

New Horizons Adult Training Catalog

2016-2017



BUTLER FARM CAMPUS
520 Butler Farm Road
Hampton, Virginia 23666
Phone: 757-766-1101
Fax: 757-766-5685



www.nhrec.org/at



Butler Farm (Hampton) Campus

**520 Butler Farm Road, Hampton, VA 23666
Tel. #757-766-1101**

From Richmond: Take I-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 stop light past the parkway interchange, turn left onto Butler Farm Road. Proceed on Butler Farm and you will see New Horizons on the right.

From Norfolk: Take I-64 west through the Hampton Roads Bridge Tunnel to exit 262-B (Magruder Blvd./NASA/Poquoson Exit). Once on Magruder Blvd., go to the third stoplight and turn left on Butler Farm Road. Proceed on Butler Farm and you will see New Horizons on the right.



Woodside Lane (Newport News) Campus

13400 Woodside Lane, Newport News, VA 23608

From Hampton: Take I-64 west to exit 250-B (Ft Eustis Blvd./Yorktown exit), make a left at the end of the ramp, and then turn right onto Ft. Eustis Blvd. Continue on Ft. Eustis Blvd. until you reach the stoplight. This is Woodside Lane. Turn right and follow Woodside Lane past Greenwood Elementary and Woodside High School. You will see New Horizons on the left. Drive around the building to the front for visitor parking.

From Williamsburg: Take I-64 east to the Ft. Eustis Blvd./Yorktown exit 250-B. Continue on Ft. Eustis Blvd until you reach the second stoplight. This is Woodside Lane. Turn right and follow Woodside Lane past Greenwood Elementary and Woodside High School. You will see New Horizons on the left. Drive around the building to the front for visitor parking.

New Horizons Adult Training Calendar Calendar for SY-2016-2017 Adult Training

Registration is ongoing for all semesters in the SY 2016-2017 starting July 6, 2016

Students can register for any semester class during regular business hours.

FALL SEMESTER – 2016

August 3	Open House 5-7pm (Butler Farm Campus)
September 5	Labor Day Holiday - No Classes
September 6 & 7	Apprentice Classes Begin
Sept. 12	M/W Training Classes Begin
Sept. 13	T/TH Training Classes Begin
November 2-6	Apprenticeship Appreciation Week
November 29-30	72 Hour Apprentice Class End
November 23-26	Thanksgiving Holiday - No Classes
November 30	75 Hour Apprentice Classes End
December 5	M/W Training Classes End
December 6	T/TH Training Classes End
December 14-15	Union Apprentice Classes End (90 hours)

SPRING SEMESTER- 2017

January 3 & 4	Apprentice Classes Begin
January 9	M/W Training Classes Begin
January 10	T/TH Training Classes Begin
January 16	Martin Luther King Day Holiday - No Classes
February 9	CTE Week Observation - No Classes - Open House
February 20	President's Day Holiday - No Classes
March 6	M/W Nurse Aide Classes Begin
March 28-29	72 Hour Apprentice Classes End
April 3-7	Spring Holiday- School Closed
April 10	M/W Training Classes End
April 11	T/TH Training Classes End
April 12	75 Hour Apprentice Classes End
April 27	Union Apprentice Classes End (90 hours)
May 25	Union Apprentice Classes End (204 hours)

SUMMER SEMESTER- 2017

May 1	M/W Summer Classes Start
May 2	T/TH Summer Classes Start.
May 29	Memorial Day Holiday - No Classes
June 23	Summer Nurse Aide Class Begins
July 20	Summer Classes End T/TH
July 24	Summer Classes End M/W



Letter from the Director's Desk

Greetings Apprentices, Students, and Sponsors:

Whether you are seeking a **new career, updating or enhancing your technical skills**, or just wanting to take a course for **personal enjoyment** we can meet your training need. New Horizons' Adult Training Center has offered quality technical training for over (40) forty years. We currently have over 60 career-enhancing training programs and courses. Business and industry have designed our curricula to assure you develop the skills needed for the job demand on the Greater Peninsula. Our faculty are experienced professionals dedicated to providing you with challenging real world learning experiences.

Our **apprenticeship programs** provide 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 an apprentice, you would enter into an agreement with a sponsoring company where you would receive on-the-job training in a full-time position. You would also attend a minimum of two nights per week for classroom instruction related to your trade. Most apprenticeship programs are two to five years as required by the Department of Labor. Upon completion, you would attain the status of *Journeyman* and be awarded a certificate of completion from the Commonwealth of Virginia in cooperation with the Virginia Apprenticeship Council.

