00-1:00	Hampton
SPRING	3/2/13-4/27/13	S	8:00-1:00	Hampton
Spring cont.....	5/1/13-7/24/13	M/W	6:30-9:30	Hampton
SUMMER	6/24/13-8/14/13	M/T/W	9AM-3PM	Hampton

If you have questions concerning the State Certification Exam for Nurse Aides, please contact Promissor at: 1-800-758-6028 or you can visit their web site at: www.promissor.com and refer to the Application and Forms link

OSHA 10-30 (Occupational Safety & Health Administration)

OSHA 10 - \$200.00 per 2 day session (Workers)

OSHA 30 - \$400.00 per 6 day session (Supervisors)

Session	Dates	Day(s)	Time	Location
FALL	9/8/12-12/15/12	S	8:00-1:00	Hampton
SPRING	1/5/13-4/13/13	S	8:00-1:00	Hampton

PHARMACY TECHNICIAN - 120 Hours - \$750.00: This course will provide the students an in-depth exposure to the pharmaceutical/dispensing prescriptions, compounding medications, stocking medications and repackaging medications. The Pharmacy Technician works under the direct supervision of a licensed pharmacist. Career opportunities as a Pharmacy Technician include: hospitals, long term health facilities, retail outlet, doctors offices and insurance companies. **Additional information to follow. Cost includes tuition and book.**

Session	Dates	Day(s)	Time	Location
FALL	9/11/12-3/28/13	T/TH	6:30-9:30	Newport News

PLUMBING CODE - 72 Hours - \$350: This course covers plumbing theory, basic principles, definitions, general regulation materials, joints and connections, the drainage system, vents and venting traps, cleanouts, plumbing fixtures, hangers and supports and water supply and distribution systems. This course is intended to satisfy part of the state requirement for licensing. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News

PLUMBING THEORY AND METHODS - 72 Hours - \$350: This course is designed as an introduction to the plumbing trade. It will cover safety, materials and tools of the craft. Methods of working with pipe, plumbing traps, water supply piping, and fixtures and appliances as well as testing and inspecting the residential plumbing system will be addressed. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
FALL	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
SPRING	1/7/13-4/10/13	M/W	6:30-9:30	Newport News
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

RESIDENTIAL ELECTRICITY - 72 Hours - \$350: This course deals with basic electrical theory, introduction to codes and standards, blueprint reading, wiring methods, switching circuits, and electrical connections. Appliance circuits, electric motor control, wiring with conduit, grounding, multiple family dwellings, remodeling wiring, and estimating electrical construction wiring are introduced. National Electrical Code and safety are stressed.

Session	Dates	Day(s)	Time	Location
FALL	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
SPRING	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton
SUMMER	5/2/13-7/25/13	T/TH	6:30-9:30	Hampton

SMALL BUSINESS MANAGEMENT - 72 Hours - \$350: Small business management instruction is concerned with the development of an entrepreneur's knowledge of economic principles and with the decision-making process. This course will cover advantages and disadvantages of forming an LLC, S-Corp or corporation, franchising, financial forecasting, on line presence vs. brick and mortar, customer relations management and a host of other small business concerns.

Session	Dates	Day(s)	Time	Location
FALL	9/12/11-12/5/11	M/W	6:30-9:30	Hampton
SPRING	1/9/12-4/11/12	M/W	6:30-9:30	Hampton
SUMMER	5/1/13-7/24/13	M/W	6:30-9:30	Hampton

SMALL ENGINE REPAIR - 72 Hours - \$350. This course covers the theory and repair of two-cycle and four-cycle engines of all types including lawn mowers and chain saws, troubleshooting, electrical and fuel systems, carburetors, and lubrication systems.

Session	Dates	Day(s)	Time	Location
FALL	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
SPRING	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton

VIDEO PRODUCTION (INTRO TO) – 72 Hours – \$425

This class is designed to teach students the theory, history and basic to intermediate fundamentals in producing quality broadcast television. From pre-production to post-production, students will be engaged in learning how to properly write scripts and rundowns, and the proper use of video production equipment and non-linear editing systems. Video Production involves critical and analytical thinking skills to further students’ knowledge and abilities in preparation for entering the field of Communications.

There are no books required for this class.

Classes are held at: 4 Minton Dr. Newport News, VA, Next to Todds Stadium.

Session	Dates	Day(s)	Time	Location
FALL	9/11/12-12/4/12	T/TH	6:30-9:30	Newport News

VIDEO PRODUCTION (Advanced) – 72 Hours – \$425

This class is designed to teach students the theory, history and basic to intermediate fundamentals in producing quality broadcast television. From pre-production to post-production, students will be engaged in learning how to properly write scripts and rundowns, and the proper use of video production equipment and non-linear editing systems. Video Production involves critical and analytical thinking skills to further students’ knowledge and abilities in preparation for entering the field of Communications.

There are no books required for this class.

Classes are held at: 4 Minton Dr. Newport News, VA, Next to Todds Stadium.

