Your journey begins with ACE!

https://aceclasses.fcps.edu
Welcome to the Fairfax County Public Schools Adult and Community Education (FCPS ACE) Fall 2017 catalog. ACE has provided over 60 years of excellence in education. We invite you to explore our new catalog design and sign up for one of our outstanding courses or programs of study. We hope you will find the catalog easier to navigate. Our emphasis is on career and work readiness along with our premier adult ESOL programs. You will find a wide range of training opportunities in apprenticeship, business, information technology, health and medical, and trade and industrial programs. We also offer excellent enrichment programs for K-adult including culinary arts, driver education, and world languages. We strive to provide our students with enriching programs that are high quality, affordable, and meet their educational goals. Your journey begins with ACE! ACE proudly supports the FCPS Portrait of a Graduate and the Strategic Plan, Ignite (http://www.fcps.edu/about-fcps/strategic-plan), incorporating best practices in teaching and learning.

"The best! Great instruction and content. Extremely pleased!"
Gordon Weihmiller
Learning to Use Your iPad/iPhone Workshop

“My husband and I intentionally took this course in preparation for our summer vacation to Japan. The course exceeded our expectations and we couldn’t be more pleased.”
Jessica Harty
Japanese 100—Beginning 1

ACE Programs

Apprenticeship
Apprenticeship Related Instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. We offer classes in Carpentry, Electricity, HVAC, Plumbing, Opticianry, and Surveying. This training leads to journeyman licensing eligibility. For other trades, we offer individualized study courses to meet the requirements for related instruction for state registered apprentices.

Business and Information Technology
The Business and Information Technology programs offer a variety of business and computer classes appropriate for individuals seeking skill development for personal or professional use, as well as those seeking career training and certifications. State-of-the-art computer labs and classrooms enhance the learning experience and accommodate a series of rigorous courses with schedules that meet today’s busy lifestyles. Specific workplace training programs can be designed for small and mid-sized businesses upon request.

Health and Medical
Health and Medical classes provide students with a course of study that leads to employment in the rapidly growing field of health care, with medical office and home health jobs expected to be in greatest demand. The ACE classes are taught by career professionals and provide students with real world knowledge and skills to prepare them to enter the workforce. Classes can be taken individually for personal growth or can be combined to earn national certification or licensure credentials in a variety of areas including medical, dental, veterinary assistant, home health, phlebotomy, pharmacy technician, and many others.

Languages
The Language Acquisition programs in ACE are robust and diverse, answering a variety of community member needs and goals, from improving English language skills for daily life and career advancement to learning a world language to support professional and personal goals. The Adult ESOL program offers English classes at seven levels of proficiency, as well as specialty classes to prepare adults to function in English in the community as students, workers, parents, and citizens. The Adult World Languages classes offer instruction in a variety of high-demand languages. World Languages classes support FCPS graduates who wish to maintain their skills. FCPS parents who want to learn the same language their children are studying, and community members who want to expand their skills.

The GLOBAL Plus before and after school world language program is offered for K-6 graders, capturing the optimal time in a child’s life for learning another language.

Trades and Industry
Trades and Industry classes provide career exploration for persons considering a career in the trades, continuing education for licensed trades, cross training for trades with related tasks, and classroom credit for meeting the license exam requirements for plumbing, electrical, and HVAC-R trades. Some classes provide related skills employers seek as they offer additional services to their clients. Students in our Apprenticeship classes can use Trades and Industry classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to complement your career.

Trade and Industrial classes can serve as alternates to special projects for apprentices with instructor approval.

Personal and Academic Enrichment
Personal and academic enrichment programs are designed to provide interesting, unique classes to motivate students to explore new ideas and gain new skills. Adults can take extraordinary culinary classes from celebrated chefs and participate in career-enhancing writing and composition classes.

The ACE K-12 Enrichment program for middle and high school students, offers a variety of test prep classes for the PSAT, SAT, and Thomas Jefferson admissions test. Creative writing classes, introductory math courses, and classes for effective study skills offer students an opportunity to enhance and achieve academic success. ACE also offers a premiere driver education program that prepares students to be safe and crash-free drivers. This course includes administration of the DMV-approved road test.

ACE Administrator, Sheryl Granzow

No FCPS operating funds were used in the printing or mailing of this catalog.
Chris Freeman is an exceptional teacher combining both curriculum and his real world experiences. All in all, this teacher and class are meant for those who want a successful HVAC career.

---

Josh R.
HVAC-R 4—for Mechanics
INFORMATION

A certificate program is a set of courses that provides you with skills to begin a career, advance in a current position, or attain professional growth.

Benefits

A certificate program certificate will be issued upon successful completion of all required courses. This training will give you advantages in the job market. Including certificate program information on your résumé enhances your ability to gain new employment or to increase your chances for promotion.

Prerequisites

You must be able to read and write English and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 41).

How to Register

You must be registered for a certificate program in order to receive the certificate. To create a permanent record and transcripts, register and pay the $75 registration fee (fee is non-refundable). Complete the Registration Form on page 63 for the program and courses you wish to attend this term. (Students will only need to register for the program one time.)

For guidance regarding which program best suits your needs, contact the ACE educational counselor at 703-658-2709.

CERTIFICATE PROGRAM TEST-OUTS

Test out of some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities.

Test-outs available:

- Keyboarding, Course BE01300
- Personal Computer Basics, Course BE01309
- Accounting—Part 1, Course BE01307
- HTML 1, Course BE01311
- Medical Terminology, Course HM01604

CERTIFICATE PROGRAM EMAIL ADDRESSES

- business@fcps.edu
  Accounting Assistant, Administrative Assistant, Childcare Provider, Executive Assistant, Human Resources Management, Management Practices, Marketing, Nonprofit Organization Development, Office Assistant, and Small Business Management

- comptraining@fcps.edu
  Computer Support Technician, Oracle Database Administration, and Web Designer/Developer

- healthmed@fcps.edu
  Dental Administrative Assistant, Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, and Veterinary Assistant, Patient Care Technician

- tradeandindustry@fcps.edu
  Property Maintenance Technician

Please consider making a tax-deductible donation to the ACE Scholarship fund. See page 62.
**EXECUTIVE ASSISTANT**

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01000</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>BE01260</td>
<td>Fund. of Accounting—Part 1* 8</td>
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<tr>
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<td>Fund. of Accounting—Part 2 —</td>
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<tr>
<td>CT01416</td>
<td>PC Basics* 25</td>
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<tr>
<td>CT01402</td>
<td>Windows—File Management 25</td>
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<tr>
<td>CT01417</td>
<td>PC Basics: Keyboarding* 26</td>
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<tr>
<td>CT01285</td>
<td>Microsoft Office Proficiency Workshop 27</td>
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<tr>
<td>BE01061</td>
<td>Office Communication Skills 9</td>
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<td>CT01426</td>
<td>MS Outlook—Basics 28</td>
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<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate 28</td>
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<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2015—Level 1 8</td>
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<tr>
<td>CT01436</td>
<td>QuickBooks—Pro 2015—Level 2 8</td>
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<tr>
<td>BE01393</td>
<td>Résumé &amp; Interview Clinic* 10</td>
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</table>

*Not required if previously taken.

**ACCOUNTING ASSISTANT**

ACE Certificate Program endorsed by the Northern Virginia Workforce Development Board. Become an accounting assistant, accounts receivable/payable clerk, assistant bookkeeper, accounting technician, or payroll clerk.

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<tbody>
<tr>
<td>CE01000</td>
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<tr>
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<td>PC Basics* 25</td>
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<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2015—Level 1 8</td>
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<tr>
<td>CT01436</td>
<td>QuickBooks—Pro 2015—Level 2 8</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé &amp; Interview Clinic* 10</td>
</tr>
</tbody>
</table>

*Test out of these courses if you feel qualified. Call 703-658-2729 for test out opportunities.

**CHILD CARE PROVIDER**

ACE Certificate Program endorsed by the Northern Virginia Workforce Development Board. One of the fastest growing professions in the country, this valuable and needed service can be a rewarding and lucrative career. Join our program and start the journey to become a certified childcare provider today!

<table>
<thead>
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<th>Required Courses*</th>
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<tr>
<td>CE01048</td>
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<tr>
<td>BE08009</td>
<td>Child Care Provider 12</td>
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<tr>
<td>HM01796</td>
<td>Pediatric CPR and First Aid 20</td>
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<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic 10</td>
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**Recommended**

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<tbody>
<tr>
<td>BE08097</td>
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<tr>
<td>BE08098</td>
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</tbody>
</table>

**COMPUTER SUPPORT TECHNICIAN**

The technology sector is expanding every year and the workforce needed to support a digital age economy is growing all the time. Break into this high-demand job market and enroll in this certificate program. The program can be completed within one year.

<table>
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<tbody>
<tr>
<td>CE01000</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>CT02465</td>
<td>Basic PC Maintenance 26</td>
</tr>
<tr>
<td>CT01465</td>
<td>A+: Troubleshooting Your Computer 25</td>
</tr>
<tr>
<td>CT01770</td>
<td>Windows 7: MCTS Prep Part 1 25</td>
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<tr>
<td>CT01771</td>
<td>Windows 7: MCTS Prep Part 2 25</td>
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**Recommended Course***

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<tbody>
<tr>
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</table>

*Courses are offered on a rotating basis. Call 703-658-2729 or email business@fcps.edu for more information.

**HUMAN RESOURCES MANAGEMENT**

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Explore the dynamic field of human resources. Coursework focuses on producing effective workforce, implementing policies and procedures, and utilizing research and trends.

<table>
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<tr>
<td>BE01018</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
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<tr>
<td>BE01400</td>
<td>HR Management Fundamentals —</td>
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<tr>
<td>BE01401</td>
<td>Building the HR Organization Structure 12</td>
</tr>
<tr>
<td>BE01402</td>
<td>Recruiting and Placing Employees 12</td>
</tr>
<tr>
<td>BE01403</td>
<td>Training the Workforce —</td>
</tr>
<tr>
<td>BE01405</td>
<td>HR Management in the 21st Century —</td>
</tr>
<tr>
<td>BE01406</td>
<td>Maintaining a Positive Work Environment 13</td>
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**Electives: 3 required**

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<tr>
<td>BE01404</td>
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<td>BE01406</td>
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<td>BE01409</td>
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<td>BE01410</td>
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<tr>
<td>BE01412</td>
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<tr>
<td>BE04020</td>
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</table>

**MANAGEMENT PRACTICES**

The Management Practices Certificate provides a firm foundation about both the theory and practice of management with an emphasis on practical discussions and skill development. The program is designed for those who are interested in exploring the topic of management or those starting out in management or supervisory positions. The required courses are based on the core management functions—Planning, Organizing, Staffing, Leading, and Controlling—as well as their relationship to one another. To earn this certificate, you must complete six required courses. While it is advisable to attend the courses in the order outlined, students can take any individual course that may be of interest.

<table>
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<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01500</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
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<tr>
<td>BE01510</td>
<td>What Management Is, What Managers Do 12</td>
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<tr>
<td>BE01511</td>
<td>Fundamentals of Managerial Planning 12</td>
</tr>
<tr>
<td>BE01512</td>
<td>Successful Delegation 12</td>
</tr>
<tr>
<td>BE01513</td>
<td>Essential Managerial Skills for HR Practices 12</td>
</tr>
<tr>
<td>BE01514</td>
<td>Leading for Maximum Results! 12</td>
</tr>
<tr>
<td>BE01516</td>
<td>Marketing Capstone Exercise (Coming Winter 2018) —</td>
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</table>

**MARKETING**

<table>
<thead>
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<tr>
<td>CE01056</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>BE01871</td>
<td>Starting a Nonprofit 15</td>
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<tr>
<td>BE01915</td>
<td>Grant Writing —</td>
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<tr>
<td>BE01913</td>
<td>Successful Fundraising 15</td>
</tr>
<tr>
<td>BE03886</td>
<td>Event Planning —</td>
</tr>
</tbody>
</table>

**NONPROFIT ORGANIZATION DEVELOPMENT**

Nonprofit organizations provide vital services that markedly contribute to the well-being of our communities. This certificate program provides the important skills needed for effective nonprofit community work. Currently, 14% of the area’s workforce is employed in the nonprofit sector—and many other community members are active volunteers. The program is designed for nonprofit founders and board members, as well as nonprofit directors, staff, and volunteers. To earn the Certificate, successfully complete the four required courses and any three electives. Individual courses may be taken without enrolling in the certificate program.

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01000</td>
<td>Certificate Prog Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>BE01747</td>
<td>Facebook Marketing—Apps, Adds, Events, Contracts, and Groups 15</td>
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<tr>
<td>BE01760</td>
<td>Applied Marketing for Small Businesses 14</td>
</tr>
<tr>
<td>BE01780</td>
<td>The Power of Email Marketing 14</td>
</tr>
<tr>
<td>BE01873</td>
<td>Nonprofit Marketing 15</td>
</tr>
<tr>
<td>BE01874</td>
<td>Content Marketing and Blogging for Business 14</td>
</tr>
<tr>
<td>BE01790</td>
<td>Uncovering the Brand Called &quot;You&quot; 15</td>
</tr>
<tr>
<td>BE01791</td>
<td>Communicating the Brand Called &quot;You&quot; 15</td>
</tr>
<tr>
<td>BE01762</td>
<td>Psychographics of Marketing 14</td>
</tr>
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</table>

Call 703-658-2729 or email business@fcps.edu for more information.

See pages 6 & 7 for more certificate programs.
Certicate Programs in Health Sciences

Most ACE programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or attain professional growth. For full program requirements, you must register for a certificate program or request an introductory letter. Students must notify the program manager when they are completing their final class.

**REQUIRED:** The following courses are required for all certificate programs:

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HM01625</td>
<td>Heartsaver CPR AED First Aid OR</td>
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<tr>
<td>HM01695</td>
<td>Heartsaver CPR AED plus</td>
<td>20</td>
</tr>
<tr>
<td>HM01626</td>
<td>First Aid</td>
<td>20</td>
</tr>
<tr>
<td>HM01991</td>
<td>Strategies for Succeeding in Healthcare</td>
<td>21</td>
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<tr>
<td>HM01627</td>
<td>Mental Health First Aid</td>
<td>20</td>
</tr>
<tr>
<td>BE01393</td>
<td>Resume and Interview Clinic</td>
<td>10</td>
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</table>

**Electives (3 required)**

- Electives: Required courses may not be used as electives. If a course is required for a program, it may not be used as an elective. Call 703-658-1216/1244 for questions regarding approval of electives.

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**DENTAL ADMINISTRATIVE OFFICE ASSISTANT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CE01023</td>
<td>Dental Admin Asst Cert. Prog. &amp; Fee ($75)</td>
<td>—</td>
</tr>
<tr>
<td>HM01645</td>
<td>Dental Office Administration Basics</td>
<td>—</td>
</tr>
<tr>
<td>HM01646</td>
<td>Dentrix Basics</td>
<td>22</td>
</tr>
<tr>
<td>HM01748</td>
<td>Intro to Dental Coding and Billing</td>
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**DENTAL ASSISTANT COMPREHENSIVE**

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<tbody>
<tr>
<td>CE01022</td>
<td>Dental Assistant Cert. Prog. &amp; Fee ($75)</td>
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<tr>
<td>HM01647</td>
<td>Dental Assistant Comprehensive</td>
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<tr>
<td>HM01646</td>
<td>Dentrix Basics</td>
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</table>

**SMALL BUSINESS MANAGEMENT**

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Learn the essentials to starting and running a small business. Go into business for yourself or consult and advise other small business owners. Complete the required courses and 2 electives to earn a Small Business Management Certificate.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CE01053</td>
<td>Certificate Program Registration &amp; Fee ($75)</td>
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<tr>
<td>BE01896</td>
<td>Starting Your Own Business</td>
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<tr>
<td>BE01879</td>
<td>Creating a Successful Business Plan</td>
<td>10</td>
</tr>
<tr>
<td>BE01880</td>
<td>Small Business Legal Primer</td>
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<tr>
<td>BE01324</td>
<td>Developing a Marketing Plan</td>
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<tr>
<td>CT01545</td>
<td>Create Your Own Business Web Site</td>
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<tr>
<td>BE01275</td>
<td>Federal Income Tax for Small Bus. Owners</td>
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<tr>
<td>BE01894</td>
<td>Winning Sales Strategies for Small Bus.</td>
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</table>

**Electives**

- Electives: Required courses may not be used as electives. If a course is required for a program, it may not be used as an elective. Call 703-658-1216/1244 for questions regarding approval of electives.

**WEB DESIGNER/DEVELOPER**

The need for web designers and developers has increased greatly as we evolve into an Internet-driven society. Consider a career in web design and development. You may also apply this skill set to other interests and earn extra income as a consultant, supporting a non-profit that needs an Internet presence, or starting a web-based business.

Successfully complete the required courses and two electives to earn your certificate.

**Required Courses**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CE01020</td>
<td>Certificate Program Registration &amp; Fee ($75)</td>
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<tr>
<td>CT01525</td>
<td>HTML 1*</td>
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<td>CT01526</td>
<td>HTML 2*</td>
<td>30</td>
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<tr>
<td>CT01527</td>
<td>HTML 3</td>
<td>30</td>
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<tr>
<td>CT01541</td>
<td>Web Design w/ Cascading Style Sheets (CSS) 1*</td>
<td>30</td>
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<tr>
<td>CT01542</td>
<td>Web Design with CSS 2</td>
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<tr>
<td>CT01531</td>
<td>JavaScript: Building Interactive Web Sites</td>
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<tr>
<td>CT01550</td>
<td>Graphics for the Web</td>
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**MEDICAL ADMINISTRATIVE ASSISTANT**

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<td>Med. Admin. Asst. Cert. Prog. &amp; Fee ($75)</td>
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<td>HM01600</td>
<td>Med. Term. w/Anatomy-Part 1</td>
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<td>HM01601</td>
<td>Med. Term. w/Anatomy-Part 2</td>
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<td>HM01638</td>
<td>Law &amp; Ethics</td>
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<tr>
<td>HM01606</td>
<td>NHA Certification Exam</td>
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**MEDICAL INSURANCE BILLER**

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<td>Med. Ins. Biller Cert. Prog. &amp; Fee ($75)</td>
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<td>HM01600</td>
<td>Med. Term. w/Anatomy-Part 1</td>
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<td>Med. Term. w/Anatomy-Part 2</td>
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<tr>
<td>HM01651</td>
<td>Medical Coding, Billing</td>
<td>1</td>
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<tr>
<td>HM01652</td>
<td>Medical Coding, Billing</td>
<td>2</td>
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<tr>
<td>HM01951</td>
<td>Medical Insurance Billing</td>
<td>—</td>
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<tr>
<td>HM01606</td>
<td>NHA Certification Exam</td>
<td>23</td>
</tr>
</tbody>
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**PATIENT CARE TECHNICIAN**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01021</td>
<td>Patient Care Tech. Cert. Prog. &amp; Fee ($75)</td>
<td>—</td>
</tr>
<tr>
<td>HM01605</td>
<td>CNA Placement Test</td>
<td>22</td>
</tr>
<tr>
<td>HM01780</td>
<td>Certified Nurse Aide (CNA)</td>
<td>22</td>
</tr>
<tr>
<td>HM01759</td>
<td>Introduction to EHR</td>
<td>23</td>
</tr>
<tr>
<td>HM01614</td>
<td>EKG Interpretation</td>
<td>22</td>
</tr>
<tr>
<td>HM01933</td>
<td>Venipuncture Essentials</td>
<td>—</td>
</tr>
<tr>
<td>HM01606</td>
<td>NHA Exam Proctor Session</td>
<td>23</td>
</tr>
</tbody>
</table>

**VETERINARY ASSISTANT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01050</td>
<td>Vet. Asst. Cert. Prog. &amp; Fee ($75)</td>
<td>—</td>
</tr>
<tr>
<td>HM01639</td>
<td>Veterinary Asst Part 1</td>
<td>39</td>
</tr>
<tr>
<td>HM01640</td>
<td>Veterinary Asst Part 2</td>
<td>39</td>
</tr>
<tr>
<td>HM01841</td>
<td>Veterinary Asst Part 3</td>
<td>—</td>
</tr>
<tr>
<td>HM01832</td>
<td>Pet Emergencies</td>
<td>39</td>
</tr>
</tbody>
</table>
Property Maintenance Technician Certificate Program

Master general repair skills and construction-related tasks to maintain buildings and their infrastructure. This program is ideal for building supervisors, apartment complex maintenance staff, as well as hotel, college, and other entities with on-site facilities maintenance crews. Persons considering a career in the trades will find this series helpful for career exploration.

The certificate program registration fee ($75) is required in order to initiate record keeping for your transcript. Courses for this certificate program can be taken in any order. This ACE certificate program is endorsed by the Northern Virginia Workforce Development Board (NVWDB).

The following seven courses are required for the Property Maintenance Technician (PMT) certificate program. These classes are also open to individuals who wish to master general repair skills in order to maintain their homes.

### Required Courses

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01006</td>
<td>Property Maint Tech Cert Prog &amp; Fee ($75)</td>
<td>0</td>
</tr>
<tr>
<td>TI05581</td>
<td>Drywall, Painting, &amp; Waterproofing Wksp</td>
<td>31</td>
</tr>
<tr>
<td>TI05582</td>
<td>Heating and Air Conditioning Systems</td>
<td>31</td>
</tr>
<tr>
<td>TI05583</td>
<td>Nuts and Bolts of PMT Careers</td>
<td>31</td>
</tr>
<tr>
<td>TI05587</td>
<td>Electrical Workshop: Maintenance &amp; Repair</td>
<td>31</td>
</tr>
<tr>
<td>TI05590</td>
<td>Plumbing Workshop: Maintenance &amp; Repair</td>
<td>31</td>
</tr>
<tr>
<td>TI05593</td>
<td>Appliance Repair Workshop</td>
<td>31</td>
</tr>
<tr>
<td>TI05595</td>
<td>Door Locks Workshop: Installation</td>
<td>31</td>
</tr>
</tbody>
</table>

### Optional Courses

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TI05358</td>
<td>Blueprint Reading</td>
<td>31</td>
</tr>
<tr>
<td>TI05374</td>
<td>CFC Certification Prep</td>
<td>32</td>
</tr>
<tr>
<td>TI05598</td>
<td>OSHA 10 Construction Certification</td>
<td>31</td>
</tr>
</tbody>
</table>

Employee Training...

Customized Solutions

**Is your business realizing its potential?**

ACE Workplace Training collaborates with organizations to improve and maintain their competitive edge with customized training programs that are responsive to the specific challenges and needs of the business and its people.

While organizational performance depends on both the professional skills and the personal attitude of your staff, training is an influential tool that can improve both performance and morale. Workplace Training offers customized training programs to meet the specific learning requirements of individuals and teams at various stages of their career.

Enhancing the capabilities of your employees is a retention strategy that promises more stability and sustainable high performance, improved reputation, and a skilled workforce—all which impact favorably on your bottom line.

To learn how a tailored training program can give your business an edge, please contact Workplace Training at 703-658-1223 or email workplacetraining@fcps.edu.

Employers:

**Make an investment in your employee’s professional future. Increase their skills and abilities through customized Workplace Training classes. Contact Workplace Training at: 703-658-1223 or workplacetraining@fcps.edu.**

A glimpse of onsite customized Workplace Training programs...

**Business Writing**

Does your staff struggle with everyday written communication such as emails, memos, letters, or reports? Improve employee’s confidence and ability to communicate in a professional manner. Grammar and writing classes will help to add clarity and conciseness to all written communications.

**CPR and First Aid**

Adult, Child, and Infant CPR, First Aid, Automated Electronic Defibrillator, and Bloodborne Pathogens courses are available. These courses follow American Heart Association (AHA) guidelines and are taught by AHA instructors. Certification cards are issued upon successful completion.

**Home and Companion Care**

Learn techniques to have more meaningful interactions with dementia and other homebound individuals. Classes provide insight and hands on practice for both basic physical and emotional care.

**Communication for the Workplace**

Job-related instruction focuses on workplace communications including: customer service, uncomfortable or difficult conversations and conflict resolution. Work readiness English classes for those just entering the workforce are also available.

**Customized Computer Training**

Classes available in Microsoft® Office (comprehensive or program specific), QuickBooks, and much more.