You can also enroll in courses for **technical training, health sciences and online training courses**. The technical courses include the areas of air conditioning to welding, as well as training in administrative assistant, culinary arts, legal assistant, and more. Our health sciences training can prepare you for many of today's "hot" jobs: clinical medical assistant, medical billing and coding, nursing assistant, veterinary assistant and pharmacy technician. Most courses are one semester, with advanced courses offered in many areas the following semester.

Our *Training to Go* Program provides specialized training and on-site courses upon request.

For more information, please contact us at 757-766-1101 or visit our website: www.nhrec.org/at.

We are dedicated to providing you with the best training services possible. New Horizons' Adult Training Center and its instructors are ready to address your training needs. Thank you for entrusting New Horizons with your future.

Sincerely,

Peter J. Mercier, III
Director



Important Information

1. Official enrollment, up to capacity, is based on the date of full payment.
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 those 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 initiated by the student. In the event a class must be canceled, full refunds will be made as soon as possible. **Please allow up to 4 weeks for processing.**
4. There are three semesters given yearly, starting in September, January, May. 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. Course descriptions are current at the time of publication. Courses are added from time to time to meet the needs of our community. **Courses, course descriptions, dates and tuition may be changed at the discretion of the Center. Registration is taken up to 1 week before the class begins or until it fills. We must have at least ten (10) students registered in a class in order to run a class.**
6. Special courses are designed to meet industry business needs. Call the Center for further information at: 757-766-1101.
7. A textbook is needed for the majority of our courses. Where indicated, class fees include book, supplies and lab fees.
8. A criminal background check may be required for employment.
9. Prerequisite for all medical field related courses (Medical Administrative Assistant, Clinical Medical Assistant, Nurse Aide, Pharmacy Tech, Medical Billing and Coding, and Veterinary Assistant, etc.) is a High School Diploma or GED

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 office has been designated to handle inquiries regarding the non-discrimination policies: Human Resources, 520 Butler Farm Road Hampton, VA 23666 (757) 766-1100 ext. 3337

COURSE OFFERINGS

ADMINISTRATIVE ASSISTANT – 72 HOURS -\$425

This course is designed to prepare students to become professional administrative assistants within an office setting. The responsibilities of administrative assistants are distinct from routine clerical duties. Instruction includes the following: workplace readiness skills, introduction to the Microsoft Office Suite, professional appearance and ethics, communication skills, and financial management.

Cost does not include book.

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

AUTO COLLISION AND REFINISHING -144 Hours - \$850

This course is intended to prepare students for entry-level employment in the auto body shop. Course content includes safety, metal straightening and filling, panel replacement and adjustment, welding, preparation for paint and painting, structural and non-structural repair and plastics and adhesives applications. Some estimating for collision repair will be covered.

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-4/6/17	Tuesday/Thursday	6:00-9:00	Hampton

AUTOMOTIVE MECHANICS - 144 Hours - \$795

This course comprehensively explores the automotive systems, their function, relationship, principles, repair and replacement. General maintenance of the various systems, tools, equipment, minor tune-ups and practical application of automotive methods are covered as well diagnostic test equipment, engine, drive-train and suspension systems are covered as well. This is done in a combined classroom/shop setting. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-4/11/17	Tuesday/Thursday	6:00-9:00	Hampton

BLUEPRINT READING - 72 Hours - \$425

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	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

CARPENTRY – 144 Hours - \$1,200

This course 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 course goes on to 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 includes tuition, supplies and books.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-4/12/17	Monday/Wednesday	6:00-9:00	Newport News

COMMERCIAL/INDUSTRIAL ELECTRICITY - 72 Hours - \$425

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. **This course will be offered only once a year. Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Summer	5/1/07-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

COMPUTER APPLICATIONS - 72 Hours - \$425

This is an introductory, literacy and practical course. The operation and theory of computers will be covered in depth using Microsoft operating system Windows 10. Students will receive hands on training in Word, Excel and Power Point using Microsoft Office 2013. An introduction to the internet will be covered as well. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

COMPUTER NUMERICAL CONTROL (CNC) 144 Hours - \$425 - per semester

This program 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 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
Semester	9/12/16-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