Session	Dates	Day(s)	Time	Location
SPRING	1/3/13-3/28/13	T/TH	6:30-9:30	Newport News

VETERINARY ASSISTANT – 144 HOURS- \$425 per semester: This is a two semester course. In two semesters, students will be trained to assist veterinarians and other veterinary professionals in the many areas involving the care of animal patients. Students will learn to work as a team, and to communicate effectively using proper terminology. Topics to be covered include basic first aid, medical terminology, professional and ethical standards of veterinarian medicine, handling and restraint, animal anatomy, and diseases and treatments. Completion of this course will prepare students for full-time employment as a kennel attendant or a veterinarian assistant in a veterinarian hospital or clinic. It will also provide a foundation for students to enter into the community college system for an Associate’s Degree as a Licensed Veterinarian Technician.

Session	Dates	Day(s)	Time	Location
1 st SEMESTER	9/11/12-12/4/12	T/TH	6:30-9:30	Newport News
2 nd SEMESTER	1/3/13-3/28/13	T/TH	6:30-9:30	Newport News

WEB PAGE DESIGN (DREAMWEAVER I & II) - 72 Hours -\$750.00:

In this course, students are presented with the basics of the Internet and World Wide Web and their associated terms. Topics include differentiating between Web pages, Web sites, types of Web pages and identifying Web browser features. Also covered is an overview of planning, designing, developing, testing, publishing, and maintaining a Web site. A discussion of XHTML/HTML and various methods and tools used in Web site creation is included. Students will utilize Adobe Dreamweaver CS3, along with Complete Concepts and Techniques. **Cost includes tuition, book and classroom software.**

Session	Dates	Day(s)	Time	Location
FALL	9/12/11-12/5/11	M/W	6:30-9:30	Hampton
SPRING	1/9/12-4/11/12	M/W	6:30-9:30	Hampton

WELDING CLASSES

WELDING - (ARC) -144 Hours

WELDING - (Flux core) - 144 Hours

WELDING - (MIG or TIG) – 144 hours

NOTE: Students must furnish their own welding shield, safety glasses, welding gloves, chipping hammer and wire brush.

Butler Farm Campus (Semester is 72 hour)

\$750.00 per Semester

Session	Dates	Day(s)	Time	Location
FALL (ARC)	9/10/12-12/5/12	M/W	6:30-9:30	Hampton
FALL (Flux core)	9/11/12-12/4/12	T/TH	6:30-9:30	Hampton
FALL (All types)	9/8/12-12/17/12	S	8:00-1:00	Hampton
SPRING(ARC)	1/7/13-4/11/13	M/W	6:30-9:30	Hampton
SPRING (Flux core)	1/3/13-3/28/13	T/TH	6:30-9:30	Hampton
SPRING(All types)	1/5/13-4/28/13	S	8:00-1:00	Hampton
SUMMER (All types)	5/1/13-7/24/13	M/W	6:30-9:30	Hampton
SUMMER (All types)	5/2/13-7/26/13	T/TH	6:30-9:30	Hampton

Woodside Lane Campus (72 hr. classes)

FALL (ARC)	9/10/12-12/3/12	M/W	6:30-9:30	Newport News
FALL (ARC)	9/11/12-12/4/12	T/TH	6:30-9:30	Newport News
SPRING(ARC)	1/7/13-4/11/13	M/W	6:30-9:30	Newport News
SPRING (ARC)	1/3/13-3/28/13	T/TH	6:30-9:30	Newport News

Woodside Lane Campus 120 hr. Fast Track classes

Cost: \$1500.00 per 120 hour class

(Fast track classes are Monday through Friday, 8 hours per day for two weeks)

Session	Dates	Day(s)	Time	Location
FALL (120hrs.)	9/10/12-9/28/12	M-F	8:00-4:00	Newport News
FALL (120hrs.)	10/8/12-10/26/12	M-F	8:00-4:00	Newport News
SPRING (120hrs)	1/7/13-1/28/13	M-F	8:00-4:00	Newport News
SPRING (120 hrs)	2/4/13-2/25/13	M-F	8:00-4:00	Newport News

STEPS TO BECOMING A REGISTERED APPRENTICE

IDENTIFY THE OCCUPATION THAT IS RIGHT FOR YOU

1. All prospective apprentices should start by identifying the trade or craft they wish to learn. There are many ways to learn about occupations. One way is to do the Virginia VIEW Occupational Search that matches an individual's personal preferences in work situations to occupations. Career counselors and helping professionals in high schools, vocational centers, community colleges, and public service agencies such as the Virginia Employment Commission know about Virginia VIEW. A person who wants to become an apprentice can discuss the requirements of a particular trade with their local Virginia Employment Commission Office.