Contact Workplace Training at: 703-658-1223 or workplacetraining@fcps.edu.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE01260</td>
<td>Fundamentals of Accounting—Part 1</td>
<td>Discover the accounting cycle. Course includes journalizing, posting, and adjusting closing entries; preparing financial statements; and payroll. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see <a href="http://www.aipb.org">www.aipb.org</a>). No discounts/waivers. 16 sessions @ 2.5 hrs each.</td>
<td>$530</td>
<td>Tu Th, March 10-May 30</td>
<td>Wanda Patt, CPA, QB Pro Advisor, instructor</td>
</tr>
<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2015—Level 1</td>
<td>This course is geared towards anyone working with data entry in QuickBooks. Level 1 teaches how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. A general knowledge of accounting principles is required for this course. Purchase book separately. ISBN: 9781942421710. 7 sessions @ 3 hrs each.</td>
<td>$454</td>
<td>Tu Th, May 1-25</td>
<td>Wanda Patt, CPA, QB Pro Advisor, instructor</td>
</tr>
<tr>
<td>CT01436</td>
<td>QuickBooks Pro 2015—Level 2</td>
<td>QuickBooks Level 2 is a continuation of the basic features for daily accounting tasks using QuickBooks and will introduce several of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory, and payroll. Uses same text as CT01435. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. 7 sessions @ 3 hrs each.</td>
<td>$454</td>
<td>Tu Th, June 26-August 8</td>
<td>Wanda Patt, CPA, QB Pro Advisor, instructor</td>
</tr>
<tr>
<td>BE01264</td>
<td>Fast Track Bookkeeping and Accounting</td>
<td>Acquire basic bookkeeping and recordkeeping skills. Enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). In this intense class, the accounting cycle (knowledge side) will be followed by QuickBooks Pro (skills side). Nice class for anyone interested in the field including entrepreneurs. 15 sessions @ 3 hrs each.</td>
<td>$624</td>
<td>Tu Th, September 11-October 30</td>
<td>Chandran Pillai, CPA, instructor</td>
</tr>
<tr>
<td>BE01266</td>
<td>Comprehensive Tax Preparation 1</td>
<td>Interested in earning money as a tax professional and/or saving money by preparing your own return? Course covers simple individual tax forms, including 1040EZ, 1040A, and basic 1040 returns. Those preparing taxes for others can use course to sit for pending IRS exams and ACAT certification. No discounts or refunds. 10 sessions @ 3 hrs each.</td>
<td>$519</td>
<td>Tu Th, October 1-20</td>
<td>Emmanuel Gyimah, instructor</td>
</tr>
<tr>
<td>BE01271</td>
<td>Accounting for Non-Accountants</td>
<td>Accounting for non-accountants is the must-have course for all who have never taken an accounting class, are mystified by accounting language, and have no clue about balance sheets, income statements, or statements of cash flows. Whether you own a business, plan on starting one, or need to brush up on accounting, this is the course for you. No discounts. 4 sessions @ 3 hrs each.</td>
<td>$251</td>
<td>Tu Th, November 18-December 19</td>
<td>Emmanuel Gyimah, instructor</td>
</tr>
<tr>
<td>BE01275</td>
<td>Federal Income Tax for Small Business Owners</td>
<td>Learn what the IRS considers business income, business expenses (including IRS regulations on Section 179 expensing and depreciation, car and truck expenses, home office expenses, net operating losses, etc.), gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses. This course will also cover asset depreciation methods and the assets life/class per IRS regulations. 4 sessions @ 3 hrs each.</td>
<td>$249</td>
<td>Tu Th, December 26-January 16</td>
<td>Wanda Patt, CPA, QB Pro Advisor, instructor</td>
</tr>
</tbody>
</table>

See page 63 for registration information.
Successful Business Writing | Course BE01075
In business writing, the language is concrete and significant points are well expressed. Create clear and effective letters, memos, reports, and professional papers. Manage writer’s block; get ideas on paper; revise for clarity; and edit for jargon, wordiness, and correct grammar. Put away your inadequacies and acquire that professional touch. 5 sessions @ 3 hrs each.
$268 Tuition
$21 Text: Writing At Work
$289 Total Cost
Section 0040 7:00 pm
Woodson HS W, September 20-October 18
Rm E157 Kathy Barber, MA, instructor

Technical Writing | Course BE01084
Thinking about a new career in technical writing or brushing up on your current technical writing skills? This course is for you! Begin the course studying the basics, including technical writing style, document design, and interviewing subject matter experts. Then learn how to create four specific types of technical documents. The course concludes with valuable job search tips and the opportunity to create portfolio pieces for your next interview. 2 sessions @ 2 hrs each.
$159 Tuition
$159 Total Cost
Section 0040 7:00 pm
Chantilly HS Tu, October 3-October 10
Rm 270 Savita Taylor, MS, Med, instructor

Office Communication Skills | Course BE01061
Office Communication Skills is a practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 C’s of business writing. AM PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$205 Tuition
$10 User Fee
$4 Text: Quick Source Guide PowerPoint 2013
$219 Total Cost
Section 0040 9:00 am
L. Braddock SS Sa, September 9-September 23
Rm H201 Liz McDowell, instructor
Section 0041 7:00 pm
Edison HS W, October 4-October 18
Rm B129 Robert Wise, instructor

Confident Public Speaking | Course BE01066
Whether speaking to a small group or a filled auditorium, this class provides the requisite tools needed to deliver a message clearly and with confidence. Learn ways to overcome nervousness; have a technique for preparing messages that are meaningful for the audience; get tips for creating impactful visuals that support the message; and manage questions and answers. The course provides opportunities to practice both off-the-cuff and planned presentations. 4 sessions @ 2 hrs each.
$149 Tuition
$149 Total Cost
Section 0040 7:00 pm
Woodson HS Th, October 5-October 26
Rm G106 Lori Muhlstein, MPA, instructor
Section 0041 7:00 pm
Herndon HS Tu Th, November 7-November 16
Rm 133 Pam Marshall Annitto, ACC, CPC, instructor

Confident Public Speaking—Level 2 | Course BE02067
Building on basic presentations skills, this class offers participants the ability to enhance their public speaking skills from 60-second “elevator” speeches to longer prepared presentations. Participants will select a topic and work throughout the program on a presentation from development to delivery including design, notes and visuals development, and continued practice with feedback. “Confident Public Speaking” or some public speaking experience required. 3 sessions @ 2 hrs each.
Prereq: BE01066 Confident Public Speaking
$149 Tuition
$149 Total Cost
Section 0040 7:00 pm
Woodson HS M.W. November 6-November 13
Rm E126 Lori Muhlstein, MPA, instructor

Accent Modification | Course BE01067
Accent modification improves speaking and listening skills for non-native speakers of English. It includes instruction in placement of sounds in the head, accurate pronunciation, stress and rhythm, linking, and intonation. Students learn and apply a skill set that reduces their accent and allows them to better understand English and to be better understood when they speak. The International Phonetic Alphabet (IPA) is employed so the training applies to all languages. 5 sessions @ 3 hrs each.
$230 Tuition
$19 Text: Mastering the American Accent
$249 Total Cost
Section 0040 1:00 pm
Plum Center Tu Th, September 26-October 10
Rm 110 Kathy Barber, MA, instructor
Section 0041 7:00 pm
Woodson HS W, November 8-December 13
Rm G106 Kathy Barber, MA, instructor

Voice-Overs...Now is Your Time! | Course BE01072
In what could be one of the most enlightening 2 hours you’ve ever spent, this class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! (Instructor Dan Levine has won many awards for his efforts.) 1 session @ 2 hrs.
$79 Tuition
$79 Total Cost
Section 0040 7:00 pm
Pimmit Hills Ctr W, October 18
Rm 115 Staff, instructor

Studio Package | Course BE02020
Studio Package is an eight week, 24 hour, all-encompassing course that provides hands-on training in all the equipment elements needed to help produce a television program using either studio A or B. Key crew positions covered include Camera operations, Lighting, Set-Design, Audio operations, Character Generator/Ross Xpression, Chroma Key/Green Screen, Technical Directing/Ross Carbonite, and proven production planning tips. If you would like to know how to create a show in studios A or B—whether it’s a talk show, sports, news or interview segments then this is the class for you. By the end of this course you will be certified in the use of all the studio and control room equipment and authorized to volunteer in equipment positions for studio A/B productions. Note: volunteering and continued practice with the equipment is key to improve ones skill and experience. 8 sessions @ 3 hrs each.
$285 Tuition
$285 Total Cost
Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) W, October 18-December 13
Rm TBD TBD, instructor

Radio Production | Course BE02022
This course is designed to teach the key operating functions of FPA’s radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start shows of their own. Basic knowledge of computers is recommended for this course. 6 sessions @ 3 hrs each.
$196 Tuition
$196 Total Cost
Section 0040 9:00 am
Fairfax Public Access (TV & Radio) Sa, September 16-October 21
Rm TBD TBD, instructor

Adobe Audition Fundamentals (Digital Audio Editing) | Course BE02023
In this workshop, you will learn the basics of digital recording, audio editing, and processing, as well as mixing voice with sound effects and music, using the industry standard Adobe Audition CC program. The class is designed to teach the necessary skills to edit radio shows or create audio promos. Plus, you will gain the ability to record voice over projects in our computer lab using our microphone adapters or in our WRLD recording studios. Furthermore, you will gain an understanding on how to prepare audio files for podcasting or web purposes. Upon completion of this course use of this equipment is authorized for volunteer purposes or for those working on their own approved FPA program. We highly recommend beginner students take the Radio Production course first to learn all the capabilities available in the Radio Fairfax and WRLD Radio studios. No discounts/ refunds. 6 sessions @3 hrs each.
$285 Tuition
$285 Total Cost
Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) F, October 6-November 17
Rm TBD TBD, instructor

Radio Production | Course BE02022
This course is designed to teach the key operating functions of FPA’s radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start shows of their own. Basic knowledge of computers is recommended for this course. 6 sessions @ 3 hrs each.
$196 Tuition
$196 Total Cost
Section 0040 9:00 am
Fairfax Public Access (TV & Radio) Sa, September 16-October 21
Rm TBD TBD, instructor

Adobe Audition Fundamentals (Digital Audio Editing) | Course BE02023
In this workshop, you will learn the basics of digital recording, audio editing, and processing, as well as mixing voice with sound effects and music, using the industry standard Adobe Audition CC program. The class is designed to teach the necessary skills to edit radio shows or create audio promos. Plus, you will gain the ability to record voice over projects in our computer lab using our microphone adapters or in our WRLD recording studios. Furthermore, you will gain an understanding on how to prepare audio files for podcasting or web purposes. Upon completion of this course use of this equipment is authorized for volunteer purposes or for those working on their own approved FPA program. We highly recommend beginner students take the Radio Production course first to learn all the capabilities available in the Radio Fairfax and WRLD Radio studios. No discounts/ refunds. 6 sessions @3 hrs each.
$285 Tuition
$285 Total Cost
Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) F, October 6-November 17
Rm TBD TBD, instructor
Adobe Premiere Essentials (Video Editing) | Course BE02026
Adobe Premiere Pro is a real-time computer video editing software application applicable to both beginner enthusiast and those working in the professional field. Our Adobe Premiere class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include the basics of capturing video/audio, project management, trimming sequences, video generating, creating titles, and final outputting, including laying back to videotape. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. No discounts/refunds. 6 sessions @ 3 hrs each.

$ 285 Tuition
$ 285 Total Cost

Section 0040
7:00 pm
Fairfax Public Access (TV & Radio) Tu Th, September 12-September 28
Rm TBD
TBD, instructor

Section 0041
7:00 pm
Fairfax Public Access (TV & Radio) Tu Th, November 7-November 28
Rm TBD
TBD, instructor

Avid Media Composer Fundamentals (Video Editing) | Course BE02027
Avid Media Composer 8 provides students with exposure to the core skills, workflows, and concepts involved in using this high-end professional non-linear video editing program. It covers the new timeline direct tools, layouts and interface, mixing frame sizes and aspect ratios, video capturing and project management. Sessions are divided between demonstration and hands-on practice, with dedicated lab time in order to complete a short final project. For those that are interested in learning this program whether it’s for personal use, for work, or to help them in the professional field, a familiarity with computers and basic knowledge of editing is recommended. Registration closes one week prior to start date of class. No discounts/refunds. 8 sessions @ 3 hrs each.

$ 400 Tuition
$ 400 Total Cost

Section 0040
7:00 pm
Fairfax Public Access (TV & Radio) M W, November 13-December 11
Rm TBD
TBD, instructor

Adobe After Effects Essentials (Motion Graphics) | Course BE02028
After Effects is an industry standard digital, post-production program that provides a comprehensive set of 2D and 3D tools for creating graphic animations and effects used for broadcast television, web and other video production needs. Using the program, you can composite layers in the timeline, perform motion tracking, and holds numerous certifications in sales, relationship awareness, and conflict management programs.

Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088
Do you find yourself in the middle of an argument and wonder how it got started in the first place? Do you overreact and make a difficult situation worse? Are you trapped in a seemingly insolvable cycle of conflict? Course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others’ concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.

$ 95 Tuition
$ 95 Total Cost

Section 0040
7:00 pm
Woodson HS
W, October 18
Rm G105
Eric Assur, MA, instructor

NEW
Discover/Reconnect With Your Life/Business Goals | Course BE01567
Students will become familiar with the DreamBuilding system and will also learn to identify some of their own life (or business) goals. Become familiar with and practice the system for testing goals in relation to your own core values. 4 instructional hours.

$ 65 Tuition
$ 65 Total Cost

Section 0040
9:00 am
Sa, September 30
Demara Stamler, instructor

Section 0041
7:00 pm
Tu Th, November 14-November 16
Demara Stamler, instructor

Résumé and Interview Clinic | Course BE01393
Find that dream job! We’ll cover all aspects of finding and keeping a good job including how to locate jobs, the role of the Internet in the employment process, résumé and cover letter preparation, interviewing skills, obtaining great professional references, background investigations, job offer evaluation, salary negotiations and tips for career success. This class is appropriate for all job seekers regardless of your experience. Bring a copy of your résumé to the first class. Session three will be in a computer lab where the instructor will help all students finalize their résumés. 3 sessions @ 2.5 hrs each.

$ 119 Tuition
$ 119 Total Cost

Section 0040
7:00 pm
Woodson HS
W, September 27-October 11
Bruce Robertson, MS, SPHR, instructor

Section 0041
9:00 am
Sa, September 30-October 14
Liz McDowell, instructor

Section 0042
7:00 pm
Woodson HS
W, November 1-November 15
Bruce Robertson, MS, SPHR, instructor

Section 0043
7:00 pm
Th, November 2-November 16
Dr. Janice Suteria Wolfe, instructor

Section 0043
9:00 am
Tu W Th, December 5-December 7
Rosalind Levy, instructor

Find a Local, State, or Federal Job by Using the Internet | Course BE01395
Explore numerous web sites to find local, state, and federal jobs of interest. Learn tips and tricks of how to get where you would like to go. Determine eligibility requirements, examine the application process, and establish follow-through procedures. Taught in a computer lab. 1 session @ 3 hrs.

$ 74 Tuition
$ 5 User Fee
$ 79 Total Cost

Section 0040
9:00 am
Pimmit Hills Ctr
W, October 4
Rosalind Levy, instructor

ENTREPRENEURSHIP/SMALL BUSINESS
Starting Your Own Business | Course BE01896
Thousands start businesses every day. Success involves planning, maneuvering through bureaucratic hurdles, and finding customers. Learn how to be your own boss, set up your business operations, develop a marketing plan, and plan for growth. 3 sessions @ 2 hrs each.

$ 139 Tuition
$ 139 Total Cost

Section 0040
7:00 pm
Woodson HS
Tu, September 19-October 3
Lori Muhlstein, MPA, instructor

Section 0041
7:00 pm
Plum Center
M W, December 11-December 18
Lori Muhlstein, MPA, instructor

Creating a Successful Business Plan | Course BE01879
Learn the tools that assist in developing a successful plan to run your business effectively and efficiently. A well-defined plan will keep you on task, serve as a source for funds, aid decision-making, and drive your business forward. 3 sessions @ 3 hrs each.

$ 216 Tuition
$ 23 Text: The Secrets to Writing A Successful Business Plan
$ 239 Total Cost

Section 0040
7:00 pm
Woodson HS
Tu, October 10-October 24
Joe Micari, MBA, instructor

Developing a Marketing Plan | Course BE01245
Develop and write a comprehensive marketing plan. This will be a model marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. Special emphasis is placed on integrating Internet marketing and return on investment metrics. 2 sessions @ 2.5 hrs each.

$ 125 Tuition
$ 125 Total Cost

Section 0040
7:00 pm
Woodson HS
W, October 18-October 25
Liz McDowell, instructor

Section 0041
7:00 pm
Edison HS
M W, December 4-December 6
Robert Wise, instructor

Instructor Spotlight
An accomplished trainer, Lori Muhlstein helps people express themselves in fun, creative, and productive ways. Her proficiency in public speaking, sales, communication, and leadership served her well throughout her career at Verizon Communications where she held numerous management positions in learning and development, sales, and marketing. In addition to her role at ACE, Lori coaches organizations and individuals to improve communications and sales performance. A long-time Fairfax County resident, she earned an MPA from American University and holds numerous certifications in sales, relationship awareness, and conflict management programs.
Tax Strategies for the One-Person Business and Small Corporations | Course BE01903
One-person businesses and small corporations frequently pay too much in taxes and do not know it! Explore the tax laws, unknown to you and/or your tax return preparer, which favor the smallest of businesses, such as sole proprietorships, LLCs, S Corporations, and C Corporations. Save your money. Taught by a CPA with a masters degree in taxation. 2 sessions @ 3 hrs each.
$ 134 Tuition  
$ 25 User Fee  
$ 159 Total Cost

Winning Sales Strategies for Small Business | Course BE01894
You know your business and are passionate about what you do. Do you have a business plan that includes your marketing strategy? What’s your sales plan? How will you know if a prospect is a qualified potential customer? This course introduces small business executives to a professional selling approach that will help you grow your business with long-term customers and referrals. You will learn that when you are focused on your customer, you gain a competitive advantage and can be more successful in meeting your business goals. 1 session @ 3 hrs.
$ 89 Tuition  
$ 89 Total Cost

Small Business Legal Primer | Course BE01880
Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you get paid. 2 sessions @ 3 hrs each.
$ 165 Tuition  
$ 165 Total Cost

NEW Networking for Business Success | Course BE01792
Does the thought of networking make you feel uncomfortable? Do you wait until you really need something to begin networking? If so, this workshop is for you! Sustainable networking is an ongoing process made up of connections that are built on trust, over time. This workshop teaches the important skills of how to meet new people in a professional setting; how to answer the question, “What do you do...” in an interesting and compelling way; and how to nurture and grow your professional network. 1 session @ 2 hrs.
$ 89 Tuition  
$ 89 Total Cost

Doing Business Globally | Course BE01461
Are you ready to conduct business internationally? Do you understand the culture? Learn the basics on how to assess a country, provide a global strategy, set up a team, establish your operations, understand the logistics process, and implement a realistic schedule and budget. 2 sessions @ 2.5 hrs each.
$ 74 Tuition  
$ 5 User Fee  
$ 79 Total Cost

I Have a Great Idea, Now What?.Get Your Product to Market Without Wasting a Dime! | Course BE01928
You’ve seen people make millions of dollars from products marketed on TV. You have an idea for a product and know everyone will want one if you just make it available. But, how do you know if your idea will sell? How do you price your product for profit? How do you navigate the prototype process without wasting money? Can you get someone to buy your idea and sell it for you, or should you build and sell it yourself? Your teacher, a patented, award-winning inventor, will take you step-by-step through the invention process from idea to market. You will also learn how to conduct a patent search, how to protect your product idea, and even how to get funding. Best of all, you will learn inside tips and tricks so that you will not have to waste a dime! 4 sessions @ 3 hrs each.
$ 229 Tuition  
$ 229 Total Cost

Landling | Course BE01186
Do you have difficult tenants? Are you considering renting out your home or purchasing investment property? Avoid problems. A lawyer will present your rights and responsibilities regarding leases, security deposits, maintenance, record keeping, and eviction. Learn how recent developments in Virginia landlord-tenant law affect you! Determine whether your rental(s) are exempt from the Virginia Residential Tenant Act. 1 session @ 2.5 hrs.
$ 99 Tuition  
$ 99 Total Cost

Become a Washington DC Tour Guide | Course BE01927
This is a great second career for history buffs! Acquire information on the industry, touring opportunities, and how to get hired. Study best presentation techniques and guiding skills. Learn how to conduct a walking tour and a bus tour. Course conducted in classroom and off-site. The class will decide when off-site meetings will take place. Instructor is a practicing DC tour guide. 5 sessions @ 3 hrs each.
$ 247 Tuition  
$ 2 User Fee  
$ 249 Total Cost

International Business Travel | Course BE01460
Are you seeking a new adventure? Do you want to explore different cultures by living in a different country? Then this course is for you. The course guides you through the transition process, informs you of what to expect, provides useful references and lessons learned experiences to making your transition easy. This training is for employees, business owners, teachers, government contractors, retirees, volunteers, and families preparing to work and/or live outside their home country. 2 sessions @ 2.5 hrs each.
$ 74 Tuition  
$ 5 User Fee  
$ 79 Total Cost

Introduction to Blockchain Technology | Course CT02801
Blockchain is the underlying technology facilitating Bitcoin and several other cryptocurrencies today. Is it a passing fad, an evolutionary trend, or a truly revolutionary and disruptive technology phenomenon? This four-hour class answers this question and more, and perhaps most importantly, “exactly what is blockchain and why does it matter?” The business person, the investor, the technosavvy consumer...all have a vested interest in understanding blockchain and how to leverage it moving forward.
$ 79 Tuition  
$ 79 Total Cost

Introduction to Drones/Multirotors | Course BE08050
The world of drones and multirotors is exploding! Do you presently own or are you planning to purchase a multirotor/droner? This class helps you to identify the right unit to purchase and learn the basics of drone/multirotor components. Receive important information on Federal Aviation Administration (FAA) rules, privacy concerns, and opportunities to convert your hobby into a business venture. Recreational operators will learn exactly what is required to be legal and to fly efficiently and safely. This class does not include drone assembly or drone flights. 2 sessions @ 3 hrs each.
$ 99 Tuition  
$ 99 Total Cost
LEADERSHIP AND MANAGEMENT

What Management Is, What Managers Do | Course BE01510
Organizations are the means by which people get things done. People can accomplish more working together than they can achieve alone, but to combine and coordinate the efforts of the members of the organization, the process of management is required. Learn why management is needed in all organizations and the different levels of management. Explore what managers do, the definitions of essential management functions—planning, organizing, staffing, leading and controlling—and the basic skills required for effective management. 1 session @ 4 hrs.

$109 Tuition
$109 Total Cost
Section 0040
9:00 am
Plum Center
L. Braddock SS
Jacqueline Miner, Instructor

Fundamentals of Managerial Planning | Course BE01511
To be effective, supervisors must perform the planning functions—both routine and detailed—as an ongoing part of their jobs. Learn the important reasons for planning; the steps involved in planning and how to create effective objectives; how planning differs at the top, middle and supervisory levels of an organization; and, differentiate the various kinds of stand and single-use plans. 1 session @ 4 hrs.

$109 Tuition
$109 Total Cost
Section 0040
9:00 am
Plum Center
L. Braddock SS
Sally Silberman, Instructor

Successful Delegation: Achieving Results Through Others | Course BE01512
Delegating effectively is a critical skill (that falls under the organizing function) that a manager or team leader should master for success on the job. It reduces a manager's workload and develops employees' skills, knowledge, job satisfaction, and commitment to the organization if handled correctly. Mastering delegation is also a key skill for those who want to advance to higher levels of management opportunity within an organization. Learn how to identify why managers fail to delegate; examine the concepts of responsibility, authority, and accountability; learn and apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can't be delegated; and learn how to monitor progress without over managing. 1 session @ 6.5 hrs.

$139 Tuition
$139 Total Cost
Section 0040
9:00 am
Plum Center
L. Braddock SS
Sally Silberman, Instructor

Building the Organizational Structure | Course BE01401
Study what constitutes the organization structure, how managers and employees can build an organization to function effectively, and how human resource management fits into this picture. Particular attention is paid to building positions, the essential building block for an effective human resource management program. 4 sessions @ 3 hrs each.

$229 Tuition
$5 User Fee
$5 Text: Building the Organizational Structure
$239 Total Cost
Section 0040
7:00 pm
Edison HS
Tu Th, September 19-September 28
Rm B133
Gina Lynch, MA, MS, Instructor

HR Recruiting and Placing Employees | Course BE01402
Study how to establish and carry out a recruiting program that brings needed manpower to your workforce and effectively positions that workforce for maximum efficiency and effectiveness. 4 sessions @ 3 hrs each.

$229 Tuition
$5 User Fee
$5 Text: HR Recruiting and Placing Employees
$239 Total Cost
Section 0040
7:00 pm
Edison HS
Tu Th, October 17-October 26
Rm B133
Gina Lynch, MA, MS, Instructor

HR Organizational Downsizing | Course BE01404
In-depth study of the downsizing process, how managers can proceed successfully through each step of the process, and while caring for each employee as far as possible, develop a strong, forward-looking organization prepared for future challenges. Bring laptop to class. 4 sessions @ 3 hrs each.