COSMETOLOGY/ BARBERING - 75 Hours -\$425 per semester. This is a two semester course designed to teach the apprentice the needed information to pass their licensure exams. The course will also teach the contemporary techniques to ensure success once they are on the job. Classes are open to anyone, but in order to test for your State Boards, you will need to apprentice for 18 months and complete 3000 clock hours of hands on training. Additional information regarding this class is available by contacting our office. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/7/16-12/5/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/3/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

COSMETOLOGY/BARBERING, STATE BOARD PREPERATION 18 Hours -\$425

This is an 18 hour course to prepare students for the State Board of Cosmetology exam. Course will cover hands on and a practical review. **\$75.00 supply kit (optional). No books are needed.**

Session	Dates	Day(s)	Time	Location
Spring	5/1/17-5/17/17	Monday/Wednesday	5:00-8:00	Hampton

CULINARY ARTS - 144 Hours -\$1325

This 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. **Cost includes tuition, lab fees, knife set and books.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-4/12/17	Monday/Wednesday	6:00-9:00	Newport News

DENTAL ASSISTANT - 150 Hours - \$1250 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. A criminal background check may be required for employment. **Cost includes book. Criminal disclosure statement required upon registration.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-4/12/17	Monday/Wednesday	5:00-8:00	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	5/2/17-7/20/17	Tuesday/Thursday	6:00-9:00	Hampton

HVAC I & II- 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	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Fall/II	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Hampton
Spring/I	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton
Spring/II	1/10/17-4/11/17	Tuesday/Thursday	6:00-9:00	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
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

LEGAL ASSISTANT I & II - 144 hours - \$425 – per semester

Students will be trained to work under the general supervision of a lawyer, performing tasks which traditionally have been performed by lawyers. The responsibilities of the legal assistant are professional and distinct from routine clerical duties. In the performance of these various tasks, the legal assistant, lawyer and clerical staff provide increased efficiency in the delivery of legal services to the client. A criminal background check may be required for employment. **Cost does not include books.**

Prerequisite - High School Diploma or GED.

Session	Dates	Day(s)	Time	Location
Semester	9/12/16-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

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

Students will be taught to work 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. This course does not include lab time or hands on studies. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
1 st Semester	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Hampton
2 nd Semester	1/10/17-4/11/17	Tuesday/Thursday	6:00-9:00	Hampton

MATHEMATICS (TRADE & INDUSTRIAL) - 72 Hours - \$425

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. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Hampton
Spring	1/10/17-4/11/17	Tuesday/Thursday	6:00-9:00	Hampton
Summer	5/2/17-7/20/17	Tuesday/Thursday	6:00-9:00	Hampton

MECHANICAL CODES - 72 Hours - \$425

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. 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. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/10/17	Monday/Wednesday	6:00-9:00	Hampton

MEDICAL ASSISTANT (ADMINISTRATIVE) - 120 Hours - \$1,250

This course thoroughly prepares students for the administrative skills medical administrative assistance need to know for the front office topics and skill competencies required for today's industry standards. This program also covers 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. A criminal background check may be required for employment. **Cost includes tuition, books and National Certification exam. Criminal disclosure statement required upon registration. Prerequisite - High School Diploma or GED**

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-2/28/17	Tuesday/Thursday	6:00-9:00	Hampton
Spring	3/14/17-7/27/17	Tuesday-Thursday	6:00-9:00	Hampton

MEDICAL ASSISTANT (CLINICAL) - 300 Hours - \$2,500

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 a sepsis, minor surgical procedures and other treatments appropriate for the medical office. Medical office procedures and customer service will be discussed. A criminal background check may be required for employment. **Cost includes tuition, books, and national testing fee. It does NOT include TB test or uniforms required for clinical. Prerequisite - High School Diploma or GED**
Criminal disclosure statement required upon registration.

Session	Dates	Day(s)	Time	Location
Fall	9/6/16-6/1/17	Tuesday/Thursday	6:00-9:30	Hampton

MEDICAL BILLING AND CODING - 120 Hours - \$1,995

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, and healthcare procedure coding system. A criminal background check may be required for employment. **Cost includes tuition, books and membership with the American Academy of Professional Coders. Prerequisite - High School Diploma or GED**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-2/27/17	Monday/Wednesday	6:00-9:00	Hampton