LOCATE AN EMPLOYER TO SPONSOR YOUR APPRENTICESHIP

2. A sponsor, also known as a business, must be identified as to who will provide on-the-job training for the apprenticeship program to be conducted. If prospective apprentices know of a business establishment that is willing to hire him/her in the trade or craft they wish to learn, the prospective apprentice should contact an Apprenticeship Representative at the Virginia Department of Labor and Industry (see address and phone number below). The Virginia Department of Labor and Industry Representative will assist the prospective apprentice in asking the business to establish an Apprenticeship Training Program. If the prospective apprentice has decided on a particular trade or craft but does not know of a business that would be willing to be a sponsor, the Workforce Information Coordinators in their local Employment Commission Office can be contacted to help identify possible sponsors. The apprenticeship representative from the Department of Labor and Industry will meet with the prospective apprentice and sponsor, usually at the sponsor's business establishment. At the meeting, the training program will be outlined and discussed. The length of time an individual will be required to serve on-the-job and to attend related instruction will be discussed. An apprentice action form which formalizes the apprenticeship agreement is signed by the sponsor and the apprentice. This is not a contract, but rather an agreement as to the time frame and terms of the apprenticeship.

WORK, LEARN AND EARN DURING YOUR APPRENTICESHIP

3. At the completion of an apprenticeship training program, the apprenticeship representative from the Department of Labor and Industry will have the sponsor and the Related Instruction Coordinator sign a certification indicating the apprentice has completed the required training. In approximately one month from the completion date, the apprentice will receive a Certification of Completion of Apprenticeship Training issued by the Virginia Department of Labor and Industry.

New Horizons currently offers numerous specific programs of Apprentice Related Studies. Training of apprentices in our service area is monitored by the Related Instruction Coordinator.

SPECIAL APPRENTICESHIP RELATED INSTRUCTION CLASSES

Cosmetology, Barbering (18 months) \$425.00 per semester. M/W 6:30-9:30pm

Carpentry (Residential) (2 years)

Carpentry (Commercial) (4 years)

Culinary (4 years)

HVAC (4 years)

Independent Electrical Contractors (4 years)

Industrial Insulator (4 years) JAC - Plumbing/Pipefitters (4 years)

JATC - Electrical Wireman (5 years)

Machinist (4 years)

Masonry (4 years)

New Horizons Electrical Program (4 years)

Optician Dispensing (3years) \$350.00 per semester

Plumber/Pipefitter (4 years)

Other trades attend community courses which meet their needs e.g. Plumbing Code, Blueprint Reading, Computer Introduction. These courses are also taken as appropriate by Machinists, Carpenters and others to round out their total need for related instruction during their term of apprenticeship.

APPROVED VETERAN'S COURSES

A+ Certification	Medical Assistant Clinical
Air Conditioning/Heat Pump I & II	Medical Coding and Billing
Auto Mechanics	Mechanical Code (BOCA)
Auto Body Refinishing I & II	National Electric Code
Barbering I & II	Natural Gas Fitters
Blueprint Reading	NHEP I - IV Electrical
Carpentry/Woodworking	Nurse Assistant
Commercial/Industrial Electricity	Optician Apprenticeship
Computer Business Applications	OSHA 10 & 30
Computer Numerical Controls (CNC)	Pharmacy Technician
Cosmetology I & II	Plumbing Theory & Methods
Culinary Arts I & II	Plumbing Code
Dental Assistant I & II	Residential Electricity
Heating Technology	Small Business Management
HVAC-R Controls	Small Engine Repair
IEC Electrical	Trade & Industrial Mathematic
JAC Plumber/Pipefitter	Veterinary Assistant
JATC Electrical	Video Production (Intro. to)
Machine Shop Technology	Web Page Design
Masonry	Welding MIG/TIG
Medical Administrative Assistant	Welding (Electric Arc)

Questions about VA benefits, call 1-800-827-1000

or visit their web site at www.gibill.va.gov

DIRECTIONS

**New Horizons Regional Education Centers
520 Butler Farm Rd, Hampton, VA 23666**

From Richmond

Take 1-64 East to exit 261-B (Hampton Roads Center Parkway East), exit at Magruder Blvd. Stay in left lane and take Magruder Blvd 134 North. At first stoplight past the parkway interchange, turn left onto Butler Farm Road. Butler Farm campus will be on the right immediately before reaching Thomas Nelson Community College. *ADDRESS: 520 Butler Farm Road, Hampton VA 23666*

From Norfolk

Take I-64 West through the Hampton Roads Bridge Tunnel to exit 262-B (Magruder Blvd/NASA/Poquoson exit) Stay in the right lane, at the stop light, make a right and follow that road.

Address: 13400 Woodside Lane, Newport News, VA 23608

To The Woodside Lane Campus from Hampton

Take 1-64 West to Fort Eustis exit (First Yorktown exit). Make a left at the light and then an immediate right. Stay in the right lane, at the stop light make a right and follow that road.

ADDRESS: 13400 Woodside Lane, Newport News VA 23608

The Center for Apprenticeship and Adult Training

Office is located at:

520 Butler Farm Road

Hampton, Virginia.

**Calls for Adult Education should be directed to the
Hampton Campus at: 766-1101.**

**All registration for Adult Education
is handled at the Hampton campus.**

Revised May 7, 2012