$229 Tuition
$5 User Fee
$5 Text: FPS BE01404 Downsizing with Logic and Care
$239 Total Cost
Section 0040
7:00 pm
Edison HS
Tu Th, September 5-September 13
Rm B133
Gina Lynch, MA, MS, Instructor

HR Management in the Equal Opportunity Environment | Course BE01406
This course addresses how to manage employees through frequent and obvious obstacles and pitfalls in carrying out EEO program requirements. It provides an in-depth study of how managers and supervisors can knowingly build a strong organization while implementing anti-discrimination policies required by Federal law. 4 sessions @ 3 hrs each.

$229 Tuition
$5 User Fee
$5 Text: HR Management in the Equal Opportunity Environment
$239 Total Cost
Section 0040
7:00 pm
Edison HS
M W, November 6-November 15
Rm B133
Gina Lynch, MA, MS, Instructor
Maintaining a Positive Work Environment | Course BE01407
This course reviews how to maintain positive workforce relations to assure maximum performance, essential aspects of appraising performance, programs to maintain proper discipline, programs for employee grievances and appeals, particular programs that respond to manager and employee needs (such as telecommuting) and the nature and value of effective communications. 4 sessions @ 3 hrs each.
$ 229 Tuition
$ 5 User Fee
$ 5 Text: FCPS BE01407 Maintain a Positive Work Environment
$ 239 Total Cost
Section 0040
Edison HS
M W, December 4-December 13
Rm B133
Gina Lynch, MA, MS, instructor

Human Resources Law Overview | Course BE01410
Study the content of laws pertaining to wages and hours, workers’ safety and health, unions and members, family and medical leave, Virginia at-will employment and the right to work. Understand how a human resources manager might respond and when these laws affect workforce operations. Course does not provide legal opinions or positions. 4 sessions @ 3 hrs each.
$ 234 Tuition
$ 5 User Fee
$ 239 Total Cost
Section 0040
Edison HS
M W, October 16-October 25
Rm B129
Deborah Marconda, JD, instructor

Introduction to Project Management | Course BE01204
Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. Bring lunch. 2 sessions @ 6 hrs each.
$ 289 Tuition
$ 10 User Fee
$ 299 Total Cost
Section 0040
Plum Center
Sa, September 30-October 14
Rm 104
Melson Martis, MBA, PMP, CSM, instructor

Introduction to Coaching | Course BE01560
If you seek to inspire and motivate others, then coaching may be the skill set you need. This continuously emerging field draws on numerous communication approaches and techniques you can use to support others in achieving their short and long-term goals by developing a positive approach to all areas of their lives. In this experiential introductory session, we’ll discuss the basics of how coaching works and discover what coaching is—and isn’t—distinguishing coaching from mentoring, consulting, therapy, training and athletic development and the essential components of all coaching interventions. 1 session @ 4 hrs.
$ 109 Tuition
$ 109 Total Cost
Section 0040
Plum Center
Sa, November 18
Rm 112
Sally Silverman, Instructor

Instructional Design for Classroom Training | Course BE03105
Gain the skills you need to create effective corporate, government, and military training courses. Using the Instructional Systems Design (ISD) method, you will develop a full courseware suite, including facilitator guides, participant workbooks, and PowerPoint presentations. Learn to create engaging, active, and applied learning activities that meet stated learning outcomes. If you are an instructional designer, training coordinator, training instructor, or interested in pursuing a career in the field of instructional technology, this course may be right for you. 5 sessions @ 1.5 hrs each.
$ 139 Tuition
$ 139 Total Cost
Section 0040
L. Braddock SS
Tu, October 17-November 14
Rm H230
Evangeline Harris, Instructor

Improv for Success Workshop | Course PR09050
Imagine a critical meeting or presentation with clients, teachers, your organization’s leadership, or with colleagues/classmates. You begin and your notes are not in the right order or you’re asked a question about a topic on which you didn’t prepare. What do you do? Panic? Stall for time? This two-hour, highly interactive workshop uses improvisational activities to help build more confidence in thinking on your feet and communicating in many situations. Experts agree that improvisation also helps to build skills in critical thinking, presentation, negotiation, articulating ideas, networking, team cohesion and collaboration, creativity...and much more. This is a fun and friendly environment to practice these skills and meet your own personal development goals. 1 session @ 2 hrs.
$ 99 Tuition
$ 99 Total Cost
Section 0040
Woodson HS
M W, September 18
Rm G107
Lori Muhlstein, MPA, instructor

Agile Software Project Management with Scrum | Course CT01693
With many software development projects consistently over budget and behind schedule, government and private industry are relying on agile methodologies to fix problems. Software developers, team leads, project managers, functional experts need a software solution. Discover what it means to be agile and how the Scrum methodology will expose flaws in your existing process and motivate your team to deliver working software faster. 2 sessions @ 3 hrs each.
$ 284 Tuition
$ 15 User Fee
$ 299 Total Cost
Section 0040
Woodson HS
M, October 16-October 23
Rm E159
Christopher Sealey, ME, CSM, instructor

Office Etiquette | Course PR09001
It has been said that you do not get a second chance at making a good first impression! Learn what is expected in the business world. Gain the edge that will set you apart. Civility, business dress, proper telephone technique, electronic communication, and written communication etiquette will not only help you make a great first impression, but will serve you in all aspects of business and social life. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost
Section 0040
Plum Center
Th, October 19
Rm TR4
Lori Muhlstein, MPA, instructor

NEW
Agile Estimation and Planning | Course CT01696
Each student will learn about user stories, story points, planning poker, product backlog, team velocity, and how to apply them all to estimation and iterative re-estimation. Grooming of the Product Backlog and zoning of user stories as techniques in estimating agile projects will also be discussed. Prerequisite: CT01693. 2 sessions @ 3 hrs each.
$ 284 Tuition
$ 15 User Fee
$ 299 Total Cost
Section 0040
Woodson HS
M, November 6-November 13
Rm A222
Christopher Sealey, ME, CSM, instructor
LICENSURE AND PREPARATION

Virginia Principles of Real Estate | Course BE01972
Virginia real estate is a diverse market, with coastal homes, rural farmlands, and the bustling suburbs of Washington, DC. Professionals seeking a Virginia real estate license, must complete this DPOR approved 60 hour course in order to sit for state and national exams administered by PSI. No discounts or refunds. 20 sessions @ 3 hrs each or 15 sessions @ 4 hrs each.
$303 Tuition
$56 Text: Modern RE Practice; VA RE Practice and Law Pig
$359 Total Cost

NEW

Introduction to Marketing | Course BE01759
Ever wondered how marketing works? Explore the what, where, when, how, and why of marketing a product, service, or idea. Great first class in the Marketing Certificate Program! 2 sessions @ 2.5 hrs each.
$104 Tuition
$5 User Fee
$109 Total Cost

Section 0040
7:00 pm
Pimmit Hills Ctr
Rm 159
Bill Hardin, CRB, Instructor

Section 0041
7:00 am
L. Braddock SS
Rm 158
Bill Hardin, CRB, Instructor

Section 0042
9:00 am
Plum Center
Rm 140
Bill Hardin, CRB, Instructor

Applied Marketing for Small Businesses | Course BE01760
There is much more to marketing than advertising. If you are unsure how to increase sales and marketing for your small business without breaking the bank on expensive paid advertising, this class is for you. Learn important (and practical) fundamentals of marketing that you can begin applying to your business immediately. Topics include: websites, Facebook business pages, search engine optimization, customer testimonials, and brand-building. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
9:00 am
Plum Center
Rm 118
Melissa Shaw, PCM, instructor

Section 0041
7:00 pm
L. Braddock SS
Rm H215
Melissa Shaw, PCM, instructor

MARKETING

NEW

Digital Marketing Strategy | Course BE01763
Learn the top digital marketing strategies needed for success today. With competitors and potential customers constantly online, digital marketing is the only way to stay ahead. Any business owner can implement these strategies to help their business grow. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
1:00 pm
Plum Center
Rm 140
Hilarie Strong, MS, instructor

Marketing and Promotions for Small Business | Course BE01770
This class is designed specifically for small to mid-sized businesses. You will learn about traditional and digital advertising and promotions, including strengths, weaknesses, and general cost/expenses of each. We will introduce the idea of marketing campaigns and marketing plans, and we will take a look at some examples of great marketing promotional campaigns from well-known brands. 4 sessions @ 2 hrs each.
$159 Tuition
$159 Total Cost

Section 0040
7:00 pm
Plum Center
Rm 148
Melissa Shaw, PCM, instructor

The Power of Email Marketing | Course BE01780
Email marketing (EM) is one of the most effective marketing channels for business. It is also one of the most cost-effective. In fact, it has one of the best ROIs of all marketing strategies. Having a professional EM system in place and learning how to effectively create and share your content is key to your business success. Learn best practices and gain ideas for your content and campaigns, and discover how to increase your contact lists while gaining permission. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
7:00 pm
Plum Center
Rm 150
Hilarie Strong, MS, instructor

Section 0041
7:00 pm
Marshall HS
Rm A104
Hilarie Strong, MS, instructor

Using Twitter for Effective Marketing | Course BE01707
Twitter is a “real-time” social platform. You will discover the business value and how to reach your audience in this fast-moving arena. In this hands-on class, discover how to navigate the system, discover best practices, learn tips to generate leads and connect with customers to create content that works. Learn to stand out with your tweets, be helpful and engaged with your following. Enhance your digital literacy with this fun and lively platform. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
7:00 pm
L. Braddock SS
Rm H230
Hilarie Strong, MS, instructor

Section 0040
7:00 pm
Plum Center
Rm H230
Hilarie Strong, MS, instructor

NEW

Psychographics of Marketing | Course BE01762
Psychographic information might be buyer’s lifestyle, hobbies, spending habits, and values. Demographics explain “who” your buyers are, while psychographics explain “why” they buy. Explore how businesses obtain psychographic information about customers and use it to affect purchasing outcomes. 2 sessions @ 2.5 hrs each.
$109 Tuition
$109 Total Cost

Section 0040
9:00 am
L. Braddock SS
Rm 140
Liz McDowell, Instructor

Section 0041
7:00 pm
L. Braddock SS
Rm H230
Liz McDowell, Instructor

NEW

Content Marketing and Blogging for Business | Course BE01764
Create and curate content that enhances your online visibility and drives action to your business. Explore best practices, and learn what works on different platforms. Discover how a blog can bring attention to your business. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
9:00 am
Plum Center
Rm 205
Hilarie Strong, MS, instructor

NEW

Facebook Marketing—Apps, Ads, Events, Contests, and Groups | Course BE01747
Take your Facebook marketing to the next level. Learn how groups, events, apps, and advertising can help make Facebook work for your business as part of your marketing plan. Apps can add functionality and help your page stand out in the crowd. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0040
7:00 pm
L. Braddock SS
Rm H214
Hilarie Strong, MS, instructor

Get Great Search Engine Optimization (SEO) Results! | Course BE01705
Would you like your website to appear higher in the search results for your target keywords? Want to optimize your own site rather than pay a professional? Get top results with no technical knowledge, using title tags, meta description, URL naming, and alt tags. Great basic class for business owners, solopreneurs, students, and others. Taught in a computer lab. 2 sessions @ 3 hrs each.
$109 Tuition
$10 User Fee
$119 Total Cost

Section 0040
9:00 am
Pimmit Hills Ctr
Rm 123
Katherine Chalmers MBA, Instructor
WordPress Blogging Workshop | Course CT01759
Learn why WordPress is the most popular platform in the world for bloggers. We will discuss WordPress.com and Wordpress.org, as well as how to acquire a domain and set up self-hosted blogs. We will explore free and inexpensive WordPress themes and popular third-party plug-ins, and learn how to set up and manage the back-end of a blog from the WordPress dashboard. This is a hands-on course designed for active bloggers. If you do not have a blog yet, you are still welcome to join us! This course is also recommended for entrepreneurs who would like to explore WordPress as an option for a self-hosted business website. 1 session @ 4 hrs.
$ 129 Tuition  
$ 10 User Fee  
$ 139 Total Cost  
Section 0040  
Plum Center  
Sa, October 21  
Rm 205  
Melissa Shaw, PCM, instructor

NONPROFIT
Starting a Nonprofit Organization | Course BE01871
Whether you are interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization, this course will walk you through the steps. Understand what is needed to take a nonprofit start-up from vision to reality and the necessary processes to become a 501(c)(3) tax-exempt organization. 2 sessions @ 2 hrs each.
$ 109 Tuition  
$ 109 Total Cost  
Section 0040  
Woodson HS  
M, October 16-October 23  
Rm E125  
Lynn O’Connell, instructor

The 3 Rs of Volunteers: Recruitment, Retention, and Recognition | Course BE01872
Build numbers and commitment among your volunteer pool—with or without an existing team. Discover the five initial steps to effective recruitment! Finish with strategies to make the experience for your volunteers memorable. 1 session @ 2 hrs.
$ 89 Tuition  
$ 89 Total Cost  
Section 0040  
Woodson HS  
M, November 13  
Rm G120  
Lynn O’Connell, instructor

Successful Fundraising | Course BE01913
You have a great program; now all you need is funding. Does this sound like your organization? Funding is a critical component of all nonprofit organizations. This workshop will give an overview of various effective fundraising techniques—grants, special events, personal solicitation, mailings, planned giving, and web-based fundraising. 2 sessions @ 2 hrs each.
$ 109 Tuition  
$ 109 Total Cost  
Section 0040  
Woodson HS  
M, November 27-December 4  
Rm E124  
Lynn O’Connell, instructor

Project Management for Nonprofits | Course BE01209
Project Management (PM) in the nonprofit world is important. Projects include everything from grant writing and fundraising to a strategic plan with project development, execution, and results. This workshop introduces participants to basic project management (PM) principles for success and details the five processes that make up the PM Life Cycle. It will walk participants through project development: defining your project, outlining the steps to implement the project, and processes to control quality. Participants will also learn specific PM techniques to make project requests stronger including strategies for communication with stakeholders, cost management, and human resource management. 1 session @ 4 hrs.
$ 109 Tuition  
$ 10 User Fee  
$ 119 Total Cost  
Section 0040  
Plum Center  
Sa, November 18  
Rm 147  
Melson Martis, MBA, PMP, CSM, instructor

NEW Nonprofit Marketing | Course BE01873
Discover emerging trends and best practices in nonprofit marketing and gain insights into opportunities for your organization. Review useful strategies to amplify your efforts and increase opportunities to reach your target audience. 1 session @ 3 hrs.
$ 99 Tuition  
$ 99 Total Cost  
Section 0040  
Plum Center  
W, November 15  
Rm 116  
Hilarie Strong, MS, instructor

PERSONAL FINANCE
Fundamentals of Personal Budgeting | Course BE01102
Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2 hrs each.
$ 109 Tuition  
$ 109 Total Cost  
Section 0040  
Marshall HS  
Th, September 28-October 12  
Rm B116  
Martha Borowski, MBA, instructor  
Section 0041  
Chantilly HS  
M, November 6-November 20  
Rm 270  
Dr. Richard Curley, Instructor

Financial Planning for Women | Course BE01117
Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting, and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.
$ 99 Tuition  
$ 99 Total Cost  
Section 0040  
Marshall HS  
Th, November 2-November 16  
Rm B105  
Rosalind Levy, Instructor

Creating & Designing for Your Business with Canva | Course BE01735
Discover how to create beautiful images and designs for your social media platforms. Have fun learning how this FREE online tool can save you time and money. Create designs for Web or print: blog graphics, presentations, Facebook covers, flyers, posters, invitations and so much more. This is a hands-on class that you will be able to immediately use and share on your social media. No design experience needed. 1 session @ 3 hrs.
$ 97 Tuition  
$ 2 User Fee  
$ 99 Total Cost  
Section 0040  
L. Braddock SS  
W, October 18  
Rm H230  
Hilarie Strong, MS, instructor  
Section 0041  
Plum Center  
M, December 11  
Rm 117  
Hilarie Strong, MS, instructor

NEW Uncovering the Brand Called “You” | Course BE01790
Do you know that you have your own brand? Your brand is made up of your strengths, values, passions, and aspirations. It is what differentiates you from your peers, and makes you either more marketable as an entrepreneur or more outstanding as an employee. Personal branding is about being authentic to your own self, understanding your value, and demonstrating that value in order to optimize and achieve your goals. In this two-hour, highly-interactive workshop, uncover your brand, so that you stand above others! 1 session @ 2 hrs.
$ 89 Tuition  
$ 89 Total Cost  
Section 0040  
Chantilly HS  
Tu, October 17  
Rm 266  
Marshall, instructor  
Section 0041  
Pimmit Hills Ctr  
Sa, December 2  
Rm 154  
Marshall, instructor

NEW Communicating the Brand Called “You” | Course BE01791
The world’s strongest brands are consistent, visible, and wildly successful (think Coca-Cola or Starbucks). How can you make your own brand as visible and as strong as possible? This workshop explores strategies for communicating your personal brand with consistency and clarity, both in person and on social media. You will have the opportunity to draft a personal branding communications plan using the formats that serve you best. Upon completion of the workshop, communicate your brand with confidence. 1 session @ 2 hrs.
$ 89 Tuition  
$ 89 Total Cost  
Section 0040  
Chantilly HS  
Tu, October 17  
Rm 266  
Marshall, instructor  
Section 0041  
Pimmit Hills Ctr  
Sa, December 2  
Rm 154  
Marshall, instructor

Introduction to Branding | Course BE01765
The course is an introduction to branding for small business owners and for professionals with an interest in brand-related careers. A brand is more than a logo. We will discuss mission, brand values, voice, color palate, pricing strategy, and more. Note: this is a brand strategy, not a graphic design class. 4 sessions @ 2 hrs each.
$ 159 Tuition  
$ 159 Total Cost  
Section 0040  
L. Braddock SS  
Tu Th, September 12-September 21  
Rm H202  
Melissa Shaw, PCM, instructor

Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting, and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.
$ 99 Tuition  
$ 99 Total Cost  
Section 0040  
Marshall HS  
Th, November 2-November 16  
Rm B105  
Rosalind Levy, Instructor

Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting, and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.
$ 99 Tuition  
$ 99 Total Cost  
Section 0040  
Marshall HS  
Th, November 2-November 16  
Rm B105  
Rosalind Levy, Instructor
**Investing Fundamentals | Course BE01105**
Enter the world of investments and achieve your financial goals. Learn the basics of investing and investing vehicles such as stocks, bonds, and mutual funds. Course is geared to those interested in fundamentals. 4 sessions @ 2 hrs each.

$ 129 Tuition  
$ 129 Total Cost

**Section 0040 | 7:00 pm**  
**Marshall HS**  
Tu, October 17-November 7  
Rm B114  
Martha Borowski, MBA, instructor

**Strategic Financial Planning for Young Adults | Course BE01111**
As a young adult, initial entry into the workforce can prove challenging, and setting a solid foundation for your financial future is critical to long-term stability. This course covers a broad spectrum of personal finance topics to assist young adults in achieving financial independence and success. Areas covered include: career planning and employee benefits; creating personal financial statements and a budget; determining short, mid, and long-term financial goals; strategic planning to achieve those goals; investment fundamentals; borrowing basics; proper credit management; financing of major purchases; and insurance planning. 3 sessions @ 2.5 hrs each.

$ 109 Tuition  
$ 109 Total Cost

**Section 0040 | 7:00 pm**  
**Chantilly HS**  
W, September 20-October 4  
Rm 264  
Dr. Richard Curley, instructor

**Section 0041 | 7:00 pm**  
**Marshall HS**  
Th, November 2-November 16  
Rm B116  
Martha Borowski, MBA, instructor

**Love and Money | Course BE01112**
Becoming a couple changes your financial situation, and communication is key to developing a healthy financial relationship with your partner. This course provides the resources needed to communicate successfully with one another about your financial health, goals, and your individual spending, savings and investment philosophies. Learn how to combine two households into one using financial and budget tools, financial and savings plans, goal setting, and strategic planning to achieve those goals, and regular financial reviews. Find out the critical questions to ask and decisions to make that will enable you to have a successful financial relationship. 1 session @ 3 hrs.

$ 69 Tuition  
$ 69 Total Cost

**Section 0040 | 9:00 am**  
**Plum Center**  
Sa, November 11  
Rm TR2  
Martha Borowski, MBA, instructor

**Debt Management/Financial Recovery | Course BE01115**
This course provides in-depth information and strategies on debt management, reduction, and recovery. Prepare a budget geared towards debt reduction and recovery, learn the critical signs to over indebtedness, and determine your debt limits. Learn how debt affects your credit report, your ability to borrow money, and open new lines of credit. Gain strategies and tips for proper credit management, on rebuilding your credit and credit score, and ways to increase your disposable income while reducing your spending. This course will also include an overview of bankruptcy, actions taken by creditors, and reputable sources of assistance for bankruptcy and collections. 2 sessions @ 2.5 hrs each.

$ 79 Tuition  
$ 79 Total Cost

**Section 0040 | 7:00 pm**  
**Plum Center**  
Tu, October 19-October 26  
Rm 141  
Martha Borowski, MBA, instructor

**College Funding Workshop | Course BE01157**
The workshop covers applying for financial aid, getting the best possible aid package, and what to do if you “make too much money.” 1 session @ 3 hrs.

$ 50 Tuition  
$ 5 User Fee  
$ 55 Total Cost

**Section 0040 | 7:00 pm**  
**Plum Center**  
Tu, September 19  
Rm 141  
Martha Borowski, MBA, instructor

**Baby Boomer Retirement Planning | Course BE01152**
Recent research details a fundamental shift in retirement planning. Learn how to develop an income plan to define your core priorities, to avoid sequence of returns risk, and the three reasons retirees run out of money, and how to optimize asset allocation. Included in the course is a retirement planning workbook, Getting Your Financial House in Order workbook, 36-page Getting Your Estate and, in a Personal Wealth Index Questionnaire and personalized report. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

$ 107 Tuition  
$ 22 User Fee  
$ 129 Total Cost

**Section 0040 | 7:00 pm**  
**L. Braddock SS**  
W, October 4-October 18  
Rm H218  
James Steele, MBA, IAR, instructor

**Section 0041 | 9:00 am**  
**Woodson HS**  
Sa, November 11-November 18  
Rm G111  
James Steele, MBA, IAR, instructor

**Social Security Timing Strategies | Course BE01143**
Being told for years that Social Security is “going broke,” baby boomers are realizing that it will soon be their turn to collect. But the decisions you make now can have a tremendous impact on the total benefits you stand to receive over your lifetime. This informative seminar covers the basics of Social Security and reveals strategies for maximizing your benefits. 1 session @ 1.5 hrs.

$ 35 Tuition  
$ 35 Total Cost

**Section 0040 | 7:00 pm**  
**Edison HS**  
W, September 20  
Rm B129  
James Steele, MBA, IAR, instructor

**Section 0041 | 9:00 am**  
**L. Braddock SS**  
Sa, September 30  
Rm H219  
James Steele, MBA, IAR, instructor

**Section 0042 | 7:00 pm**  
**Marshall HS**  
Tu, October 17  
Rm A104  
James Steele, MBA, IAR, instructor

**Section 0043 | 7:00 pm**  
**Herndon HS**  
Th, November 16  
Rm 129  
James Steele, MBA, IAR, instructor

**Section 0044 | 9:00 am**  
**Plum Center**  
Sa, December 2  
Rm 104  
James Steele, MBA, IAR, instructor

**Section 0045 | 7:00 pm**  
**Woodson HS**  
W, December 13  
Rm G105  
James Steele, MBA, IAR, instructor

**Transitions in Housing for Seniors | Course BE01185**
Thinking about downsizing? Thinking about a home where you can “age in place?” This seminar will provide you with the necessary checklists and knowledge to make the right decision about your next home. Your wish list has changed since the last time you purchased, and you want to sell that residence and make your next residence the “best” it can be. Join us for valuable information and lively conversation! 1 session @ 2 hrs.

$ 45 Tuition  
$ 45 Total Cost

**Section 0040 | 9:00 am**  
**Plum Center**  
Sa, September 16  
Rm 147  
Diane G. Murphy, Ph.D., instructor

**Section 0041 | 9:00 am**  
**Plum Center**  
Sa, October 21  
Rm 140  
Diane G. Murphy, Ph.D., instructor

**First Time Home Buying Seminar | Course BE01178**
Buying a home can be a daunting task, especially for the first-time home buyer. This seminar provides information on how to be pre-approved for a mortgage and what lending programs are available. Learn about choosing an agent, the process of submitting an offer, negotiating terms, and what to expect once an offer is accepted or rejected. Participants will learn about home appraisals, why you need a home inspection, what occurs after a contract is ratified, and the settlement process. 1 session @ 2 hrs.