MEDICATION ADMINISTRATION - 72 Hours - \$975

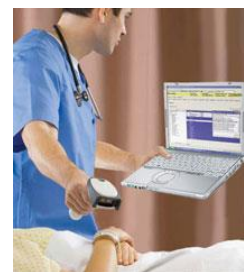
This course is designed to meet the training requirements to become an eligible Medication Aide. Medication Aides are responsible for administering medication in an assisted living facility under the supervision of a Registered Nurse or a Licensed Practical Nurse. The curriculum includes a minimum of 48 hours of classroom instruction and 20 hours of supervised clinical instruction at an assisted living facility. Upon successful completion of the program, students will be eligible for the medication aide certification exam. Cost includes tuition, background check and training material. Students will be responsible for a current TB test or chest x-ray and uniforms. A criminal disclosure statement may be required upon registration. **Prerequisite - High School Diploma or GED. Students must have proof of NA, CNA or PCA completion.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-10/12/16	Monday-Thursday	5:00-9:30	Hampton

MEDICAL TERMINOLOGY – 64 Hours - \$425

This course is designed to help students learn and recognize word roots, prefixes, and suffixes used in medical language today. Students will learn how to combine words to create meaningful medical conditions as well as comprehend their definition and know the correct spelling. In this medical terminology course, students will be introduced to medical terms related to all major body systems, including: muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. A criminal background check may be required for employment. **Cost does not include book. Prerequisite - High School Diploma or GED.**

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-11/22/16	Tuesday/Thursday	5:00-9:00	Hampton



NATIONAL ELECTRICAL CODE - 72 Hours - \$425

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. **Cost does not include book. This course will be offered only once a year.**

Session	Dates	Day(s)	Time	Location
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

NATURAL GAS FITTERS -72 Hours - \$425

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. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Newport News
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

NURSE ASSISTANT - 120 Hours - \$750

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. Class times and hours will vary for clinicals during the last 40 hours of the course. **Cost includes tuition, background check, books and State testing fee. Cost does NOT include TB test, or uniforms required for clinicals. Criminal disclosure statement required upon registration. Prerequisite - High School Diploma or GED.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-2/27/17	Monday/Wednesday	5:30-8:30	Hampton
Spring	3/6/17-5/22/17	Monday - Thursday	5:30-8:30	Hampton
Summer	6/26/17-7/31/17	Monday - Thursday	9am-3:30pm	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



PHARMACY TECHNICIAN - 120 Hours - \$1150

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. A criminal background check may be required for employment. A GED or equivalent is required to enter class. This class prepares you for *both* the State and National exams. A State certifying is required in order to hold a job in the state of Virginia. **Prerequisite - High School Diploma or GED. Cost includes tuition and book. Criminal disclosure statement required upon registration.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-2/27/17	Monday/Wednesday	6:00-9:00	Hampton
Spring	3/13/17-7/31/17	Monday/Wednesday	6:00-9:00	Hampton

PHOTOGRAPHY, DIGITAL, INTRODUCTION – 72 Hours - \$425

This course in Digital Photography is designed to develop students’ skills in pixel-based photographic design and printing. Students will learn how to become proficient at the technical aspect of photographing with a digital camera and working with those images including digital editing, saving, sizing, posting and printing of images; practice skills using digital photography tools and the Internet including emailing and posting to a web site; to learn to shoot with digital cameras. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton

PLUMBING CODE - 72 Hours - \$425

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	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

PLUMBING THEORY AND METHODS - 72 Hours - \$425

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	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Newport News
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton

RESIDENTIAL ELECTRICAL - 72 Hours - \$425

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. **Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Hampton
Spring	1/9/17-4/16/17	Monday/Wednesday	6:00-9:00	Hampton
Summer	5/2/17-7/20/17	Tuesday/Thursday	6:00-9:00	Hampton

SMALL ENGINE REPAIR - 72 Hours - \$425 - 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. **This course is offered only once a year. Cost does not include book.**

Session	Dates	Day(s)	Time	Location
Summer	5/2/17-7/20/17	Tuesday/Thursday	6:00-9:00	Hampton

VETERINARY ASSISTANT – 144 Hours- \$1025

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. A criminal background check may be required for employment. **Cost includes tuition and books.**

Prerequisite - High School Diploma or GED

Session	Dates	Day(s)	Time	Location
Fall	9/13/16-4/13/17	Tuesday/Thursday	6:00-9:00	Newport News

VIDEO PRODUCTION (INTRODUCTION) - 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	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Newport News

VIDEO PRODUCTION (ADVANCED) - 72 Hours – \$425

This class is a continuation of the introduction and is designed to teach students on an advanced level of Video Production. **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	1/10/17-4/11/17	Tuesday/Thursday	6:00-9:00	Newport News

WEB DESIGN, DREAMWEAVER - 72 Hours - \$750

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	9/12/15-12/7/17	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton

WELDING - 72 Hours per semester - \$850

Welding classes include the following types of welding listed below

There are two (2) semester requirement for each level to obtain a certificate of completion.