$ 39 Tuition  
$ 39 Total Cost

**Section 0040 | 7:00 pm**  
**Chantilly HS**  
M, September 11  
Rm 272  
Michelle Monk, instructor

**Section 0041 | 7:00 pm**  
**Pimmit Hills Ctr**  
M, October 2  
Rm 160  
Michelle Monk, instructor

**Section 0042 | 7:00 pm**  
**Plum Center**  
M, November 6  
Rm 150  
Michelle Monk, Instructor

**Section 0043 | 7:00 pm**  
**Woodson HS**  
M, December 4  
Rm G105  
Michelle Monk, instructor

“This was the BEST class I have ever taken through ACE. The teacher was very knowledgeable, friendly, and well prepared. It will help my boyfriend and I a lot.”

ACE Student  
Love and Money
NEW
Preparing Your Home for Sale Seminar | Course BE01175
Homeowners have a formidable task preparing to sell their house. What should be fixed? Is it important? This seminar provides information on what a residential home inspector evaluates. It enables you to reflect about the condition of your home and address problems before placing your house on the market. Learn about what exterior and interior components and conditions to check. Participants will learn through a slide show of examples, discussions, and handouts. 1 session @ 3 hrs.
$ 49 Total Cost
Section 0040
Marshall HS 7:00 pm
Tu, September 26
Rm B101 John LaFever, instructor
Section 0041
Woodson HS 9:00 am
Sa, October 21
Rm LIB John LaFever, instructor
Section 0042
Chantilly HS 7:00 pm
W, December 6
Rm 264 John LaFever, instructor

NEW
The Federal Reserve and Its Effect on Your Income and Wealth | Course BE01125
The Federal Reserve is one of the most powerful entities in the world, but do you know how it was created, what it does, and how its actions have a direct effect on your wealth? Using lessons from history, economics, finance, politics, accounting, demographics, war and even religion, as well as simple math, learn what the Wall Street elite and Washington establishment do not want you to understand about the system. Taught by an experienced CPA with a Masters Degree in taxation. 1 session @ 3 hrs.
$ 69 Total Cost
Section 0040
Pimmit Hills Ctr 7:00 pm
W, October 18
Rm 154 Christopher Inglese, CPA, MS (Tax), instructor
Section 0041
Marshall HS 7:00 pm
Th, December 7
Rm C103 Christopher Inglese, CPA, MS (Tax), instructor

Social Media Overview | Course BE01385
This class covers the top social media platforms for both personal and business use. Pinterest, Facebook, LinkedIn, Twitter, Instagram, and YouTube will all be reviewed. Learn tips for each, and understand how to effectively employ the platforms, engage your audience, and use checklists to help you start. If you are struggling to understand how all these things work, this class is for you. We will give you the big picture and teach you to use these social media platforms effectively, and prepare you to take the next step to advance your business and/or personal goals.
1 sessions @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
Tu, September 26
Rm 116 Hilarie Strong, MS, instructor
Section 0041
L. Braddock SS 7:00 pm
Tu, October 31
Rm H235 Hilarie Strong, MS, instructor

Facebook for Business | Course BE01745
Discover the power of having a Facebook Business (Fan) Page on the #1 social networking site on the Internet. Get discovered and connect with people. Discuss the latest tips, resources and best practices for BIZ pages. Understand the business value and the many benefits that can enhance your online presence and get inspired with new ideas! Become more effective in its use and understand how to help people discover your business. Facebook trends and what to expect in 2017 will also be discussed. 1 session @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
Tu, September 26
Rm H202 Melissa Shaw, PCM, instructor
Section 0041
Plum Center 12:30 pm
Th, October 20
Rm 110 Melissa Shaw, PCM, instructor
Section 0042
L. Braddock SS 7:00 pm
W, November 15
Rm H202 Melissa Shaw, PCM, instructor
Section 0043
Plum Center 12:30 pm
Tu, December 12
Rm 118 Melissa Shaw, PCM, instructor

Facebook for Business | Course BE01750
Learn how to use Facebook to stay in touch with friends and family, and to see your kids’ and grandkids’ photos, updates, and more. You will learn how to adjust privacy settings, and we will discuss who can see photos and other updates you share. Learn how to share pictures, check in to locations, and use Messenger to have private chats. This class is adaptable for Boomers (and others) using Apple or Android/PC operating systems on computers, tablets, or mobile phones for Facebook. 1 session @ 3 hrs.
$ 49 Total Cost
Section 0040 L. Braddock SS 7:00 pm
Tu, September 26
Rm H202 Melissa Shaw, PCM, instructor

Facebook Live and Video for Business | Course BE01740
Video is hot! Learn about this very popular and powerful tool in social media. Discover the business value of Facebook Live and video 2017. Integrating video into your marketing strategy is key to your success. This is an ever-changing platform and you need to get started NOW! 1 session @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
M, October 2
Rm 116 Hilarie Strong, MS, instructor
Section 0041
Marshall HS 7:00 pm
Tu, November 7
Rm B105 Hilarie Strong, MS, instructor

YouTube for Your Business | Course BE01720
YouTube is the second largest search engine in the world. Video is hot in social media, and you can take advantage of this trend for your business. Learn the key benefits and content ideas. Discover how to optimize videos for the different social platforms. Learn the steps to create an effective marketing video plan and the key strategies for success. We will review case studies and discuss tips to help make your marketing more effective. The top trends in YouTube and how to engage your audience will also be reviewed. 1 session @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
M, November 13
Rm 122 Hilarie Strong, MS, instructor

Lift Off with LinkedIn! | Course BE01701
Learn the value of LinkedIn, a website designed especially for professionals and businesses! Set up an account, manage your professional identity, request and receive invitations, and access or distribute business or job opportunities! Build and engage with your professional network throughout this enormous and popular networking venue. Taught in a computer lab. 2 sessions @ 3 hrs each.
$ 129 Total Cost
Section 0040
Pimmit Hills Ctr 9:00 am
Sa, October 28
Rm 123 Pam Marshall Amnito, ACC, CPCC, instructor
Section 0041
Pimmit Hills Ctr 9:00 am
Sa, December 2-December 9
Rm 123 Katherine Chalmers, MBA, instructor

Instagram | Course BE01730
Instagram is one of the newer “kids on the block”. Designed as a mobile tool for real-time posting, it is gaining momentum among businesses with products and services that are visually appealing. Learn how to put your audience in the moment, capture their attention and increase your visibility. Discover how to drive users into your marketing funnel and how to take advantage of trending hashtags. This platform is constantly making changes, so jump in now. 1 session @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
W, September 9
Rm 102B Hilarie Strong, MS, instructor

Why Pinterest? | Course BE01725
Pinterest is one of the fastest growing platforms and is the “world’s catalog of ideas”. Discover the business value and how you can connect with customers to grow your business. Learn all about visual content that works. Discuss emerging trends, how to optimize your pins, and how to target your audience. We will review data that shows what people want and are searching for on Pinterest in key categories. 1 session @ 3 hrs.
$ 79 Total Cost
Section 0040
Plum Center 7:00 pm
W, September 18
Rm 117 Hilarie Strong, MS, instructor

Look for our winter catalog after December 4! Online registration for winter classes will begin December 1, and print catalogs will be mailed December 4.
HEALTH AND FAMILY MATTERS

Alzheimer’s and the Other Dementias | Course HM01665
Learn various causes of memory loss and how Alzheimer’s disease differs from other types of dementia such as vascular, frontotemporal and Lewy Body. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0040
Plum Center F, September 8
Rm 116 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
L. Braddock SS W, October 11
Rm H219 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0042
Edison HS M, October 2
Rm E124 Vicky Waller-Surash, MS MS ACC CDP, instructor

Alzheimer’s Disease | Course HM01667
An in-depth look into the theories of what causes Alzheimer’s disease and what changes are associated with the disease progression including cognitive and behavioral. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

$ 55 Tuition
$ 55 Total Cost

Section 0040
Plum Center F, September 15
Rm 148 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
L. Braddock SS W, October 25
Rm H232 Vicky Waller-Surash, MS MS ACC CDP, instructor

Alzheimer’s—Meeting Them in Their Reality | Course HM01737
Class covers cultural and historical events that shape our lives (Cohort Effect), regression or backward replay of the script of one’s life with Alzheimer’s (Theory of Retrosgenesis). How the person’s past becomes their future, stages of Alzheimer’s, and the Global Deterioration Scale discussed. 1 session @ 3 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0040
Plum Center F, September 29
Rm 116 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
L. Braddock SS W, November 1
Rm H227 Vicky Waller-Surash, MS MS ACC CDP, instructor

NEW
Dementia, Delirium, Depression | Course HM01787
Review the many reasons why older adults are at a high risk for depression. Depression can be chronic or acute as in delirium. Discover how these are similar and how they are different such as onset, thinking, mood, and activity levels. Taught by a gerontologist and certified dementia care practitioner. 1 session @ 3.5 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0040
Woodson HS M, September 25
Rm G106 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
Plum Center Tu, October 17
Rm TR3 Vicky Waller-Surash, MS MS ACC CDP, instructor

NEW
Behavior as a Form of Communication in Dementia | Course HM01788
A thorough review of behaviors associated with dementia and what they often mean will be discussed. We will also learn how to identify what their triggers are and ways to change the outcome. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0040
Woodson HS M, September 25
Rm G106 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
Plum Center Tu, October 24
Rm TR3 Vicky Waller-Surash, MS MS ACC CDP, instructor

NEW
Doubting Your Memory? | Course HM01789
Worrying more about forgetting things? Worried that you might be developing dementia? Is this more than normal aging? Discover why this may be happening. Learn how the brain works and how brain exercises, learning something new and novel, can improve your cognitive skills. Half hour break included. 1 session @ 3.5 hrs

$ 55 Tuition
$ 55 Total Cost

Section 0040
Woodson HS M, September 18
Rm G111 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
Plum Center Tu, October 10
Rm 112 Vicky Waller-Surash, MS MS ACC CDP, instructor

NEW
Promoting Mental Fitness | Course HM01790
You probably have heard about aerobics, but how about brain neurotics? In this class you will discover ways to cross train your brain, the importance of employing your senses, and thinking outside the box. We will engage in right, left and whole brain exercises. 1 session @ 3 hrs.

$ 39 Tuition
$ 39 Total Cost

Section 0040
Edison HS Tu, September 12
Rm B130 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
Croquet Club Tu, September 14
Rm 148 Vicky Waller-Surash, MS MS ACC CDP, instructor

Mental Fitness—Exercise Your Mind Now! | Course HM01791
Continuation of HM01790 Promoting Brain Fitness. October will emphasize exercises using the senses, November right, left and whole brain exercises and December calming the mind. Sign up for one or more! 1 session @ 1.5 hrs
Prereq: HM01790 Promoting Mental Fitness

$ 39 Tuition
$ 39 Total Cost

Section 0040
Edison HS Tu, October 10
Rm B130 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0041
Plum Center Th, October 19
Rm TR3 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0042
Edison HS Tu, November 7
Rm B130 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0043
Plum Center Th, November 30
Rm 148 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0044
Edison HS Tu, December 5
Rm B130 Vicky Waller-Surash, MS MS ACC CDP, instructor
Section 0045
Plum Center Th, December 14
Rm 112 Vicky Waller-Surash, MS MS ACC CDP, instructor

Autism Awareness | Course HM01960
Make a difference in the life of a person with autism: what to do and what not to do. Topics include: characteristics, strategies to assist with social interaction, tips on making environment more “ASD” friendly, and ways to enhance communication. Relatives, neighbors, employers, babysitters are welcome. Course is taught by an autism specialist. 1 session @ 3 hrs.

$ 39 Tuition
$ 39 Total Cost

Section 0040
Plum Center Sa, October 14
Rm TR2 Hammer, instructor

Breathe Easier with Asthma | Course HM01668
Asthma is a chronic lung disease that inflames and narrows the airways. Patients and caretakers can take an active role in treating and managing their asthma with the correct knowledge. Understand inhaler technique, medication side effects, and deal with environmental factors that trigger asthma symptoms. 1 session @ 2 hrs. Taught by a pharmacist.
Prereq: HM01667 Alzheimer’s Disease

$ 39 Tuition
$ 39 Total Cost

Section 0040
Marshall HS Tu, September 14
Rm C110 Maha Tanveer, PharmD, instructor
Section 0041
L. Braddock SS Sa, December 9
Rm H225 Maha Tanveer, PharmD, instructor
Section 0042
Woodson HS M, December 11
Rm E124 Maha Tanveer, PharmD, instructor

Under 18? Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.
Diabetes Medication Management | Course HM01756
Take the lead in your diabetes care and master the skills of diabetes management. Class will define what diabetes is, how to monitor your progress, insulin administration, understanding laboratory results, and correcting high and low blood sugars. Learn how diabetic medications work while integrating exercise and preventing diabetic complications. Methods for changing healthy behaviors effectively are presented along with a question and answer session. Taught by a pharmacist. 1 session @ 2 hrs each.
$ 45 Tuition
$ 45 Total Cost

Section 0040
10:00 am
L. Braddock SS
Maha Tanveer, PharmD, instructor

Section 0041
7:00 pm
Woodson HS
Maha Tanveer, PharmD, instructor

Section 0042
7:00 pm
Marshall HS
Maha Tanveer, PharmD, instructor

Over-the-Counter Drugs: A Crash Course | Course HM01810
Over-the-counter (OTC) medications are drugs and supplements that are available to consumers without a prescription. They are the most common way to treat majority of common health problems in the United States. One in three Americans use OTC medications on a regular basis. This trend will increase as more drugs are moving from prescription to OTC status. Course focuses on the different therapeutic classes of medications available OTC, supplements, and their claims. Opportunity for questions and educational material will be provided. Taught by a pharmacist. 1 session @ 2 hrs.
$ 45 Tuition
$ 45 Total Cost

Section 0040
10:00 am
L. Braddock SS
Maha Tanveer, PharmD, instructor

Section 0041
7:00 pm
Woodson HS
Maha Tanveer, PharmD, instructor

Section 0042
7:00 pm
Marshall HS
Maha Tanveer, PharmD, instructor

Death and Dying: Facing Our Own Mortality | Course HM01735
Many of us don't even use words like “die or death”. Instead, we say “pass away” or “when something happens”. This class makes the unfamiliar territory of death more comfortable by discussing ways to provide comfort, what to do when someone dies and looking at our own perspective regarding what we would want. Taught by a gerontologist. 1 session @ 3 hrs.
$ 49 Tuition
$ 5 User Fee
$ 54 Total Cost

Section 0040
9:30 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0041
6:30 pm
Edison HS
Maha Tanveer, PharmD, instructor

Section 0042
6:30 pm
Woodson HS
Maha Tanveer, PharmD, instructor

NEW
The Environment and Aging | Course HM01688
Explore age-related sensory changes and the impact they can have on one's environment. In addition, identify attributes of a physical environment that can hinder or support the special needs of older adults. Taught by a gerontologist and certified dementia care practitioner. One session @ 2.5 hrs.
$ 119 Tuition
$ 119 Total Cost

Section 0040
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0041
9:30 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0042
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Cholesterol and Blood Pressure: Medication and Lifestyle | Course HM01702
High blood pressure and high cholesterol are two frequently seen conditions. About 1 in 3 Americans have both high cholesterol and high blood pressure. If left untreated these can lead to heart attack and stroke. Medication and lifestyle changes are key. Class focuses on medication administration, side effects, lifestyle changes and lots of fun everyday facts to make sure you are healthy. Taught by a pharmacist. Question and answer session included. 1 session @ 2 hrs.
$ 45 Tuition
$ 45 Total Cost

Section 0040
10:00 am
L. Braddock SS
Maha Tanveer, PharmD, instructor

Section 0041
7:00 pm
Woodson HS
Maha Tanveer, PharmD, instructor

Section 0042
7:00 pm
Marshall HS
Maha Tanveer, PharmD, instructor

CPR AND FIRST AID
Basic Life Support | Course HM01697
American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Certification card issued at class. Must be on time. Book required. Recommend book be picked up prior to class—call 703-658-1293/1244 for questions. 1 session @ 5 hrs.
$ 118 Tuition
$ 17 Text: BLS Provider Manual 2015
$ 136 Total Cost

Section 0040
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0041
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0042
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0043
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0044
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0045
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

Section 0046
12:30 pm
ACU Herson Learning Ctr
Maha Tanveer, PharmD, instructor

Section 0047
12:00 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0048
9:00 am
Plum Center
Maha Tanveer, PharmD, instructor

NEW
Family and Friends CPR | Course HM01969
Designed for grandparents and community members that just want an overview of basic CPR skills. Does not include certification or first aid skills. Ideal for first time parents and grandparents. Will not fulfill certificate program CPR and first aid training requirement. 1 session @ 3 hrs.
$ 51 Tuition
$ 5 User Fee
$ 56 Text: Family & Friends CPR Student Manual
$ 59 Total Cost

Section 0040
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0041
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0042
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0043
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0044
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0045
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0046
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0047
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0048
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor

Section 0049
6:30 pm
Plum Center
Maha Tanveer, PharmD, instructor
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM01626</td>
<td>First Aid</td>
<td>Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. American Heart Association Certification card valid for 2 years. Must be on time. Book required. Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 3 hrs.</td>
</tr>
<tr>
<td>HM01695</td>
<td>Heartsaver CPR &amp; AED—Adult, Child, Infant</td>
<td>Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and includes choking and AED training. Must be on time. Certification valid for 2 years. Book required. Ideal for Boy Scout and Girl Scout leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.</td>
</tr>
<tr>
<td>HM01796</td>
<td>Pediatric CPR and First Aid</td>
<td>Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at <a href="mailto:educationalcounseling@fcps.edu">educationalcounseling@fcps.edu</a> or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.</td>
</tr>
<tr>
<td>HM01879</td>
<td>Heartsaver First Aid CPR AED</td>
<td>Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. American Heart Association certification card issued at end of class. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.</td>
</tr>
<tr>
<td>HM01627</td>
<td>Mental Health First Aid</td>
<td>Registration deadline—2 weeks before class start date. You may know to call 911 and perform CPR in an emergency situation, but do you know what to do for someone in a mental health crisis? You are more likely to encounter this situation than someone having a heart attack! Taught by certified instructors. Learn potential risk factors and warning signs for a range of mental health problems and gain skills to provide initial help with a 5-step action plan until appropriate help arrives. Certification card valid for 3 years. Textbook included in tuition. 2 sessions @ 5 hrs each.</td>
</tr>
<tr>
<td>HM01922</td>
<td>Youth Mental Health First Aid</td>
<td>Introduction to unique risk factors and warning signs of mental health problems in adolescents (ages 12-18), normal adolescent development and important protective factors, understanding the importance of early intervention, ways to help a youth in crisis or experiencing a mental health/substance abuse challenge. Participants will learn a core five-step action plan. Students receive Certificate of Completion upon successful completion of this course. 2 sessions @ 5 hrs each.</td>
</tr>
</tbody>
</table>
**Spanish 050 for Healthcare Providers | Course FL02875**

Communicate directly in Spanish to reduce guess-and-stress as you raise your effectiveness as a care-giver to the growing Spanish-speaking population. Course content includes language and cultural communication geared specifically to healthcare professionals with little or no previous exposure to Spanish. 10 sessions @ 2 hrs each.

- **$ 249** Tuition
- **$ 3 User Fee**
- **$ 252** Total Cost

**Section** **0040**

Plum Center  
Sa, September 9-November 11  
Rm 148  
Williams, instructor

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**GETTING STARTED IN HEALTHCARE**

**Introduction to Healthcare Careers | Course HM01751**

Interested in a career in health care? Join us to discuss exciting career opportunities in the rapidly expanding health care field. Learn how to research current job trends, salaries, and educational requirements. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 1 session @ 3 hrs.

- **$ 99** Tuition
- **$ 99** Total Cost

**Section** **0040**

Edison HS  
Th, September 7  
Rm B130  
Miser, instructor

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**Building Blocks for a Career in Nursing | Course HM01926**

Course covers medical terminology, anatomy and physiology, medical math, chemistry, microbiology and more! Ideal class for students planning to take the TEAS Entrance exam for nursing school. 15 sessions @ 3 hrs each.

- **$ 677** Tuition
- **$ 262 Text: An Integrated Approach to Health Sciences, 2nd ed**
- **$ 939** Total Cost

**Section** **0040**

ACE Herndon Learning Center  
F, September 22-December 8  
Rm 3  
Selim, instructor

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**NEW**

**SmartPrep for Nursing | Course HM01923**

Course not eligible for discounts. Preparation for the TEAS entrance exam for nursing—Allied Health, LPN and RN applications. Blended learning—both online and classroom preparation. Must have basic computer skills and access to a computer outside of class. Taught by a registered nurse faculty member. 30 sessions @ 3 hrs each.

- **$ 999** Tuition
- **$ 20 User Fee**
- **$ 288 Text: SmartPrep Package**
- **$1307** Total Cost

**Section** **0040**

L Braddock SS  
Tu, September 19-January 20  
Rm H224  
Staff, instructor

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**Working With Animals: Career and Volunteer Opportunities | Course HM01631**

Are you an animal enthusiast and considering a career or volunteer opportunities working with animals? This course provides an overview of the various options to guide your search as you explore the many exciting opportunities in veterinary medicine. Topics include animal behavior and training, animal search and rescue, wildlife rehabilitation, pet therapy, and veterinary assisting. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 5 sessions @ 2 hrs each.

- **$ 159** Tuition
- **$ 159** Total Cost

**Section** **0040**

Plum Center  
Tu Th, October 12-October 26  
Rm 102B  
Staff, instructor

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**Strategies for Succeeding in Healthcare | Course HM01991**

Healthcare offices are fast-paced and employers have high expectations for their employees. Knowledge of specialized skills will help individuals build their careers and allow them to move into a wide variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 3.5 hrs each.

- **$ 96** Tuition
- **$ 2 User Fee**
- **$ 61 Text: Job Readiness for Health Professionals, 2nd ed ($59); Strategies for Success in a Health Care Profession ($2)**
- **$ 159** Total Cost

**Section** **0040**

Plum Center  
Sa, September 23-September 30  
Rm 147  
Cathy Almeter, instructor

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**SmartPrep for Nursing | Course HM01923**

Proctor session for TEAS. 1 session @ 4 hrs.

- **$ 54 Tuition**
- **$ 55 User Fee**
- **$109** Total Cost

**Section** **0040**

Plum Center  
Tu, October 10  
Rm 114  
Hart, instructor

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**Introduction to Healthcare Careers | Course HM01751**

Interested in a career in health care? Join us to discuss exciting career opportunities in the rapidly expanding health care field. Learn how to research current job trends, salaries, and educational requirements. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 1 session @ 3 hrs.

- **$ 99** Tuition
- **$ 99** Total Cost

**Section** **0040**

Edison HS  
Th, September 7  
Rm B130  
Miser, instructor

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**Building Blocks for a Career in Nursing | Course HM01926**

Course covers medical terminology, anatomy and physiology, medical math, chemistry, microbiology and more! Ideal class for students planning to take the TEAS Entrance exam for nursing school. 15 sessions @ 3 hrs each.

- **$ 677** Tuition
- **$ 262 Text: An Integrated Approach to Health Sciences, 2nd ed**
- **$ 939** Total Cost

**Section** **0040**

ACE Herndon Learning Center  
F, September 22-December 8  
Rm 3  
Selim, instructor

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**NEW**

**SmartPrep for Nursing | Course HM01923**

Course not eligible for discounts. Preparation for the TEAS entrance exam for nursing—Allied Health, LPN and RN applications. Blended learning—both online and classroom preparation. Must have basic computer skills and access to a computer outside of class. Taught by a registered nurse faculty member. 30 sessions @ 3 hrs each.

- **$ 999** Tuition
- **$ 20 User Fee**
- **$ 288 Text: SmartPrep Package**
- **$1307** Total Cost

**Section** **0040**

L Braddock SS  
Tu, September 19-January 20  
Rm H224  
Staff, instructor

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- **$ 159** Tuition
- **$ 159** Total Cost

**Section** **0040**

Plum Center  
Tu Th, October 12-October 26  
Rm 102B  
Staff, instructor

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**Strategies for Succeeding in Healthcare | Course HM01991**

Healthcare offices are fast-paced and employers have high expectations for their employees. Knowledge of specialized skills will help individuals build their careers and allow them to move into a wide variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 3.5 hrs each.

- **$ 96** Tuition
- **$ 2 User Fee**
- **$ 61 Text: Job Readiness for Health Professionals, 2nd ed ($59); Strategies for Success in a Health Care Profession ($2)**
- **$ 159** Total Cost

**Section** **0040**

Plum Center  
Sa, September 23-September 30  
Rm 147  
Cathy Almeter, instructor

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- **$109** Total Cost

**Section** **0040**

Plum Center  
Tu, October 10  
Rm 114  
Hart, instructor

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- **$ 99** Tuition
- **$ 99** Total Cost

**Section** **0040**

Edison HS  
Th, September 7  
Rm B130  
Miser, instructor

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**Building Blocks for a Career in Nursing | Course HM01926**

Course covers medical terminology, anatomy and physiology, medical math, chemistry, microbiology and more! Ideal class for students planning to take the TEAS Entrance exam for nursing school. 15 sessions @ 3 hrs each.

- **$ 677** Tuition
- **$ 262 Text: An Integrated Approach to Health Sciences, 2nd ed**
- **$ 939** Total Cost

**Section** **0040**

ACE Herndon Learning Center  
F, September 22-December 8  
Rm 3  
Selim, instructor

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**NEW**

**SmartPrep for Nursing | Course HM01923**

Course not eligible for discounts. Preparation for the TEAS entrance exam for nursing—Allied Health, LPN and RN applications. Blended learning—both online and classroom preparation. Must have basic computer skills and access to a computer outside of class. Taught by a registered nurse faculty member. 30 sessions @ 3 hrs each.

- **$ 999** Tuition
- **$ 20 User Fee**
- **$ 288 Text: SmartPrep Package**
- **$1307** Total Cost

**Section** **0040**

L Braddock SS  
Tu, September 19-January 20  
Rm H224  
Staff, instructor
DENTAL

Fast Track Dental Assistant | Course HM01848
Comprehensive program that includes all courses for the Dental Assistant Certificate program. Chairside dental assisting, bloodborne pathogens, x-ray safety, Dental, dentistry, dental coding, CPR, first aid, and mental health first aid all included! Prepares students to enter dental profession as a chairside assistant. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class.
No tuition waivers. 31 sessions @ 5 hrs.
$2658 Tuition
$113 User Fee
$248 Text: Essentials of Dental Assisting Pkg. 6th ed ($165); First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($20); Job Readiness for Healthcare Professionals, 2nd ed ($59); Strategies for Success in a Health Care Profession ($2)
$3019 Total Cost
Section 0040
8:30 am
Plum Center
M, September 11-March 19
Rm 119
Vejar-Rodriguez, Instructor

Dental Assistant Comprehensive | Course HM01647
Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers. Tuition installment plan available by calling 703-658-2709. 18 sessions @ 5 hrs each or 30 sessions @ 3 hrs each.
$2059 Tuition
$55 User Fee
$165 Text: Essentials of Dental Assisting Pkg. 6th ed
$2279 Total Cost
Section 0040
9:30 am
Plum Center
F, September 29-January 19
Rm 119
Moldoveanu, CDA, Instructor

Dentrix Basics | Course HM01646
Learn electronic records used in the Dental office. Integration of office procedures such as scheduling and creating patient records with Dental EMRs. Billing and Coding for dental procedures will be introduced. Taught by experienced dental office personnel. 15 sessions @ 2.5 hours.
Prereq: HM01645 Dental Office Administration Basics
$499 Tuition
$24 User Fee
$106 Text: Administrative Dental Assistant Pkg. 4th ed
$629 Total Cost
Section 0040
7:00 pm
Woodson HS
W, September 20-January 17
Rm G121
Johanning, Instructor
Section 0041
4:00 pm
Plum Center
F, October 6-January 26
Rm 114
Johanning, Instructor

While ACE has no educational requirements for joining our classes, most certifications and licenses require at least a high school diploma or GED. Please check with the certifying agency for the profession you are planning to enter. Unless otherwise noted, students are responsible for choosing and applying for certifications and license at their own expense. Call 703-658-1216 for details.

MEDICAL

Certified Nurse Aide (CNA) Placement Test | Course HM01605
Placement exam for entering the CNA program (course HM01780). This class must be passed prior to registering for HM01780. Basic skills in reading and writing will be tested. Proficiency in English required. Tests offered on a walk-in basis between 9 AM and 4 PM Monday through Friday. Call 703-658-1293 to schedule test.
$29 Tuition
$29 Total Cost
Section 0040
Plum Center
Rm 202A

Certified Nurse Aide (CNA) | Course HM01780
Start your career ladder in nursing with our entry-level health care course: certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each.
Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test
$1299 Tuition
$0 Text: Mosby’s Essentials for Nursing Assistants, 5th ed
$1299 Total Cost
Section 0040
8:30 am
Plum Center
M F, September 18-October 23
Rm 104
Susan Albert, RN, MSN, RN-BC, instructor
Section 0041
8:30 am
Plum Center
M W F, November 6-December 11
Rm 104
Susan Albert, RN, MSN, RN-BC, instructor

Certified Nurse Aide (CNA) Exam Prep | Course HM01781
Reviews skills needed for CNA licensure exam. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each.
$375 Tuition
$375 Total Cost
Section 0040
8:30 am
Plum Center
Tu Th, September 26-September 28
Rm 104
Susan Albert, RN, MSN, RN-BC, instructor
Section 0041
8:30 am
Plum Center
Tu Th, October 17-October 19
Rm TR3
Susan Albert, RN, MSN, RN-BC, instructor
Section 0042
8:30 am
Plum Center
Tu Th, December 5-December 7
Rm TR4
Susan Albert, RN, MSN, RN-BC, instructor

Administrative Medical Office Procedures | Course HM01620
Comprehensive course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Stay current with new office practices in an evolving medical industry! Practice on medical office software programs commonly used in medical offices. 14 sessions @ 2.5 hrs each.
$509 Tuition
$12 User Fee
$243 Text: Medical Office Admin.—A Worktext, 3rd ed ($104); SimChart for the Medical Office Learning...Workflow ($139)
$764 Total Cost
Section 0040
7:00 pm
Hebron HS
W, September 21-January 11
Rm 128
Walter, instructor
Section 0041
6:30 pm
Plum Center
Tu, September 26-January 9
Rm A125
Macon, instructor
Section 0042
12:30 pm
F, October 6-January 19
Rm 114
Robertson, instructor

Clinical Medical Office Procedures—Part 1 | Course HM01615
Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments. 12 sessions @ 2.5 hrs each.
$390 Tuition
$20 User Fee
$141 Text: Clinical Procedures for Medical Assistants, 9th ed
$551 Total Cost
Section 0040
1:00 pm
Plum Center
Tu, September 12-November 28
Rm 119
Brooke Koons BSN, Instructor
Section 0041
6:30 pm
Plum Center
W, September 13-November 29
Rm 140
Hoffman, instructor

Clinical Medical Office Procedures—Part 2 | Course HM01616
More complex skills for medical assistant: administration of medications, venipuncture, EKGs, and basic lab procedures. May take before Part 1. (Same textbook as Part 1)
11 sessions @ 2.5 hrs each.
$390 Tuition
$20 User Fee
$141 Text: Clinical Procedures for Medical Assistants, 9th ed
$551 Total Cost
Section 0040
6:30 pm
Plum Center
M, September 18-December 11
Rm 119
Deicy Perez, AASMA, CMAA, instructor

Dialysis Technician Program | Course HM01777
This 50-hour program provides knowledge and skills to seek entry-level position as a dialysis technician, working with kidney dialysis machines and monitoring patients undergoing dialysis. 4 class periods held at a dialysis facility for observation. Textbooks included in tuition. No tuition waivers. 20 sessions @ 2.5 hrs each.
$1099 Tuition
$150 User Fee
$1249 Total Cost
Section 0040
6:30 pm
Marshall HS
Tu Th, October 17-December 14
Rm B102
Staff, instructor

EKG Technician Certification Program | Course HM01618
Learn anatomy, physiology, terminology, and disease processes of the heart. Hands-on labs to practice EKG and discuss Holter monitor lead placement. Basic analysis of cardiac rhythms. EKG Technician Certification exam taken last night of class. HS diploma/GED not required for course, but required for national certification exam. No tuition waivers. Additional fee of $85 for certification exam collected in class. 17 sessions @ 3 hrs each.
$1099 Tuition
$150 User Fee
$1249 Total Cost
Section 0040
6:30 pm
Pimmit Hills Ctr
W, September 27-January 31
Rm 156
Tipton, instructor

EKG Interpretation | Course HM01614
Students study indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations in cardiology will also be discussed. Class taught by Cardiac Nurse Practitioner with more than 10 years experience. 4 sessions @ 2 hrs each.
Prereq: HM01616 Clinical Medical Office Procedures—Part 2
$212 Tuition
$168 Text: Clinical Procedures for Medical Assistants, 9th ed
($141); EKG/EKG ($17); EKG Interpretation ($10)
$380 Total Cost
Section 0040
7:00 pm
L. Braddock SS
Tu, September 19-October 10
Rm H251
Lorenia Williams, APRN-BC, instructor
Section 0041
7:00 pm
W, October 25-November 15
Rm 104
Lorenia Williams, APRN-BC, instructor
Emergency Medical Technician—Basic | Course HM01655
Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text: provided.) Minimum age 16 with pre-admission approval. No tuition waivers. 24 evening sessions @ 3 hrs each plus 11 Saturdays @ 8 hrs.

$1065 Tuition
$ 45 User Fee
$1110 Total Cost

NEW
Introduction to EHRs | Course HM01759
All medical facilities and offices are now required to use Electronic Health Records. This class introduces all who wish to go into a health care career to computerization of records. 4 sessions @ 3 hrs each.

$190 Tuition
$139 Text: Electronic Health Records Pkg
$ 39 Total Cost

Section 0040
6:30 pm
Herndon HS
Tu, October 17-November 7
Rm 129
Walter, instructor

Section 0041
6:30 pm
Edison HS
Th, October 12-November 2
Rm T80
Macon, instructor

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal issues. Review of drug calculations, pharmacology including knowledge of human anatomy emphasizing the recognition, composition and function of organ systems including skeletal, nervous, circulatory, endocrine and reproductive system tissues. Students will also review histotechniques such as tissue processing and an introduction to basic histology and practices of histotechnology including laboratory safety, fixation, routine staining and operation and maintenance of lab equipment. 16 sessions.

$1999 Tuition
$120 User Fee
$2119 Total Cost

Section 0040
7:00 pm
Woodson HS
W, October 2-January 3
Rm F105
Staff, instructor

Hospital Registration Clerk Certification | Course HM01745
Prepares individuals to handle patient registration and other intake information prior to admission to hospitals and medical offices. Includes advanced medical terminology, medical law and ethics, basic insurance coding and billing, telephone techniques, customer satisfaction, statistical reporting, and basic medical records management. Upon successful completion, students are eligible to take national certification exam. No waivers. Textbooks included in tuition. 20 sessions @ 2.5 hrs each. Prereq: HM01600 Medical Terminology With Anatomy 1

$1099 Tuition
$120 User Fee
$1219 Total Cost

Section 0040
6:30 pm
Marshall HS
Tu Th, October 10-December 7
Rm D104
Biggs, instructor

Intravenous Therapy Training | Course HM01623
Provides necessary skills to safely perform IV therapy. Focus on anatomy, physiology, asepsis, equipment and supplies, review of drug calculations, pharmacology as it relates to IV therapy, and the practice of starting and running an IV. Appropriate for phlebotomists, RNs, LPNs, and other caregivers looking to enhance or refresh IV therapy skills. Includes hands-on lecture and classroom labs. No tuition waivers. 20 sessions @ 2.5 hrs each.

$1299 Tuition
$100 User Fee
$1399 Total Cost

Section 0040
6:30 pm
Marshall HS
Tu Th, October 3-November 30
Rm D103
Staff, instructor

History Assistant Program | Course HM01622
This 96 hour program will introduce students to the professional requirements of a Histology Assistant. Histology Assistants typically work in hospitals, clinics and laboratories assisting histologists and pathologists to prepare and analyze tissue specimens from patients in order to diagnose and treat diseases. This program will review human anatomy emphasizing the recognition, composition and function of organ systems including skeletal, nervous, circulatory, endocrine and reproductive system tissues. Students will also review histotechniques such as tissue processing and an introduction to basic histology and practices of histotechnology including laboratory safety, fixation, routine staining and operation and maintenance of lab equipment. 16 sessions.

$1999 Tuition
$120 User Fee
$2119 Total Cost

Section 0040
7:00 pm
Woodson HS
W, October 2-January 3
Rm F105
Staff, instructor

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal issues. Review of drug calculations, pharmacology including knowledge of human anatomy emphasizing the recognition, composition and function of organ systems including skeletal, nervous, circulatory, endocrine and reproductive system tissues. Students will also review histotechniques such as tissue processing and an introduction to basic histology and practices of histotechnology including laboratory safety, fixation, routine staining and operation and maintenance of lab equipment. 16 sessions.

$1999 Tuition
$120 User Fee
$2119 Total Cost

Section 0040
7:00 pm
Woodson HS
Tu, September 12-October 17
Rm 144
Sloan, instructor

Math for Medicine | Course HM01925
Need a reminder on how to do basic math such as fractions and decimals? If you are looking to enter a medical setting, this course is for you. Ideal for those wishing to begin a pharmacy technician, dialysis technician, CNA or LPN program. Also helpful for medical assistants, dental assistants and physical therapy aides. 5 sessions @ 4 hrs each.

$311 Tuition
$ 51 Text: Medical Law Ethics & Bioethics, 7th ed
$ 27 Total Cost

Section 0040
9:30 am
Plum Center
Su, September 17-November 5
Rm 102
Susan Lemarie, instructor

NEW
Medical Administrator Assistant Certification Exam Prep | Course HM01776
Review for the National Healthcareer Association Medical Administrator Certification exam. Covers major topics such as scheduling, client records, coding and more. 2 sessions @ 3 hrs each.

$149 Tuition
$ 75 User Fee
$224 Total Cost

Section 0040
9:30 am
Plum Center
Sa, October 14-October 28
Rm 141
Robertson, instructor

Medical Assistant Certification Exam Prep | Course HM01765
Review for the National Healthcareer Association Medical Assistant Certification exam. Covers major topics such as terminology, labs, EKGs, and vital signs. 3 sessions @ 2.5 hrs each.

$107 Tuition
$ 75 User Fee
$182 Total Cost

Section 0030
10:00 am
Plum Center
Sa, July 29-August 12
Rm 140
Brooke Koons, BSN, instructor

NEW
Medical Billing and Coding—Comprehensive | Course HM01950
Comprehensive course includes advanced medical terminology, billing and coding, claims preparation and filing using CPT, ICD-10 and HCPCS manuals. Course moves quickly through material. Excellent command of English language recommended. 30 sessions @ 3 hrs each. Prereq: HM01600 Medical Terminology With Anatomy 1

$1889 Tuition
$1889 Total Cost

Section 0040
7:00 pm
Woodson HS
M, September 18-February 1
Rm G105
Staff, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600
Learn anatomy, physiology, and terminology of body systems to build medical vocabulary. Good overview of the human body and related terms form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended. 10 sessions @ 2.5 hrs each.

$335 Tuition
$ 62 Text: Pharmacology Handout ($2); Quick & Easy Medical Terminology, 7th ed ($60)
$397 Total Cost

Section 0041
9:30 am
Plum Center
Tu, September 12-November 14
Rm 119
Brooke Koons BSN, instructor

Section 0040
6:30 pm
Woodson HS
W, September 20-November 29
Rm G120
Law, instructor

Section 0043
7:00 pm
Chantilly HS
Tu, September 19-November 21
Rm 143
Staff, instructor

Section 0042
7:00 pm
Edison HS
Tu, September 19-November 21
Rm B143
Wright, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601
Continue building medical vocabulary. (Same textbook as Part 1.) 10 sessions @ 2.5 hrs each. Prereq: HM01600 Medical Terminology With Anatomy—Part 1

$335 Tuition
$335 Total Cost

Section 0041
6:30 pm
Plum Center
Tu, September 12-November 14
Rm 140
Miser, instructor

Section 0040
9:30 am
Plum Center
Th, September 14-November 16
Rm 119
Brooke Koons BSN, instructor

Section 0042
6:30 pm
Woodson HS
Tu, September 19-November 21
Rm G113
Vergara, instructor
Newborn and Postpartum Care | Course HM02100
Basic overview and evidence based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. Students receive certificate of completion upon successful completion of this course. 2 sessions @ 3 hrs or 1 session @ 6 hrs. No discounts/ waivers.

$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost

Section 0040
9:30 am Plum Center
9:30 am Sa, September 23
Rm 141 Staff, instructor

Section 0041
9:30 am Plum Center
9:30 am Sa, November 18
Rm 104 Staff, instructor

Ophthalmic Assistant | Course HM01630
The 50-hour Ophthalmic Assistant Program prepares students for entry-level positions in ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity, and tonometry (basic) and glaucoma. The course also includes a review of ocular dressing procedures, maintenance of equipment and instruments, and other areas. This program meets the educational requirements of a leading national certification examination—information regarding additional certification requirements will be provided during class. No discounts or waivers. 17 sessions @ 3 hrs each.
Prereq: HM01600 Medical Terminology With Anatomy 1
HM01601 Medical Terminology With Anatomy 2

$1249 Tuition
$1249 Total Cost

Section 0040
6:30 pm Plum Center
6:30 pm M Th, October 16-December 14
Rm 147 Campbell, instructor

Pharmacy Technician—Fast Track | Course HM01929
Comprehensive course prepares students to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. No tuition waivers. 15 sessions @ 3.5 hrs each.

$1169 Tuition
$80 User Fee
$1249 Total Cost

Section 0040
9:00 am Plum Center
9:00 am M W F, September 25-November 10
Rm 148 Erika Crabb, RPh, instructor

Pharmacy Technician Program | Course HM01659
Comprehensive course prepares students to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. No tuition waivers. 20 sessions @ 2.5 hrs each.

$1169 Tuition
$80 User Fee
$1249 Total Cost

Section 0040
6:30 pm Plum Center
6:30 pm L, Braddock SS
Rm H225

Section 0041
7:00 pm Plum Center
7:00 pm Herndon HS
Rm 126

Phlebotomy Training Program | Course HM01617
Perform venipunctures competently and safely. Includes terminology, collection procedures, hands-on laboratory practice, and optional clinical rotation so students are eligible for national certification exam. OPTIONAL: one week clinical rotation scheduled up to 3 months following class. Minimum age for this class is 18. No tuition waivers. 30 sessions @ 3 hrs each.

$179 Tuition
$260 User Fee
$2059 Total Cost

Section 0040
7:00 pm Inova Fair Oaks Hospital
M W, September 12-January 11
Rm TBD Brown, instructor

Physical Therapy Aide | Course HM01619
Learn theory and skills for entry-level position in physical therapy clinics, centers, and hospitals. Includes preparation of treatment area, ordering supplies, and patient transport. BOOKS: Please purchase Physical Therapy Assistant, Worktext by Weiss (2nd Ed. preferred) and The Anatomy Coloring Book by Kapit and Elson (2nd Ed. preferred) prior to first day of class. No tuition waivers. 8 sessions @ 5 hrs each.

$845 Tuition
$845 Total Cost

Section 0040
10:00 am Plum Center
10:00 am W, October 4-November 22
Rm 112 O’Donnell, instructor

NEW
Surgical Technician Program | Course HM01871
Build your résumé and increase your marketability as a surgical technician. Course covers the surgical technician’s role from pre-op through post-op, history, legal aspects, equipment preparation and cleaning, and patient contact skills. Ideal for medical assistant and CNAs looking for something new to do! 28 sessions @ 2.5 hours each.

$1299 Tuition
$1299 Total Cost

Section 0040
7:00 pm Plum Center
7:00 pm Tu, September 26-January 9
Rm 191 Staff, instructor

Nutrition and GI Disorders | Course HM01729
In this course, students are introduced to some of the nutrition concerns encountered with commonly diagnosed disorders such as Crohn disease, IBS, Colitis, and Celiac Disease. Taught by a nutritionist. 1 session @ 2 hrs.

$5 Tuition
$5 Total Cost

Section 0040
6:30 pm Edison HS
6:30 pm Tu, September 12
Rm B126 Negron, instructor

Section 0041
6:30 pm Edison HS
6:30 pm W, December 6
Rm B153 Negron, instructor

NUTRITION

Exercise and Sports Nutrition | Course HM01954
Power up your exercise routine by giving your body what it needs to reap the maximum benefit from your hard work. Getting the right nutrition through a balanced diet effects your performance. Come calculate anthropometrics and plan a meal. Taught by a nutritionist. 1 session @ 2 hrs.

$5 Tuition
$5 Total Cost

Section 0040
6:30 pm Plum Center
6:30 pm Tu, October 31
Rm 112 Negron, instructor

Section 0041
6:30 pm Edison HS
6:30 pm Tu, November 28
Rm B126 Negron, instructor

NEW
Weight Management | Course HM01721
Learn basic nutrition concepts related to weight management: measuring anthropometrics, calculating calories and macronutrients. Students will also learn the latest research related to weight management and obesity. Q & A session provided at end of course. Taught by a nutritionist. 1 session @ 2 hrs.

$5 Tuition
$5 Total Cost

Section 0040
10:00 am Woodson HS
10:00 am Sa, September 30
Rm TBD Negron, instructor

Section 0041
6:30 pm Edison HS
6:30 pm Tu, November 14
Rm TBD Negron, instructor
Information Technology

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465
Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. 13 sessions covering 45.5 hrs.
Pre-req:CT02465 Basic PC Maintenance

$954 Total Cost

Section 0040
6:30 pm
ACE Herndon Learning Center Tu Th, September 26-November 7
Shahriyar Behbahani, instructor

Windows 7: MCTS Prep Part 1 | Course CT01770
Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) Exam 70-680. You will be introduced to Windows 7, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. Purchase textbook separately. ISBN 978-1-111-30977-0. 7 sessions @ 3 hrs each.

$739 Tuition
$20 User Fee
$759 Total Cost

Section 0400
7:00 pm
Plum Center M W, September 11-October 18
Edward Gibson, instructor

Certified Information System Security Professional (CISSP) | Course CT01910
Prepare for the CISSP exam. Course covers all ten modules: access control, telecommunications and network security, information security governance and risk management, software development security, cryptography, security architecture and design, operations security, business continuity and disaster recovery planning, investigations, and physical security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, visit https://www.isc2.org/about-isc2-credentials.aspx. Purchase textbook separately. ISBN: 9781285060422. 12 sessions @ 3 hrs each.

$849 Tuition
$30 User Fee
$879 Total Cost

Section 0400
9:00 am
Plum Center Sa, September 16-December 9
Edward Gibson, instructor

Cisco Networking | Course CT01474
Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing. Configure networks using RIP, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 10 sessions @ 5 hrs each; pack lunch.
Pre-req: CT01421 Windows 7

$595 Tuition
$34 User Fee
$639 Total Cost

Section 0400
9:00 am
ACE Herndon Learning Center Sa, September 23-December 2
Shahriyar Behbahani, instructor

COMPUTER BASICS

PC Basics | Course CT01416
PC Basics is your window into the world of computing! For those desiring to learn more about the fundamentals of computers, this is the course for you. PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an internet browser. This is the prerequisite course for many IT courses. 6 hours of instruction.

$82 Tuition
$2 User Fee
$84 Total Cost

Section 0040
7:00 pm
Plum Center Tu, September 12-September 19
Rm 205
Ricardo Bahr, instructor

Section 0041
7:00 pm
Hendron HS Tu, September 19-September 21
Rm 108
Felicia Wilson, instructor

Section 0042
7:00 pm
Edison HS M W, September 25-September 27
Rm A125
Chandan Pillai, CPA, instructor

Section 0043
7:00 pm
Woodson HS Tu, October 17-October 19
Rm E157
Dr. Majid Imaniy, instructor

Section 0044
7:00 pm
L. Braddock SS Th, November 7-December 9
Rm H202
Philip Jeffers, instructor

Section 0045
9:00 am
Pimmit Hills Ctr Th, December 7
Rm 123
Mary Ann Smith, MOS, instructor

Section 0046
7:00 pm
Woodson HS M W, December 11-December 13
Rm E157
Louise Glenn, instructor

Windows 7—File Management | Course CT01402
Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows 7, and more importantly, learn how to organize your files better with quick, time saving techniques. Bring a flash drive to class. 1 session @ 3 hrs.