Students must furnish their own welding equipment. A list is available upon request.

- ❖ **ARC - 144 Hours**
- ❖ **Flux core -144 Hours**
- ❖ **MIG - 144 hours**
- ❖ **TIG - 144 hours**

Butler Farm Campus Hampton

Session	Dates	Day(s)	Time	Location
Fall	9/12/16-12/7/16	Monday/Wednesday	6:00-9:00	Hampton
Fall	9/13/16-12/8/16	Tuesday/Thursday	6:00-9:00	Hampton
Spring	1/9/17-4/12/17	Monday/Wednesday	6:00-9:00	Hampton
Spring	1/10/17-4/10/17	Tuesday/Thursday	6:00-9:00	Hampton
Summer	5/1/17-7/24/17	Monday/Wednesday	6:00-9:00	Hampton
Summer	5/2/17-7/20/17	Tuesday/Thursday	6:00-9:00	Hampton

APPRENTICE TRAINING

What is Apprenticeship?

- Registered Apprenticeship is a structured training program that combines on-the-job training and related technical instruction to train employees in occupations that demand a high level of skill
- Occupations in construction, manufacturing, and the service industries utilize apprenticeship readily; both in the private and public sectors
- Apprenticeship works for employers of any size and a diverse apprentice population
- Registered Apprenticeship is an investment in the skill level of the workforce
- A method of ensuring accountability for mastering the duties and tasks of the occupation
- Registered Apprenticeship was established with the signing of the Virginia Apprenticeship Act of 1938

Benefits to Employees

- Apprentices enjoy a higher quality of life, higher lifetime earnings and lifelong skills
- Apprentices receive high quality mentoring and education; they earn while they learn
- Opportunity for college credit and future degrees
- Earn a nationally recognized Certificate of Completion and Journeyworker card

Next Steps for Becoming an Apprentice

- Educate yourself about opportunities for a vocational career
- Talk to school or vocational counselors
- If currently employed, talk to your employer about becoming an apprentice
- Demonstrate that you are capable of mastering the necessary skills for the occupation and are dedicated to enhancing your career

Call or email the center for additional information at: 757-766-1101 or linda.logan@nhrec.org.

SPECIAL APPRENTICESHIP RELATED INSTRUCTION CLASSES

- Cosmetology, Barbering (18 months)
- Carpentry (Residential) (2 years)
- Carpentry (Commercial) (4 years)
- Building Maintenance Mechanic (4 years)
- HVAC (4 years)
- Industrial Insulator (4 years) JAC - Plumbing/Pipefitters (4 years)
- JATC - Electrical Wireman (5 years)
- Machinist (4 years)
- New Horizons Electrical Program (4 years)
- 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.



New Horizons Adult Training Center
 520 Butler Farm Rd.
 Hampton, VA 23666-1500
 Attn: Linda Logan

Registration Form

1. Course	
2. Social Security #	Date of birth/age:
3. Name	Home/cell #:
4. Street address	Email address:
5. City	
6. State, Zip	
7. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
8. Race	<input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other
9. Registered Apprentice	<input type="checkbox"/> Yes (if yes continue) <input type="checkbox"/> No (if no, skip to # 15)
10. Contact Person	
11. Employer	Work #:
12. Employer address	
13. City, State, Zip	
14. Amount paid:	Receipt #
15. How did you hear about us?	
16. Do you have a High School Diploma or GED?	

REFUND POLICY: The majority of Courses require a text book. All book sales are final and non refundable. 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. PLEASE allow at least 4 weeks for refund processing. A \$35.00 service charge will be imposed for every check not honored by the bank, regardless of the reason. In accordance with Public Law 93-380-SECT 438, 1974 - permission is granted for the New Horizons Regional Education Centers to release my grades and/or records to the Apprenticeship Council, my Employer, appropriate Apprentice Training Committee, and the Department of Labor and Industry, Commonwealth of Virginia.

I understand that I may examine my Apprentice records upon request. I have read the refund policy.

SIGNATURE: _____ **DATE:** _____



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520 Butler Farm Rd.
Hampton, VA 23666-1500



www.nhrec.org/at