$70 Tuition
$5 User Fee
$75 Total Cost

Section 0040
4:00 pm
Plum Center W, September 6
Rm 110
Lisa Rosenberger, instructor

Section 0041
7:00 pm
Plum Center Tu, October 3
Rm 205
Ricardo Bahr, instructor

Section 0042
7:00 pm
Hendron HS Th, October 5
Rm 108
Felicia Wilson, instructor

Section 0043
9:00 am
Plum Center Rm 114
Th, October 12
Mary Ann Smith, MOS, instructor

Section 0044
7:00 pm
Pimmit Hills Ctr Rm 116
Th, November 9
Mary Ann Smith, MOS, instructor

Section 0045
9:00 am
L. Braddock SS Rm 212
M, November 13
Louise Glenn, instructor

Section 0046
7:00 pm
L. Braddock SS Rm A212
Th, December 14
Philip Jeffers, instructor
Windows 10—File Management and More! | Course CT01403

Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows 10, and more importantly, learn how to organize your files better with quick, time-saving techniques. Bring a flash drive to class. 1 session @ 3 hrs.
Prereq: CT01416 PC Basics
Prereq: CT01423 Windows Basics

$ 70  Tuition
$  5  User Fee
$ 75  Total Cost

Section 0040  7:00 pm
Plum Center  W, September 20
Rm 205  Philip Jeffers, instructor

Section 0041  7:00 pm
Plum Center  Th, October 12
Rm 114  Philip Jeffers, instructor

Section 0042  9:00 am
Pimmit Hills Ctr  Th, December 7
Rm 116  Lisa Rosenberger, instructor

Keyboarding | Course CT01417

Continue your journey in PC basics by learning proper keyboarding techniques. No more pecking for keys! This class will improve your keyboarding speed while learning from an online software app and other classroom practices. 9 sessions @ 2 hrs each.

$ 299  Tuition
$  5  User Fee
$ 309  Total Cost

Section 0040  4:30 pm
Plum Center  M, W, September 18-October 18
Rm 114  Lisa Rosenberger, instructor

Section 0041  5:00 pm
Pimmit Hills Ctr  Tu, October 19-November 16
Rm 116  Lisa Rosenberger, instructor

Windows 10 | Course CT01432

Recommended for anyone using a PC! Learn about the new Windows 10 features. Inexperienced computer users, as well as those new to the Windows Operating System will benefit from this class. 3 sessions @ 3 hrs each.

$131  Tuition
$ 15  User Fee
$159  Total Cost

Section 0040  7:00 pm
Plum Center  Tu, October 17-October 24
Rm 114  Philip Jeffers, instructor

Section 0041  7:00 pm
Plum Center  Tu, December 5-December 12
Rm 114  Philip Jeffers, instructor

Windows 10 Workshop: Tips and Tricks | Course CT01433

Learn about the Windows 10 features. Use the touch screen features or navigate with the mouse. Create shortcuts, customize and start menu and taskbar, resize tiles, search for applications and files, and learn other tips. Students are welcome to bring their own laptop with Windows 10 to the class. 1 session @ 3 hrs.

$ 80  Tuition
$  5  User Fee
$ 85  Total Cost

Section 0040  7:00 pm
Pimmit Hills Ctr  Tu, October 17
Rm 116  Mary Ann Smith, MOS, instructor

Learning to Use Your iPad/iPhone Workshop | Course PR06001

Bring Your Own Device (BYOD) and learn to use your Apple iPad/iPhone. In this beginner class, students learn to use the features, apps, and settings, including iCloud, accessing mail, using the Internet, taking photos, and using typing shortcuts. 1 session @ 3 hrs.

$ 85  Tuition
$  5  Total Cost

Section 0040  7:00 pm
L. Braddock SS  W, October 25
Rm H201  Philip Jeffers, Instructor

Section 0041  9:00 am
Plum Center  F, November 3
Rm 110  Mary Ann Smith, MOS, instructor

Basic PC Maintenance | Course CT02465

Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7 operating system. 3 sessions @ 3 hrs each.

$249  Tuition
$ 20  User Fee
$269  Total Cost

Section 0040  7:00 pm
Chantilly HS  W, September 27-October 25
Bryan Carvajal, instructor

Section 0041  7:00 pm
Chantilly HS  M, November 13-December 11
Bryan Carvajal, instructor

DATABASE SYSTEMS

MS Access—Basics | Course CT01449

Examine the relational database design process and create a new MS Access database. Build tables and establish table relationships. Create forms, queries and reports. 6 hrs of instruction.
Prereq: CT01416 PC Basics

$129  Tuition
$  4  User Fee
$ 26  Text: MS Access 2013: Part 1
$ 159  Total Cost

Section 0040  9:00 am
Plum Center  Sa, October 14-October 21
Rm 114  Wayne Shewmaker, MBA, MOS, instructor

MS Access—Intermediate | Course CT01450

Create multiple MS Access tables; develop forms and subforms; build complex reports and queries. Share data across applications by importing data into Access, exporting data to text files and creating a mail merge. 2 sessions @ 3 hrs each.
Prereq: CT01449 MS Access—Basics

$129  Tuition
$  4  User Fee
$ 26  Text: MS Access 2013: Part 2
$ 159  Total Cost

Section 0040  9:00 am
Plum Center  Sa, November 11-November 18
Rm 205  Wayne Shewmaker, MBA, MOS, instructor

Oracle Basics | Course CT01547

Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SQL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. ISBN: 9780071801751. 8 sessions @ 3 hrs each.

$469  Tuition
$ 10  User Fee
$479  Total Cost

Section 0040  7:00 pm
Plum Center  Tu, September 19-October 12
Rm 118  Arabinda Banik MS, instructor

Section 0041  7:00 pm
Plum Center  F, September 29-November 17
Rm 118  Rani Santoshi, OCA, instructor

Oracle Database Administration—Introduction | Course CT01551

Get started with the Oracle Architecture: installing/upgrading to Oracle 12c; planning and managing tablespaces and physical database layouts; monitoring space usage; managing transactions with Undo tablespaces; database tuning, security, and auditing; using tools such as Real Application Cluster; backup and recovery; and an introduction to Oracle networking. Includes extensive application of command line SQL and PL/SQL as well as GUI tools to perform DBA tasks. This course covers the major topics in exam 120-061. Purchase textbook separately. No discounts/waivers. 7 sessions @ 3 hrs each.
Prereq: CT01547 Oracle Basics

$459  Tuition
$ 20  User Fee
$479  Total Cost

Section 0040  7:00 pm
Plum Center  M, October 16-November 6
Rm 118  Michael NeSmith, BA, MCSE, instructor

Oracle Database Administration | Course CT01550

Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SQL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. ISBN: 9780071801751. 8 sessions @ 3 hrs each.

$469  Tuition
$ 10  User Fee
$479  Total Cost

Section 0040  7:00 pm
Plum Center  Tu, September 19-October 12
Rm 118  Arabinda Banik MS, instructor

Section 0041  7:00 pm
Plum Center  F, September 29-November 17
Rm 118  Rani Santoshi, OCA, instructor

He's one of the best computer instructors ever. He uses great analogies to "real life" that help me understand computer concepts with which I have difficulty.”

Debra Tinker
Windows 10—File Management and More!
Oracle Database Administration I | Course CT01552
This course covers more details on SQL command syntax, Oracle installation, and administration. Topics include Oracle architecture, creating Oracle databases, understanding storage and space management, managing data concurrency and undo, Oracle Network Architecture, security and auditing, performance and tuning, backup and recovery, controlling resources and jobs, upgrading to Oracle 12c, and an overview of using Grid Infrastructure. This course covers the major topics in exam 1Z0-062. Exam can be taken at a local authorized testing center and is not part of the course. Purchase textbook separately. ISBN 9781118643952 and ISBN 9780071799331. 7 sessions @ 3 hrs each. Prereq: CT01551 Oracle Database Administration—Introduction

$449 Tuition
$20 User Fee
$469 Total Cost

Section 0040
7:00 pm
Plum Center M W, November 13-December 4
Rm 118 Michael NeSmith, BA, MCSE, instructor

PL/SQL—Introduction | Course CT01548
Learn about variables, operators, loops, decisions, cursors, and debugging. Develop stand-alone or stored functions and procedures. Create and use Oracle packages. Some knowledge of programming helpful but not required. Purchase textbook separately. ISBN: 9780071812436. 8 sessions @ 3 hrs each. Prereq: CT01547 Oracle Basics

$449 Tuition
$20 User Fee
$469 Total Cost

Section 0040
7:00 pm
Plum Center Tu Th, October 24-November 16
Rm 118 Arabinda Banik MS, instructor

Adobe Photoshop—Intermediate | Course CT01463
This is a continuation of the basic course. Using new brush tools and basic pen tool techniques, students learn to create vector shapes and the use of advanced layering and layer styles. Students create a final project. Same text as Photoshop Basics. 6 sessions @ 3 hrs each. Prereq: CT01462 Adobe Photoshop—Basics

$329 Tuition
$20 User Fee
$349 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M W, October 16-November 1
Rm 116 Jessica Rossiter, Instructor

Graphics for the Web | Course CT01550
Learn how to create your own graphics and images using Photoshop Elements. This course is about bringing the exciting vision of your website to life. Create banners, buttons, and background images to help make your website "pop" and stand out from the rest. 4 sessions @ 3 hrs each.

$254 Tuition
$5 User Fee
$259 Total Cost

Section 0040 9:00 am
Woodson HS Sa, October 28-November 18
Rm A119 Dr. Majid Imany, Instructor

Microsoft Office Proficiency Workshop | Course CT01285
Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. May require outside study. This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MOS exams. Keyboarding expertise (25 wpm) is recommended. 8 sessions @ 3 hrs each.

$449 Tuition
$24 User Fee
$16 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)

Section 0040 9:00 am
Plum Center M Tu W Th, September 18-September 28
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 7:00 pm
L. Braddock SS Tu Th, November 7-December 5
Rm A213 Wayne Shewmaker, MBA, MOS, instructor

Section 0042 1:00 pm
Plum Center M Tu W Th, December 4-December 14
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

NETWORKING

Introduction to Cloud Computing and Virtual Machines | Course CT02770
This course is an introduction to Cloud Computing and Virtual Machines concepts and terminology and covers many of the major topics in the Cloud+ (CV0-001) certification exam. Topics include cloud architecture, cloud computing service models, object storage, the benefits of virtualization, virtual components of a cloud environment, management of a virtual environment, virtual resource migration, storage technologies, storage configuration, protocols, virtual environment planning, implementation, monitoring, physical resource allocation, security, system management, optimization, deployment, availability and disaster recovery. Hands-on exercises will use VMware Workstation 12 Player, Oracle VM Virtualbox, and Red Hat KVM. 6 sessions @ 3 hrs each. Prereq: Working knowledge of microcomputers, Windows, and the Internet.

$339 Tuition
$20 User Fee
$359 Total Cost

Section 0040 7:00 pm
Plum Center Tu Th, December 5-December 21
Rm 118 Michael NeSmith, BA, MCSE, instructor

MS Word for Boomers | Course CT01328
New to MS Word? For those who prefer a relaxed pace or do not have access to Word at home or office, this is the course for you. You will learn to produce letters, memos, set margins and tabs, move and copy text. Extra in-class lab time. Windows experience recommended. 2 sessions @ 2 hrs each.

$63 Tuition
$6 Text: Quick Source Guide Word 2013
$69 Total Cost

Section 0040 4:00 pm
Plum Center Tu Th, November 28-December 10
Rm 110 Lisa Rosenberger, instructor

Section 0041 9:00 am
Pimmit Hills Ctr M W, December 11-December 13
Rm 118 Susan Kenney, instructor

MS Word—Basics | Course CT01342
Empower yourself with these essential skills for the office. You will learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) are highly recommended. 4 sessions @ 3 hrs each or 2 sessions @ 6 hrs each.

$244 Tuition
$15 User Fee
$26 Text: MS Word 2013: Part 1
$285 Total Cost

Section 0040 7:00 pm
Edison HS M W, September 11-September 20
Rm 117 Michael Solomon, instructor

Section 0041 9:00 am
Pimmit Hills Ctr M W, September 18-September 27
Rm 116 Susan Kenney, instructor

Section 0042 7:00 pm
Plum Center M W, November 27-December 6
Rm 114 Wayne Shewmaker, MBA, MOS, instructor
Career Exploration—Information Technology

Quick Source Guide Excel 2013 Advanced

FCPS Adult and Community Education

Marshall HS Tu Th, November 28-December 7
Rm E159 David Vigil MS, instructor

Woodson HS M W, November 6-November 15
Rm E159 David Vigil MS, instructor

Creating templates. 4 sessions @ 3 hrs each.
Enhance the Excel environment by managing themes and text, create tables and charts, sort and filter data, create functions. Create and edit macros, analyze data with advanced formulas and specialized functions.

Improve your Microsoft Excel 2013 worksheet capabilities by calculating data with advanced formulas and specialized functions. Create and edit macros, analyze data with text, create tables and charts, sort and filter data, create PivotTables and PivotCharts, analyze data using slicers, insert graphic objects into worksheets and customize and enhance the Excel environment by managing themes and creating templates. 4 sessions @ 3 hrs each.

Prereq: CT0144 | MS Word—Intermediate | Course CT01344

This course will help you go beyond the basics of word processing to enhance your Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats, and graphics. It will also help you create your own Microsoft Word efficiency tools to produce attractive and effective documents with less time and effort than you have ever needed before. Prerequisite: Word Basics or a working knowledge of the topics covered in that class. 4 sessions @ 3 hrs each.

MS Excel—Advanced | Course CT01445

Learn to use Microsoft Excel at an advanced level! Analyze data with Logical, Combined, and Conditional functions. Apply conditional formatting and add data validation criteria. Learn to protect files, share a workbook and audit worksheets. Analyze data by applying trendlines, sparklines, and performing a What-If Analysis and a Statistical Analysis with the Analysis Toolpak. Consolidate workbook data and link and edit cells in different workbooks. Export Excel data to and import data from other applications. 4 sessions @ 3 hrs each.

Prereq: CT01442 MS Excel—Intermediate

MS Excel—Basics | Course CT01441

Learn to use Microsoft Excel 2013 to create, edit, and print worksheets. Perform worksheet calculations by learning the basics of formulas and functions. Modify the appearance of worksheets and manage workbooks. Basic computer knowledge required to be successful in this course. 4 sessions @ 3 hrs each.

$258 Tuition
$ 5 User Fee
$ 26 Text: MS Word 2013: Part 2
$289 Total Cost

Section 0040
7:00 pm
Edison HS
M W, October 2-October 16
Rm A127
Wayne Shewmaker, MBA, MOS, instructor

Section 0041
9:00 am
Pimmit Hills Ctr
M W, October 16-October 25
Rm 116
Susan Kenney, instructor

Section 0042
7:00 pm
Plum Center
M W, December 11-December 20
Rm 114
Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Basics | Course CT01426

Master use of this powerful email management tool. You'll learn to create, send, receive, reply, forward and print emails; attach a file to your message; manage messages with folders; schedule appointments and events; manage contacts; customize your messaging; and create address books and distribution lists. You'll know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.

$244 Tuition
$ 15 User Fee
$ 26 Text: MS Outlook 2013: Part 1
$285 Total Cost

Section 0040
7:00 pm
L. Braddock SS
Tu Th, September 12-September 21
Rm A213
Wayne Shewmaker, MBA, MOS, instructor

Section 0041
7:00 pm
Woodson HS
M W, October 16-October 25
Rm A222
David Vigil MS, instructor

Section 0042
7:00 pm
Marshall HS
Tu Th, November 7-November 16
Rm C101
Susan Kenney, instructor

Section 0043
9:00 am
Plum Center
Tu Th, December 5-December 14
Rm 110
Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Intermediate | Course CT01429

Optimize your use of this powerful email management tool. Learn how to customize messaging and manage address books and distribution lists. Take full advantage of task and note tools. You will know how to organize and search your e-mail to retrieve that important message you sent or received. Work with others by sharing calendars and contacts. 2 sessions @ 3 hrs each.

Prereq: CT01426 MS Outlook—Basics

$149 Tuition
$ 4 User Fee
$ 26 Text: MS Outlook 2013: Part 2
$189 Total Cost

Section 0040
9:00 am
Plum Center
Tu, October 28
Rm 205
Wayne Shewmaker, MBA, MOS, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295

Integrate MS Word and Excel for efficient input and retrieval of business communications. Use MS Word to create, edit, and format business letters, memos, information lists, agendas, etc. Use MS Excel to organize data in a proper spreadsheet layout. This is a great course to reinforce your use of office productivity software. Keyboarding expertise required. 2 sessions @ 6 hrs each.

$252 Tuition
$ 5 User Fee
$ 12 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide Word 2013 ($6)
$269 Total Cost

Section 0040
8:30 am
Plum Center
M Tu, December 11-December 12
Rm 114
Mary Ann Smith, MOS, instructor

Microsoft Office Excel Workshop: Essential Skills | Course PR01201

Using MS Office Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. 1 session @ 4 hrs.

$149 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Excel 2013
$165 Total Cost

Page 28
MS Excel Shortcuts and Tricks | Course CT01585
Take your MS Excel knowledge to a new level. This course is a beginner’s introduction to MS Excel shortcuts and tricks that will enable you to manipulate spreadsheets with speed. Learn the basics of developing Macros and the advantages of formulas such as VLookup, Advance Filter, and many more. 2 sessions @ 3 hrs each.
Prereq:CT01441 MS Excel—Basics
$144 Tuition
$ 5 User Fee
$149 Total Cost
Section 0040
7:00 pm
Woodson HS
M W, September 25-September 27
Rm E157
David Vigil MS, instructor

Section 0041
7:00 pm
L. Braddock SS
Tu Th, December 12-December 14
Rm H201
David Vigil MS, instructor

MS Excel—Macro Workshop | Course CT01584
Learn to use the Excel macro recorder and eliminate repetitive common spreadsheet tasks! Employ macros to consistently format worksheets and make calculations on recurring reports, even as the number of rows varies. Activate macros using a keyboard shortcut, toolbar button or an icon in a worksheet. Learn to enable the macro feature, set macro security levels, and store macros.
1 session @ 3 hrs.
Prereq:CT01441 MS Excel—Basics
$ 89 Tuition
$ 14 User Fee
$ 6 Text: Quick Source Guide Excel 2013 Advanced
$109 Total Cost
Section 0040
7:00 pm
Plum Center
W, November 15
Rm 205
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Word Workshop: Essential Skills | Course PR01101
Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features as time permits. 1 session @ 4 hrs.
$149 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Word 2013
$165 Total Cost
Section 0040
8:30 am
Pimmit Hills Ctr
M, September 18
Rm 123
Mary Ann Smith, MOS, instructor
Section 0041
8:30 am
Plum Center
Tu, November 7
Rm 114
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Word Workshop: Mail Merge Essentials | Course PR01150
Using MS Office Word, learn to merge Word with an Excel list to create various labels, name tags, and business letters. Learn tips for creating and formatting tables and performing table calculations. Other features will be discussed as time permits. 1 session @ 3 hrs.
$129 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Word 2013 Advanced
$145 Total Cost
Section 0040
9:00 am
Plum Center
Th, October 5
Rm 114
Wayne Shewmaker, MBA, MOS, instructor

MS Office PowerPoint Workshop: Slides, Transitions, and Animation | Course PR01301
Using MS Office PowerPoint, create presentation slides using text, images, and video. Learn to apply transitions and animations and print handouts. 1 session @ 3 hrs.
$131 Tuition
$ 10 User Fee
$ 4 Text: Quick Source Guide PowerPoint 2013
$145 Total Cost
Section 0040
9:00 am
Plum Center
M, September 25
Rm 114
Mary Ann Smith, MOS, instructor

MS Office Outlook: Calendar, Meetings, and Tasks | Course PR01403
Using MS Office Outlook, learn to use the Outlook calendar features to create appointments and meetings; set permissions for calendar sharing; create tasks and assign tasks. No discounts. 1 session @ 3 hrs.
$129 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Outlook 2013
$145 Total Cost
Section 0040
9:00 am
Plum Center
F, October 20
Rm 114
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Publisher Workshop | Course PR01501
Using MS Office Publisher, create a flyer and a trifold brochure with text boxes and graphics. Use a newsletter template with columns, styles, and other design elements such as pull quotes, sidebars, and attention getters. Other features will be discussed as time permits.
1 session @ 4 hrs.
$139 Tuition
$ 5 User Fee
$ 5 Text: Quick Source Guide Publisher 2013
$164 Total Cost
Section 0040
8:30 am
Pimmit Hills Ctr
Sa, October 21
Rm 116
Mary Ann Smith, MOS, instructor

Microsoft Office OneNote Workshop: Managing Information | Course PR01701
Using MS Office OneNote, create notebooks, sections, section groups, pages, and subpages containing information from various sources such as Outlook, Excel, PowerPoint, and the Web. Features covered will include side notes, tables, tags, and hyperlinks. No discounts. 1 session @ 3 hrs.
$139 Tuition
$ 4 User Fee
$ 6 Text: Quick Source Guide OneNote 2013
$145 Total Cost
Section 0040
7:00 pm
Pimmit Hills Ctr
Th, December 7
Rm 116
Mary Ann Smith, MOS, instructor

Introduction to SharePoint 2013 | Course CT02701
Want to gain a better understanding of SharePoint 2013? Want to know how SharePoint is used in organizations? Want to know how to use it in your organization? This course is designed with the beginner in mind. Learn how to navigate, create lists and tasks, manage libraries, announcements, calendars, and more. Find out how SharePoint 2013 helps you and your organization increase the efficiency of business processes. 10 sessions @ 2 hrs each.
$449 Tuition
$ 40 User Fee
$459 Total Cost
Section 0040
7:00 pm
L. Braddock SS
Tu Th, October 17-November 16
Rm H232
Isaac Sogunro, MOS, instructor

Microsoft Office Publisher Workshop | Course PR02701
Using MS Office Publisher, create a flyer and a trifold brochure with text boxes and graphics. Use a newsletter template with columns, styles, and other design elements such as pull quotes, sidebars, and attention getters. Other features will be discussed as time permits.
1 session @ 4 hrs.
$139 Tuition
$ 5 User Fee
$ 5 Text: Quick Source Guide Publisher 2013
$164 Total Cost
Section 0040
8:30 am
Pimmit Hills Ctr
Sa, October 21
Rm 116
Mary Ann Smith, MOS, instructor

Microsoft Office OneNote Workshop: Managing Information | Course PR01701
Using MS Office OneNote, create notebooks, sections, section groups, pages, and subpages containing information from various sources such as Outlook, Excel, PowerPoint, and the Web. Features covered will include side notes, tables, tags, and hyperlinks. No discounts. 1 session @ 3 hrs.
$139 Tuition
$ 4 User Fee
$ 6 Text: Quick Source Guide OneNote 2013
$145 Total Cost
Section 0040
7:00 pm
Pimmit Hills Ctr
Th, December 7
Rm 116
Mary Ann Smith, MOS, instructor

Linux Administration I | Course CT01659
This hands-on course covers the basics of Linux Administration. Several versions of Linux and UNIX are discussed, but the primary emphasis is on Red Hat Linux. Topics covered include installation issues, the shell, the Linux file system, Linux utilities and commands, an overview of Linux networking, and basic system administration tasks. Prerequisite is a basic knowledge of personal computers. 4 sessions @ 3 hrs each.
$319 Tuition
$ 12 User Fee
$ 58 Text: A Practical Guide to Fedora and RedHat
$389 Total Cost
Section 0040
7:00 pm
Plum Center
M W, September 11-September 20
Rm 118
Michael NeSmith, BA, MCSE, instructor
Linux Administration II | Course CT01660
This hands-on course is a continuation of Introduction to Linux Administration. Several versions of Linux and UNIX are discussed, but the primary emphasis is on Redhat Linux. Topics covered include the Bourne shell, system administration core concepts, important files, directories, and file systems, installing software, printing, building a Linux kernel, administration tasks such as user management, backups, system monitoring, disk partitions, and basic networking on a LAN. 4 sessions @ 3 hrs each.
Prereq: CT01659 Linux Administration I
$319 Tuition
$12 User Fee
$58 Text: A Practical Guide to Fedora and RedHat
$389 Total Cost

Section 0040 7:00 pm
Plum Center M W, September 25-October 4
Rm 118 Michael NeSmith, BA, MCSE, Instructor

Effective Software Testing | Course CT01691
Become a software test manager, not just a test engineer! Learn how software testing, when done properly, evaluates an attribute or capability of a program or system to determine if a program fulfills the required results. Upon course completion you will know how to determine the accuracy, reliability, usability, and integrity of various software projects. Purchase textbook separately. ISBN: 9780201794298. 8 sessions @ 3 hrs each.
Prereq: CT01692 Concepts of Programming
$474 Tuition
$5 User Fee
$479 Total Cost

Section 0040 7:00 pm
Plum Center F, September 22-November 10
Rm 114 Arabinda Banik MS, instructor

Test Automation | Course CT01692
Test automation is the use of special software to control the execution of tests and the comparison of actual outcomes with predicted outcomes. Learn what to automate and when to automate. To better achieve business goals, understand the critical factors to be considered in the planning and automation of projects. No discounts/waivers. 8 sessions @ 3 hrs each.
Prereq: CT01691 Effective Software Testing
$474 Tuition
$5 User Fee
$479 Total Cost

Section 0040 7:00 pm
Plum Center Tu, November 28-December 21
Rm 110 Arabinda Banik MS, instructor

HTML 2—Enhancing Your Website | Course CT01526
Back for more? Great! In this second installment of HTML coursework we show you how to enter and organize information into tables. Add a better browsing experience to your site with navigation bars, colors, and borders. Purchase textbook separately. ISBN: 1118008189. 3 sessions @ 3 hrs each.
Prereq: CT01525 HTML 1—Your First Website
$215 Tuition
$10 User Fee
$225 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, Th, October 3-October 10
Rm H201 Dr. Majid Imany, Instructor

HTML 3—Interacting With Your Website | Course CT01527
Now on to the more complex stuff. In the last installment of the HTML series, you will find out how to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. Lastly, we will show you how to review your site to optimize the experience for visitors. Purchase textbook separately. ISBN: 1118008189. 3 sessions @ 3 hrs each.
Prereq: CT01526 HTML 2—Enhancing Your Website
$215 Tuition
$10 User Fee
$225 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, Th, October 24-October 31
Rm H201 Dr. Majid Imany, Instructor

Web Design with Cascading Style Sheets 1 | Course CT01541
Tired of the usual HTML defaults? You already know the basics of coding; now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. Purchase textbook separately. ISBN: 1118008189. 3 sessions @ 3 hrs each.
Prereq: CT01525 HTML 1—Your First Website
$215 Tuition
$10 User Fee
$225 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, Th, November 12-November 19
Rm H201 Dr. Majid Imany, Instructor

Web Design with Cascading Style Sheets 2 | Course CT01542
You want to get your information out on the Web in a professional and pleasing format. You don’t want to spend all your time updating the look of every single page of the site when changes inevitably need to be made. Enter CSS (Cascading Style Sheets). Fully master this simple language to create clean web layouts and maintain the look of your site with ease. Purchase textbook separately. ISBN: 1118008189. 4 sessions @ 3 hrs each.
Prereq: CT01541 Web Design with Cascading Style Sheets 1
$254 Tuition
$5 User Fee
$259 Total Cost

Section 0040 7:00 pm
Woodson HS M, October 30-November 20
Rm E157 Dr. Majid Imany, Instructor

Create Your Own Small Business Website | Course CT01545
Need a website but can't afford a web designer? Want to avoid paying for every little edit? If you know how to use your keyboard and have the ability to browse, you can create a professional looking website using content management and publishing platforms. Most designs will be based on existing templates. 4 sessions @ 3 hrs each.
Prereq: CT01416 PC Basics
$254 Tuition
$5 User Fee
$259 Total Cost

Section 0040 7:00 pm
L. Braddock SS W, October 11-November 1
Rm H201 Dr. Majid Imany, instructor

InDesign Workshop 101: Introduction | Course CT02140
Learn the basics of Adobe InDesign in this two-day workshop. Become familiar with the user interface, tools and panels. Students will create a business card, flyer, and newsletter. 2 sessions @ 3 hrs each.
$154 Tuition
$5 User Fee
$159 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M, September 18-September 25
Rm 123 Mary Ann Smith, MOS, Instructor

JavaScript: Building Interactive Web Sites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submittal, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312. 6 sessions @ 3 hrs each.
Prereq: CT01492 Concepts of Programming
Prereq: CT01525 HTML 1—Your First Website
$349 Tuition
$10 User Fee
$359 Total Cost

Section 0040 4:30 pm
Plum Center W, September 13-October 18
Rm 117 Susan Brun, Instructor

Section 0041 4:30 pm
Plum Center M, November 6-December 11
Rm 117 Susan Brun, Instructor

Oops! Don't miss out on a great class.
Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!
Register today at aceclasses.fcps.edu or call 703-658-1201.
Drywall, Painting, and Waterproofing Workshop | Course TI05581

Hang, tape joints, finish new, and repair damaged drywall. Learn professional painting tips and tricks to achieve a quality finish. Learn how to reduce bath/shower water damage to other areas. 5 sessions @ 3 hrs each.

$243 Tuition
$38 User Fee
$8 Text: Step By Step Guide to Room Finishing
$289 Total Cost

Nuts and Bolts of PMT Careers | Course TI05583

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field.
1 session @ 3 hrs.

$104 Tuition
$5 User Fee
$109 Total Cost

VA Builders License Exam Prep | Course TI05352

Especially important for those seeking a general contractors or home improvement contractors license. Review for VA State building contractor’s license and Fairfax County home improvement contractor’s license. Text: 29 CFR 1926 OSHA Construction Industry Regulations ISBN 9781619462410 required, but not included.
6 sessions @ 3 hrs each.

$269 Tuition
$15 User Fee
$245 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($18); Carpentry & Building Construction, 2nd ed ($99)
$529 Total Cost

Obtaining VA Trade and Contractor’s Licenses | Course TI05350

For anyone with little knowledge about where to begin in the Virginia trade licensing process. Discover how to get trade (Journeyman and Master’s) and a contractors’ license for Fairfax County and Virginia. Information applicable to general contracting, mechanical (HVAC), electrical, plumbing, and home improvement. 1 session @ 3 hrs.

$55 Tuition
$4 User Fee
$59 Total Cost

VA Contractor’s Basic Business Course | Course TI05348

For all planning to obtain any contractors’ license. Those applying for an initial contractor’s license (Class A, B or C) in the Virginia must complete an 8-hour basic class approved by DPOR. This class fulfills that requirement. You must bring a government issued ID to class. See enclosure! Course TI05351 should also be taken, 1 session @ 8 hrs.

$184 Tuition
$8 User Fee
$93 Text: NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
$285 Total Cost

VA Contractor’s License Exam Prep | Course TI05351

Especially important for everyone who is seeking the Class A or Class B VA contracting license. Also good for Class C contractors. Review contractor business concerns, including mechanic’s liens, labor laws, construction contracts, and risk management. PSI materials not used in class. Contents of TI05348 Contractors 8 hour Basic are not included. 5 sessions @ 3 hrs each.

$259 Tuition
$8 User Fee
$98 Text: FCPS TI05351 Workbook ($5); NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
$365 Total Cost

Electrical

Occupational Electrical Wiring | Course TI05400

Master basic materials, outlet boxes, switches, receptacles, protective devices, interior wiring. Basic electrical theory and NEC requirements included. Five sessions are hands-on lab activities. 10 sessions @ 3 hrs each.

$396 Tuition
$48 User Fee
$122 Text: Electrical Wiring Residential, 18th ed
$565 Total Cost
Gas Fitter

Gas Fitters Exam Prep | Course TI05399

Prepare for journeyman or master’s exam or keep pace with recent changes. Learn to size and install low- and high-pressure gas systems for natural and LP in residential and commercial buildings. Note: Check VA DPOR requirements to be sure you are eligible to take the exam. 3 sessions @ 3 hrs each.

$ 125 Tuition
$ 2 User Fee
$ 82 Text: 2015 International Fuel Gas Code
$ 209 Total Cost

Section 0040
1:00 pm
Bryant Ctr
Sa, December 2-December 16
Rm 50C
Lyons, instructor

Gasfitters Continuing Education | Course TI05278

Comprehensive review of the 2012 International Fuel Gas Code to fulfill the continuing ed requirement for gasfitters with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. 1 session @ 3 hrs.

$ 55 Tuition
$ 2 User Fee
$ 32 Text: 2012 International Fuel Gas Code Updates
$ 89 Total Cost

Section 0040
11:45 am
Plum Center
Sa, September 9
Rm 116
McDonald, instructor

HVAC-R

Air Conditioning Fundamentals | Course TI05378

An introduction to basic air conditioning covering unit function, maintenance and up-keep for homeowners and persons considering a career in HVAC. Simple topics include: basic thermostats, air filters, should you clean evaporation coils and using basic troubleshooting tasks. 8 sessions @ 3 hrs each.

$ 126 Tuition
$ 38 User Fee
$ 171 Text: Refrigeration & AC Text, 7th ed
$ 535 Total Cost

Section 0040
6:30 pm
Bryant Ctr
M, October 16-December 4
Rm 50A
Thomasian, instructor

Heating and Air Conditioning Systems | Course TI05582

Learn principles of heating and air conditioning systems, how they operate and how to make minor adjustments and minor repairs such as, checking for loss of power, replacing simple thermostats and low voltage transformers. Course also explains the EPA rules related to who can recharge AC systems. 5 sessions @ 3 hrs each.

$ 241 Tuition
$ 27 User Fee
$ 27 Text: Basic Refrigeration and Charging Procedures
$ 295 Total Cost

Section 0040
6:30 pm
Bryant Ctr
Th, September 21-October 19
Rm TR3
Degges, instructor

CFC Exam for Certification | Course TI05375

For Core (general required for all), Type I (small appliances less than 5 kW of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is only the prep course and does not include the CFC examination. 1 session @ 3 hrs.

$ 104 Tuition
$ 11 User Fee
$ 40 Text: CFC Certification Exams/Section 608 CFT Tests
$ 155 Total Cost

Section 0040
6:30 pm
Pimmit Hills Ctr
Th, November 16
Rm 156
Tompkins, instructor
HVAC-R License Exam Prep—IMC | Course TI05389
Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 10 sessions @ 3 hrs each.
$356 Tuition
$11 User Fee
$82 Text: 2015 International Mechanical Code
$449 Total Cost
Section 0040
6:30 pm Woodson HS Th, October 5-December 14
Rm TBD jmfortney@fcps.edu, instructor

HVAC-R Continuing Education | Course TI05276
Class fulfills the continuing education requirement for HVAC-R/mechanical tech’s holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.
$143 Tuition
$6 User Fee
$50 Text: 2012 International Mechanical Code Updates
$199 Total Cost
Section 0040
8:30 am Plum Center Sa, September 9
Rm 116 McDonald, instructor
Section 0041
1:00 pm Plum Center Sa, October 21
Rm 150 jmfortney@fcps.edu, instructor
Section 0042
8:30 am Plum Center Sa, December 9
Rm 150 McDonald, instructor

Plumbing
Plumbing Workshop: Maintenance and Repair | Course TI05590
Course cover the complete plumbing system to include water supply, drainage, and vent pipes. Includes the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains, and garbage disposal issues. Lecture-Demonstration format. 5 sessions @ 3 hrs each.
$243 Tuition
$19 User Fee
$315 Total Cost
Section 0040
6:30 pm Pimmit Hills Ctr M, November 13-December 11
Rm 158 Cain, instructor

Occupational Plumbing | Course TI05390
A plumber covers materials and tools of the trade, residential and some commercial plumbing issues, introduces backflow prevention, plumbing math, and code requirements. Class includes hands-on training, so wear clothing suitable for work. 6 sessions @ 3 hrs each.
$312 Tuition
$28 User Fee
$359 Total Cost
Section 0040
1:00 pm Bryant Ctr Sa, October 14-November 18
Rm 50C Cain, instructor

Plumbing License Exam Prep—IPC | Course TI05397
This course is designed to prepare students for the journeyman or master’s exam. This course is also recommended for architects, engineers, and plumbing professionals with advanced plumbing knowledge. Course will include review of the most current plumbing regulations related to ADA compliance. 8 sessions @ 3 hrs each.
$335 Tuition
$14 User Fee
$86 Text: 2015 International Plumbing Code
$435 Total Cost
Section 0040
6:30 pm Marshall HS Tu, October 3-November 21
Rm C108 Cain, instructor

Plumbers Continuing Education | Course TI05277
Comprehensive review of the 2012 IPC to fulfill the continuing ed requirement for plumbers with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On-time arrival and purchase of workbook is required. 3 sessions @ 3 hrs.
$143 Tuition
$6 User Fee
$50 Text: 2012 International Plumbing Code Updates
$199 Total Cost
Section 0040
1:00 pm Plum Center Sa, September 9
Rm 116 McDonald, instructor
Section 0041
8:30 am Plum Center Sa, October 21
Rm 150 jmfortney@fcps.edu, instructor
Section 0042
1:00 pm Plum Center Sa, December 9
Rm 150 McDonald, instructor

For more information about apprenticeship, please visit our webpage at www.fcps.edu and search for apprenticeship.

Apprenticeship

Building Maintenance

Building Maintenance 1—Electricity and Plumbing | Course AP08025
Minor repairs of electrical and plumbing systems, and minor repairs of major appliances such as washers, dryers, stoves. General safety such as electrical and construction hazards such as ladder usage are also covered. Taught via Directed Study, see AP08065.
$950 Tuition
$58 User Fee
$9 Text: Complete Do-It-Yourself Manual ($26); Step by Step Guide Book On Home Wiring ($8); Step by Step Guide On Home Plumbing ($8); Troubleshooting and Repairing Major Appliances ($49)
$1099 Total Cost
Section 0040
6:00 pm Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Building Maintenance 2—HVAC | Course AP08026
Course covers basic heating, ventilation, and air conditioning; troubleshooting; safety; CPR; and CFC training and opportunity for certification. Lecture format; some hands-on. Class meets with HVAC 1 apprentices in a traditional classroom setting.
$1200 Tuition
$65 User Fee
$34 Text: FCPS HVAC-R Workbook ($30); Refriger & AC Tech Lab Manual, 8th ed ($58); Refrigerant Transition and Recovery Certification ($66); Refrigeration & AC Text, 8th ed ($178)
$1599 Total Cost
Section 0040
6:30 pm Bryant Ctr M W, September 20-July 18
Rm TR3 Degges, instructor

Information
Apprenticeship classes begin after Labor Day with open enrollment available through close of business at 4:30 pm on August 31. Our late enrollment option begins immediately thereafter for an additional fee or $100 per student per course.

Apprenticeship related instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. Everyone is welcome to take classes in building maintenance, electricity, HVAC, plumbing, opticianry, and surveying. This training leads to individualized study courses to meet the requirements for related instruction for state registered apprentices who are working in the trade.

The trade classes listed above are also open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade. State registration is required to attend most directed study classes. To become a state registered apprentice, have your employer call 703-392-0900, ext. 102, or 131. Choose ext. 108 for Spanish.

Any apprentices transferring from any other training program or out of state programs must take the credit-by-exams to get credit for previous training.

For more information please visit our webpage at www.fcps.edu and search for apprenticeship.
Building Maintenance 3—Structural and Grounds Keeping | Course AP08027
A detailed study of the International Residential Code as it relates to assorted trades. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 53 User Fee
$146 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($18)
$1149 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Carpentry

Carpentry 1 | Course AP08035
NCCER Core Construction Curriculum plus orientation to the trade, building materials, fasteners and adhesives, hand and power tools, introduction to construction drawings, floor systems, wall systems, ceiling joist and roof framing, basic stair layout, and introduction to building envelope systems. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 43 User Fee
$156 Text: Carpentry 1, NCCER ($86); Core Curriculum Trainee Guide, 4th ed ($70)
$1149 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Carpentry 2 | Course AP08036
Commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation, drywall finishing, doors and hardware, suspended ceilings, window, door, floor, and ceiling trim, cabinet fabrication and installation. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 74 User Fee
$125 Text: Carpentry 2, NCCER
$1149 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Carpentry 3 | Course AP08037
Rigging equipment, rigging practices, property of concrete, reinforcing concrete, handling and placing concrete, trenching and excavation, foundations and slab on grade, vertical framework, tilt-up wall panels. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 50 User Fee
$125 Text: Carpentry 3, NCCER
$1125 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Carpentry 4 | Course AP08038
Site layout: distance measurement and leveling and angular measurement, advanced roof systems, advanced wall systems, advanced stair systems, introduction to light equipment. Taught via Directed Study see AP08065.
$ 950 Tuition
$ 35 User Fee
$125 Text: Carpentry 4, NCCER
$1110 Total Cost
Section 0020 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

DIRECTED STUDY

Directed Study | Course AP08065
Self-paced guided study for motivated student working as Virginia State Registered Apprentices in trades for which there are too few apprentices for a traditional class via textbooks, no hands on: apprentices receive their hands on via their employer. Trades taught via directed study include, building maintenance, carpenter, glazier, heavy equipment operator, millwright, optician, painter, and sheet-metal worker. Course fees vary due to textbooks selected.
$ 950 Tuition
$149 User Fee
$1099 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Electricity

Electricity 1—Introduction to Professional Electricity | Course AP08070
Introduction to National Electrical Code, boxes and devices, safety, trade math, conduit types and fill, cables, conductors, services, voltage drop, DC theory; and series, parallel, and series/parallel circuits. Students must complete a special project and a math competency.
$ 900 Tuition
$ 63 User Fee
$386 Text: Electrical Wiring Residential, 18th ed ($122); Electricity, Devices, Circuits, Materials, 10th ed ($112); FCPS Electricity 1 Workbook ($30); National Electrical Code 2014 ($122)
$1349 Total Cost
Section 0040 6:30 pm
Edison HS Tu, September 12-May 15
Rm D116 Freeman, instructor

Section 0041 6:30 pm
Edison HS Tu, September 12-May 15
Rm D117 Davis, instructor

Section 0046 6:30 pm
Herndon HS Tu, September 12-May 15
Rm 138 Glasgow, instructor

Section 0047 6:30 pm
Chantilly HS W, September 13-May 16
Rm 583 Tezliue, instructor

Electricity 2—Transformers, AC Theory and Motor Controls | Course AP08071
AC theory—3 wire circuits, power factor, Ohms Law, voltage drop, transformers, phase angle, motor controls—sizing conductors and equipment, motor control circuits, and motor circuit protection. Students must complete a special project and a math competency.
$ 900 Tuition
$ 36 User Fee
$413 Text: Electric Motor Controls, 10th ed ($159); FCPS Electricity 2 Workbook ($30); Industrial Electricity, 9th ed ($224)
$1349 Total Cost
Section 0040 6:30 pm
Edison HS Tu, September 12-May 15
Rm D118 Freking, instructor

Section 0041 6:30 pm
Edison HS Tu, September 12-May 15
Rm D113 Staff, instructor

Section 0047 6:30 pm
Chantilly HS W, September 13-May 16
Rm 588 Black, instructor

Electricity 3—Blueprint Reading for Mechanics | Course AP08072
Intensive work with complete sets of prints includes: lines, symbols, basic views; plan details; construction contract documents and specifications; working and shop drawings; foundation work; wall and roof structures; reinforced concrete; masonry; structural steel; finish carpentry; mechanical; electrical; plumbing; structural integrity; air conditioning systems.
$ 900 Tuition
$ 101 User Fee
$348 Text: Blueprint Reading for Commercial Construction ($189); Electrical Wiring Commercial, 15th ed ($129); FCPS Electricity 3 Workbook ($30)
$1349 Total Cost
Section 0040 6:30 pm
Edison HS Tu, September 12-May 15
Rm D123 Kasulaitis, instructor

Section 0047 6:30 pm
Chantilly HS W, September 13-May 16
Rm 584 Scott, instructor

Electricity 4—National Electrical Code | Course AP08073
Includes wiring materials, cables, conduits, conduit fill, outlets, junctions, pull boxes, services, feeders, branch circuits overcurrent protection, grounding, equipment and circuit design, transformers, electrical layouts, and hazardous locations. Electricians with five or more years of experience can take this class “a la carte” for a thorough review for the state exam.
$ 900 Tuition
$ 82 User Fee
$217 Text: Electrical NEC Exam Preparation 2014 ($56); FCPS Electricity 4 Workbook ($30); National Electrical Code 2014 ($122)
$1199 Total Cost
Section 0040 6:30 pm
Edison HS Tu, September 12-May 15
Rm D114 Black, instructor

Section 0047 6:30 pm
Chantilly HS W, September 13-May 16
Rm 587 Kasulaitis, instructor

GLAZIER

Glazier 1 | Course AP08031
Includes safety, construction math, hand tools, power tools, blueprints, basic rigging, basic communication skills, and basic employability skills. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 58 User Fee
$141 Text: Core Curriculum Trainee Guide, 4th ed ($70); Glazier 1,1st ed ($71)
$1149 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor

Glazier 2 | Course AP08032
Contract documents, glazing codes, trade math, sealants, custom mirror installations, window types, edging glass, drilling glass, flush and angle glazed aluminum framing, entrances and hardware, shower and tub enclosures. Taught via Directed Study, see AP08065.
$ 950 Tuition
$ 74 User Fee
$125 Text: Glazier 2, 1st ed ($122)
$1149 Total Cost
Section 0040 6:00 pm
Bryant Ctr Tu, September 12-May 1
Rm TR3 Degges, instructor
### HEAVY EQUIPMENT

**Heavy Equipment Operation 1 | Course AP08011**
Includes safety, construction math, hand tools, power tools, blueprints, basic rigging, basic communication skills, and basic employability skills. Taught via Directed Study, see AP08065.

<table>
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<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0040</td>
<td>6:00 pm</td>
<td>Bryant Ctr, Tu, September 12-May 1</td>
<td>Degges, instructor</td>
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$950 Tuition  
$43 User Fee  
$125 Text: **Heavy Equipment Operations Lvl 1, 3rd ed ($86)**  
$1149 Total Cost

### MILLWRIGHT

**Millwright—Level 1 | Course AP08231**
Includes orientation to the trade, millwright hand tools, fasteners and anchors, basic layout, gaskets and o-rings and oxyfuel cutting. Taught via Directed Study, see AP08065.

<table>
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<th>Section</th>
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<th>Instructor</th>
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<tr>
<td>0040</td>
<td>6:00 pm</td>
<td>Bryant Ctr, Tu, September 12-May 1</td>
<td>Degges, instructor</td>
</tr>
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</table>

$950 Tuition  
$43 User Fee  
$1149 Total Cost

# HVAC-R

### HVAC-R 1—Introduction to Professional HVAC-R | Course AP08001
Heating, ventilation, air conditioning and refrigeration (HVAC-R); covers CFC training and an opportunity for certification, basic refrigeration cycle, refrigerants and refrigeration oil, piping practices, basic electricity, introduction to heating and cooling equipment and tools, safety, and trade math. Lecture format.

<table>
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<th>Section</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0040</td>
<td>6:30 pm</td>
<td>Bryant Ctr, M W, September 18-April 11</td>
<td>Tompkins, instructor</td>
</tr>
</tbody>
</table>

$1200 Tuition  
$65 User Fee  
$334 Text: **FCPS HVAC-R Workbook ($30): Refrig & AC Tech Lab Manual, 8th ed ($58); Refrigerant Transition and Recovery Certification ($68); Refrigeration & AC Text, 8th ed ($178)**  
$1599 Total Cost

### HVAC-R 2—Motors and Controls for HVAC-R | Course AP08002
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R); covers basic air conditioning systems, refrigerant controls, electric motors, circuits and controls, functions, air filtration, safety, trade math. Lecture format. HVAC-R 1 textbooks required, but not included.

<table>
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<tr>
<th>Section</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>0040</td>
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<td>Bryant Ctr, M W, September 18-April 11</td>
<td>Davis, instructor</td>
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</table>

$1250 Tuition  
$64 Text: **Math for HVACR**  
$1399 Total Cost

### HVAC-R 3—Trouble Shooting HVAC-R Systems | Course AP08003
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R); Troubleshooting gas, electric and oil heat; troubleshooting heating, gas, electric and oil heat; troubleshooting heat pumps, cooling systems, and accessories; preventive maintenance; system balancing; hydronics; boilers, commercial refrigeration; and chilled water systems. Lecture format. Text materials from Course 8001 required but not included.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0040</td>
<td>6:30 pm</td>
<td>Bryant Ctr, M W, September 18-April 11</td>
<td>Freking, instructor</td>
</tr>
</tbody>
</table>

$1250 Tuition  
$63 User Fee  
$286 Text: **2015 International Fuel Gas Code ($82); 2015 International Mechanical Code ($82); National Electrical Code 2014 ($122)**  
$1599 Total Cost

### HVAC-R 4—For Mechanics | Course AP08004
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R); blueprint reading; heat load/gain calculations; air distribution systems, psychometrics, air flow measurements; troubleshooting heating, refrigeration and HVAC-R electrical systems; wiring diagrams, NEC and International Mechanical codes; trade math. Lecture format. Text from AP08001-8003 also required.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0040</td>
<td>6:30 pm</td>
<td>Bryant Ctr, M W, September 18-April 11</td>
<td>Daniels, instructor</td>
</tr>
</tbody>
</table>

$1250 Tuition  
$74 User Fee  
$1149 Total Cost

**Glazier 3 | Course AP08033**
Covers workplace scenarios and specialized applications including: mechanical fasteners, rigging and hoisting, work platforms, job measurement, sketching and take-offs, supervision, skylights, curtain walls and assorted finishes. Taught via Directed Study, see AP08065.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0040</td>
<td>6:00 pm</td>
<td>Bryant Ctr, Tu, September 12-May 1</td>
<td>Degges, instructor</td>
</tr>
</tbody>
</table>

$950 Tuition  
$43 User Fee  
$125 Text: **Glazier 3, 1st ed**  
$1149 Total Cost

### MILLWRIGHT

**Millwright—Level 2 | Course AP08232**
Includes intermediate trade math, field sketching, intermediate blueprint reading, specialty tools, millwright power tools, rigging, setting baseplates and soleplates, lubrication, and introduction to bearings. Taught via Directed Study, see AP08065.

<table>
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<th>Section</th>
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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0040</td>
<td>6:00 pm</td>
<td>Bryant Ctr, Tu, September 12-May 1</td>
<td>Degges, instructor</td>
</tr>
</tbody>
</table>

$950 Tuition  
$74 User Fee  
$1149 Total Cost

### MILLWRIGHT

**Millwright—Level 3 | Course AP08233**
Advanced trade math and precision measuring tools; packing, seals, and mechanical seals; bearings and couplings; fabricating shims; application and fabrication of fixtures and specialty jigs. Using jack bolts, wedges, and shims along with precision leveling procedures for equipment installation, installing belt and chain drives, fans, and blowers. Taught via Directed Study, see AP08065.

<table>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0040</td>
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<td>Bryant Ctr, Tu, September 12-May 1</td>
<td>Degges, instructor</td>
</tr>
</tbody>
</table>

$950 Tuition  
$74 User Fee  
$1149 Total Cost
Millwright—Level 4 | Course AP08234
Trouble shooting and repairing conveyors and pumps, conventional alignment, pumps, compressors and compressor maintenance, basic hydraulic systems, troubleshooting and repairing hydraulic equipment, and troubleshooting and repairing gearboxes. Taught via Directed Study, see AP08065.

$ 950 Tuition
$ 74 User Fee
$125 Text: Millwright Level 4, 3rd ed
$1149 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

Millwright—Level 5 | Course AP08235
Includes advanced blueprint reading, troubleshooting and repairing pneumatic equipment, turbines, troubleshooting and repairing turbine equipment, AC/DC motor operation, preventive and predictive maintenance, performing reverse alignment, performing optical alignment and performing pressure testing. Taught via Directed Study. see AP08065.

$ 950 Tuition
$ 74 User Fee
$125 Text: Millwright Level 5, 3rd ed
$1149 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

Optician | Course AP08093
Emphasis is on preparation for state licensing exam. Review contents of levels 1 and 2. In addition, instruction includes surveying lab flowchart, optical professionalism, workplace progression and success. Taught via Directed Study see AP08065.

$ 950 Tuition
$ 59 User Fee
$ 40 Text: FCPS Optician 3 Workbook
$1049 Total Cost

Section 0040
6:30 pm
Plum Center
Tu, September 12-May 15
Rm TR3
Doutt, instructor

Painting 1 | Course AP08041
Introduction to water- and oil-based paints and coatings, clear finishes, types of surfaces, hand and mechanical cleaning of surfaces, improving surfaces, brushing, rolling, and miscellaneous application techniques. Taught via Directed Study, see AP08065.

$ 950 Tuition
$ 34 User Fee
$ 265 Text: Core Curriculum Trainee Guide, 4th ed ($70); Munsell Color Chart and Text, 3rd ed ($109); Painting Level 1, 2nd ed ($86)
$1249 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

Painting 2 | Course AP08042
Introduction of water blasting and chemical cleaning, conventional and airless spraying, stains and wood finishing, wall coverings adhesives and applications, stippling, mottling, staining and texture, caulks and sealants, and waterproofing. Includes application of trade math, measurement, and job planning. Taught via Directed Study, see AP08065.

$ 950 Tuition
$ 74 User Fee
$125 Text: Painting Level 2, 2nd ed
$1149 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

Painting 3 | Course AP08043
Study of the application of water and oil based paints and coatings, clear finishes, types of surfaces, hand and mechanical cleaning of surfaces, improving surfaces, brushing, rolling, and other techniques. Taught via Directed Study, see AP08065.

$ 950 Tuition
$ 74 User Fee
$125 Text: Painting Level 3, 2nd ed
$1149 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

Painting 4 | Course AP08044
Ladders scaffolds, lifts, and fall protection, containment and ventilation, surface preparation, industrial coatings, coating application and equipment, quality inspections, coating failures and analysis, specialty materials. Taught via Directed Study, see AP08065.

$ 950 Tuition
$ 74 User Fee
$125 Text: Painting Level 4
$1149 Total Cost

Section 0040
6:00 pm
Bryant Ctr
Tu, September 12-May 1
Rm TR3
Degges, instructor

PLUMBING

Plumbing 1—Introduction to Professional Plumbing | Course AP08100
Basic plumbing tools and terminology; pipes and fittings; joining pipes and fittings of all types, spigots; soldering and brazing; trade math; and safety. An 8-week, hands-on lab that requires you to bring helper’s tools is held at the Bryant Center (Tuesday evenings) and math competency are both required. The lab and math competency exam are scheduled by your instructor.

$ 975 Tuition
$ 200 User Fee
$ 124 Text: FCPS Plumbing 1 Workbook ($30); Plumbing 101, 6th ed ($94)
$1299 Total Cost

Section 0040
6:30 pm
Woodson HS
Th, September 14-May 17
Rm G206
Christmas, instructor

Section 0041
6:30 pm
Woodson HS
Th, September 14-May 17
Rm E124
McDonald, instructor

Plumbing 2—Basic Plumbing Design | Course AP08101
Water piping materials and sizing, water heaters, trade math, sewage disposal, drainage fixtures, building drains, stacks, rough-in sheets, single line drawings, venting materials, and sizing. A hands-on lab at Bryant Center (Wednesday evenings) and math competency are required.

$ 975 Tuition
$ 184 User Fee
$ 210 Text: 2015 International Plumbing Code (§66); FCPS Plumbing 2 Workbook ($30); Plumbing 201, 6th ed ($94)
$1369 Total Cost

Section 0040
6:30 pm
Woodson HS
Th, September 14-May 17
Rm G209
Miller, instructor

Section 0041
6:30 pm
Woodson HS
Th, September 14-May 17
Rm G208
Cain, instructor

PLUMBING

Plumbing 3—Plumbing Installations and Blueprints | Course AP08102
Residential, commercial, and industrial installation practices, including cross connections, trade math (offsets), elevations and grades, builder’s level and transit methods, gas codes, structural integrity, and blueprint reading. Lecture format.

$1000 Tuition
$ 93 User Fee
$ 298 Text: 2015 International Fuel Gas Code (§82); FCPS Plumbing 3 Workbook ($30); Plumbing 3 Blueprints, 6 pages ($0); Plumbing 301 ($92); Plumbing 301, 2nd ed ($94)
$1391 Total Cost

Section 0040
6:30 pm
Woodson HS
Th, September 14-May 17
Rm G204
McCrone, instructor

Plumbing 4—Plumbing Code for Plumbing Mechanics | Course AP08103
Preparation for Virginia Journeyman licensing exam, International Plumbing Code studies, and fire sprinklers. Plumbers with 5 years or more experience are also welcome to take this class “a la carte” to prepare for the exam.

$1000 Tuition
$ 83 User Fee
$ 116 Text: 2015 International Plumbing Code ($86); FCPS Plumbing 4 Workbook ($30); Plumbing 4 Blueprints, 17 pages ($0)
$1199 Total Cost

Section 0040
6:30 pm
Woodson HS
Th, September 14-May 17
Rm G210
Walters, instructor
### Surveying

**Surveying 1 | Course AP08120**

Introduction to surveying, APELSCIDLA rules and regulations. Survey mathematics: errors in measurement, taping/corrections, differential leveling, traverse computations, horizontal and vertical curves, topographic/photogrammetric surveys, Geodesy/GPS/GIS, emerging technologies, and fundamentals of surveying. 32 sessions @ 3 hrs each.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>User Fee</th>
<th>Text:</th>
<th>Workbook</th>
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<tbody>
<tr>
<td>$1050</td>
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</table>

**Surveying 2 | Course AP08121**

License and trade information, Theory of Errors in Observations and Coordinate Geometry (COGO); analysis and adjustments of survey measurements; and calculation note keeping for layout; compound reverse curves; Control Surveys and Geodetic Reductions; horizontal and vertical control networks; NGRS, 32 sessions @ 3 hours each + 30 hour Project. Weeks 18-23 Map Projections and State Plane Coordinates; Lambert Conformal and Transverse Mercator; exam Weeks 24-28 Astronomic Azimuth Determination; applied astronomy and celestial coordinate systems; exam Weeks 29-32 Global Positioning System; field procedures; various observing methods and their achievable accuracies; exam Project: Photogrammetric project for a total of 96 classroom Hours + 30 hour Project. This curriculum is per VA Department of Professional and Occupational Regulation (DPOR) APELSCIDLA Board.

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### Sheet Metal

**Sheet Metal 1 | Course AP08005**

Study national core curriculum, trade math, fasteners, sheetmetal and other metals, principles of layout, sheet metal processes, and fabrication—parallel line processes. Taught via Directed Study, see AP08065.

<table>
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<tbody>
<tr>
<td>$950</td>
<td>$43</td>
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</table>

**Sheet Metal 2 | Course AP08006**

Study trade math, basic piping methods, fabrication II—radial line development bend allowances, soldering, blueprints and specifications, duct fabrication standards, SMACNA manuals, insulation, gutters and down spouts, and roof flashing. Taught via Directed Study, see AP08065.

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<td>$74</td>
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<td>$1149 Total Cost</td>
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</table>

**Sheet Metal 3 | Course AP08007**

Study principles of air flow; associated equipment; principles of refrigeration; fiberglass duct; fabrication III—trigonometry; introduction to welding, brazing, and cutting; and field measuring and fitting. Taught via Directed Study, see AP08065.

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<td>$74</td>
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<td>$1149 Total Cost</td>
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</table>

**Sheet Metal 4 | Course AP08008**

Study shop production and organization, air balance, fabrication IV—comprehensive review, louvers, dampers, access doors, hoods and ventilators, and fume and exhaust system designs. Taught via Directed Study, see AP08065.

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<tr>
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<td>$74</td>
<td>Sheet Metal Level 3, 3rd ed</td>
<td>$1149 Total Cost</td>
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</tbody>
</table>

### Auto Mechanics

**Auto Mechanics—Beginning: Sunday Class | Course TI05311**

Perform simple checks and repairs including changing oil, oil filters, lights, and belts. Understand various systems, parts, and functions of your automobile to help diagnose and fix basic problems. All tools needed for class will be provided. Instructor will recommend tools students may consider purchasing. 2 sessions @ 6 hrs each.

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<td>FCPS Auto Mechanics</td>
<td>$375 Total Cost</td>
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**Auto Mechanics—Advanced | Course TI05313**

This is a hands-on class. Study various systems and develop skills for tasks, diagnose and perform repairs on your vehicle; learn what repairs are appropriate to do yourself. No major repairs. Assistance is available. Bring your project vehicle, any special tools, and necessary parts to the first class, if possible. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

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<tr>
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**Bathroom Remodeling Workshop | Course TI05179**

Learn how to makeover a complete bathroom to include lavatory, shower/tub, plumbing, tile, and vanity/sink. The class builds a mock bathroom and will have plenty of hands-on opportunities. Enroll now before it sells out. 10 sessions @ 3 hrs each.

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<thead>
<tr>
<th>Tuition</th>
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### Assorted Trades—Do It Yourself

**Auto Body Repair—Personal Repair and Refinishing | Course TI05323**

Properly repair automotive body/collision elements through live hands-on training. Repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, and plastic filler repair. See enclosure online or on receipt. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc), 10 sessions @ 4 hrs each.

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<tr>
<th>Tuition</th>
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<tr>
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<td>$56</td>
<td>Assorted Trades—Do It Yourself</td>
<td>$475 Total Cost</td>
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### Surveying 3 | Course AP08122

Leveling and Profiles, Curves, Cross-Sections, Earthwork Volumes, Grading Plans, Public Lands Survey System, Maps & Photographs, Research, Schemes, Urban surveying, Sediment and Erosion Control; Stormwater, Plotting Drainage Divides, S.U.E., Ethics & Minimum Standards, 32 sessions @ 3 hours each + 30 hr Project: CADD based Prerequisite CADD experience.

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<tr>
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**Surveying 4 | Course AP08123**

Hydrology intro, Storm water and sewers, Urban Water Cycle, Cover Impacts on Water Quality, Formulas, NRCs, Inlet Design, On Grade/Sump Conditions Systems Head Losses VDOT Standard Step, Culvert Hydrology Inlet/Outlet “barrel” Control, government regulations and Chesapeake Bay TMDL. 32 sessions @ 3 hours each + 30 hour Project.

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<thead>
<tr>
<th>Tuition</th>
<th>User Fee</th>
<th>Text:</th>
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**Surveying 5 | Course AP08124**

Land Surveying Law and case research, Dillon Rule, Ordinances, Byrd Act; Statute of Frauds, Estoppel, ROW, Deeds, Warranty, Quiet Title Action, Conversion, Evidence, Conveyances, Boundary Solutions, Unwritten Rights, Agreement; Littoral/Riparian Boundary & Rights, Easements, ALTA/NPS Land Title Survey, VDOT, Rail/Utility Plans, VA Condo Act. FLS and PLS Content areas, Due Diligence, Tax Assessment Maps, Informal Consolidations-NOT, Use of GIS + Project, 32 sessions @ 3 hrs each.

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<thead>
<tr>
<th>Tuition</th>
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<tbody>
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</tbody>
</table>
Designing Your Dream Home | Course TI05148
Architect covers issues of design including the identification of space needs and functionality, site planning, and building concepts, and gives an overview of technical topics such as energy efficiency, cost control, building codes, and construction. Students will be introduced to sources for dream home plans and methods of project delivery. 5 sessions @ 3 hrs each.

$239 Tuition  $ 10 User Fee  $249 Total Cost

Ceramic Tile | Course TI05165
Introduction to tile types, applications, basic tools, and skills. Demonstration and hands-on basics for kitchen and bathroom projects: tub and shower walls, bathroom and kitchen floors, counter tops and back splashes. Both demonstration and hands-on. 3 sessions @ 3 hrs each.

$179 Tuition  $ 32 User Fee  $211 Total Cost

Beginner’s Guide to Plumbing | Course TI05206
Using a combination of lecture, board diagrams, and hands-on practice with models, students will learn the tools and techniques to perform simple repairs and maintenance to home plumbing systems. Topics include: “P” traps, sink strainers, shut-off valves, supply tubes, garbage disposals, and connecting and soldering pipe. 1 session @ 4.5 hrs.

$15 Tuition  $ 30 User Fee  $145 Total Cost

Residential Electrical—The Basics | Course TI05199
Become familiar with supplies and equipment (wires, boxes, outlets, switches, and breakers); stripping and connecting wire (terminals, wire nut, and splicing). See enclosure online or on receipt for tool list. 3 sessions @ 3 hrs each.

$254 Tuition  $ 41 User Fee  $295 Total Cost

See also Assorted Trades—Pro-series for other property maintenance classes, page 31.

Building Your Shed | Course TI04991
This will be a hands-on, group project where the instructor will demonstrate the construction of a full-sized 4’ wide x 8’ long shed with roofing details and a lockable door. Students will supply their own hand tools and safety gear, i.e., eye-wear, gloves, knee pads, and any power tools they would like to utilize. Current local building codes will be emphasized. 3 sessions @ 4 hrs each.

$363 Tuition  $ 56 User Fee  $419 Total Cost

Permitting that Project | Course TI05186
The “who, what, where, why, and how” of construction permits in the Virginia metro area for both local counties and cities. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 3 hrs.

$ 59 Tuition  $ 59 Total Cost

Selecting a Contractor | Course TI05147
This is a revamped class designed to inform a student on the very specific requirements and options for finding the RIGHT contractor for their project. First two hours on the DPOR legal requirements for contract jobs and the second 2 hours dedicated the student’s specific project design. 1 session @ 4 hrs.

$105 Tuition  $ 4 User Fee  $109 Total Cost

What Do I Need for My Project? | Course TI05187
Save time and money by selecting the right items for your project by considering energy efficiency guidelines, fixtures, faucet and appliances types, no-clog toilets, tankless water heaters, no-flame copper or plastic water piping systems and other reliable technologies. Product’s catalog handouts from vendors will be provided in class. 1 session @ 4 hrs.

$ 59 Tuition  $ 59 Total Cost
VETERINARY STUDIES

Veterinary Assistant Program—Part I | Course HM01639
Learn basic terminology, body systems, common diseases, and lab procedures along with basic animal nursing in this introductory course. Off-site observation at two animal hospitals to view a variety of responsibilities for vet assistants. 17 sessions @ 3 hrs each.

$579 Tuition
$20 User Fee
$599 Total Cost

Section 0040
10:00 am
Plum Center W, September 6-November 29
Rm 156
Lanie May S. Martin, AAS, LVT, BA, Instructor

Veterinary Assistant Program—Part II | Course HM01640
Study small animal preventive medicine, including vaccines and associated diseases, heartworm, hematology, and dentistry. Course is valuable for dog/cat owners and those who work in veterinary clinics and boarding facilities. Very helpful to those interested in becoming licensed veterinary technicians. Part I is not a prerequisite to Part II. 12 sessions @ 3 hrs each.

$499 Tuition
$10 User Fee
$509 Total Cost

Section 0040
10:00 am
Plum Center Tu Th, September 5-November 14
Rm 150
Lanie May S. Martin, AAS, LVT, BA, Instructor

PET CARE

Am I Right for Fido? Choosing the Right Dog | Course HM01635
Thinking about getting a dog? Come and learn about the pluses and minuses for a variety of breeds. Taught by a certified dog trainer and behaviorist. See online description for more information. 1 session @ 3 hrs.

$49 Tuition
$49 Total Cost

Section 0040
7:00 pm
Pimmit Hills Ctr M, November 13
Rm 156
Carole Peeler, CPCT, CDBC, CNWI, Instructor

Arthritis Management for Your Pet | Course HM01832
Arthritis often affects 60% of cats 6 years and older, and as many as 1 in 5 dogs over the age of 1 year. Pets with arthritis don’t tend to cry out in pain and signs can be difficult to recognize. Learn about the condition, signs of arthritis in dogs and cats, current therapies, and how you can help your pet. 1 session @ 2 hrs.

$59 Tuition
$59 Total Cost

Section 0040
9:30 am
Plum Center Sa, September 9
Rm 122
Lynn Nalepa, LVT, CCRP, CVPP, Instructor

Section 0041
9:30 am
Plum Center Sa, December 2
Rm 122
Lynn Nalepa, LVT, CCRP, CVPP, Instructor

Pet Emergencies: What to Do First! | Course HM01632
Pets are part of the family and it’s important for professionals interested in a career in the veterinary field and pet owners alike to recognize medical problems and give immediate help. Topics include basic pet first aid and CPR including vital signs, moving injured animals, signs of common emergency conditions, and when to call for emergency assistance. 2 sessions @ 3 hrs each.

$75 Tuition
$75 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr W, September 6-September 29
Rm 155
Lanie May S. Martin, AAS, LVT, BA, Instructor

Section 0040
7:00 pm
Pimmit Hills Ctr M, September 11-September 18
Rm 144
Carole Peeler, CPCT, CDBC, CNWI, Instructor

Common Pet Medications | Course HM01840
Learn and discuss some of the common pet medications given by veterinarians and how they differ from the medications your doctor may give you. Taught by a licensed veterinary technician. 1 session @ 3 hrs.

$49 Tuition
$49 Total Cost

Section 0040
10:00 am
Plum Center SA, September 16
Rm 119
Lanie Samonte Martin, AAS, LVT, BA, Instructor

Section 0041
10:00 am
Plum Center Sa, October 21
Rm TR2
Lanie Samonte Martin, AAS, LVT, BA, Instructor

Section 0042
10:00 am
Plum Center M, December 4
Rm TR3
Lanie Samonte Martin, AAS, LVT, BA, Instructor

Section 0043
10:00 am
Plum Center F, December 15
Rm TR3
Lanie Samonte Martin, AAS, LVT, BA, Instructor

Dog Training Theory and Techniques | Course HM01634
Not getting the results you had expected from your previous dog-training efforts? Better understand how to get positive results and why past methods may not have worked. This class explains animal learning theory so is valuable for veterinary professionals. Taught by certified dog trainer and behaviorist. 1 session @ 3 hrs.

$49 Tuition
$49 Total Cost

Section 0040
7:00 pm
Pimmit Hills Ctr M, October 30
Rm 155
Carole Peeler, CPCT, CDBC, CNWI, Instructor

See page 63 for registration information.
Online Courses

Instructions
1) Enroll with our online course provider:
   • Visit: www.coursecatalog.com/fairfax
   • Type the course name or number into the search tool.
   • If desired, view the full course outline.
   • Select “Add to Cart.”
   • Select a start date, then click on “Add Selected Item.”
   • Select “Proceed to Check Out” and complete form.
   • Select “Enroll” then “Confirm.”

2) Make your payment with ACE:
   • Complete the enrollment by making your payment to ACE using one of five convenient ways to register (see inside the back cover).
   • You will be provided access to your course within 2-3 business days.

Textbooks may be required, view coursecatalog.com/fairfax for full course outline and book information.

Refund policy
For online courses that start on a specific date, your written refund request must be received two business days prior to the class start date. For courses that start anytime, a written refund request must be received within 15 days of the enrollment date. Refunds are not given once an individual has begun the course.

Note: the times listed at aceclasses.fcps.edu for online classes are placeholders only. Please pick your preferred start date while enrolling at www.coursecatalog.com/fairfax (see the instructions above).

Online Courses

Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07121
If you own a small business, you know that you need a mobile app. Over 30% of traffic on the Internet now comes from mobile devices, and that number is growing. If you don’t have a mobile app, you’re missing out on a huge number of new customers. 12 Month Access to All Course Material. Course can be completed sooner based on your knowledge and expertise and time devoted to the learning and applying of the subject matter.
$149 Total Cost | Section 0040

Build iPhone and iPad Apps with Xcode for Beginners | Course DL07110
Build iPhone, iPod and iPad apps like the pros. Start learning today with our comprehensive course for beginners and you’ll be on your way to app stardom. Xcode is Apple’s graphic user interface for creating iPhone, iPod and iPad apps, and there is nothing it can’t do. Whether you want to build apps for yourself or build apps for clients, Xcode is a must-have tool in your toolbox.
$229 Total Cost | Section 0040

Create HTML5 Games from Scratch | Course DL07117
Making games is a lot easier than you think. Create HTML5 games that run in all browsers and Windows 8. Learn how to create a Zelda-like action game demo from scratch using only Javascript and HTML. No experience or previous knowledge is required, although understanding the basics of HTML and Javascript is recommended. Start Today!
$229 Total Cost | Section 0040

Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144
Builds upon foundational Microsoft® Office 2007/2010 knowledge. Focuses on enhanced features to improve the way you manage, present and distribute data. Explore some of the new features such as Word’s ability to edit PDF files and Flash Fill in Excel. Bridge the gap from the version you know to this latest release. Students who purchase this course have unlimited access to course materials, 1 year post course completion and will automatically receive any updates or revisions specific to this course.
$129 Total Cost | Section 0040

The Best Online Typing Course | Course DL02880
Learn keyboarding quickly and easily at your own pace and can be completed either at one time or over several months. 12 Month Access to on-line testing materials. Instructor interaction and feedback is a barrier to rapid scaling of applications. In the past, a substantial need for physical hardware created a roadblock for organizations needing to grow their infrastructure dramatically. Because of Cloud Technology, the IT industry is rapidly changing, and IT pros and aspiring IT professionals need a way to highlight their skills in this new arena. The IT Cloud Certificate Series includes three of the most popular cloud certification courses in the marketplace. There is one-year access from the start of the course. Complete as quickly as you care to.
$999 Total Cost | Section 0040

Legal

Comprehensive Paralegal Program | Course DL01500
Paralegals can assist lawyers in the delivery of many basic services. A paralegal’s general knowledge about the American legal system and specific knowledge about civil and criminal law can enhance a paralegal’s value in the workplace. This six-course bundle of courses will set you up on the right career track. Instructor interaction and 24/7 access to on-line testing materials.
$999 Total Cost | Section 0040

Questions?
Please contact comptaining@fcps.edu

Medical

Medical classes can be taken individually or as part of a medical certificate program. See page 4 for information regarding the medical certificate programs or call 703-658-1216/1244.

Bloodborne Pathogens | Course DL01010
Course provides training as required by OSHA’s Bloodborne Pathogens Standard (29CFR 1910.1030). Cover definitions of bloodborne pathogens, modes of transmission, universal precautions, engineering and work practice controls, exposure control plans, hepatitis B vaccinations, and other information needed to ensure worker safety. Complete in as little as 8 hours.
$159 Total Cost | Section 0040

Comprehensive Medical Transcription Training | Course DL01230
Medical transcription skills continue to be in high demand. After completing the course successfully you will be able to pass employer examinations and fulfill requirements for over 300 hours of transcription practice. You will acquire practical knowledge of medical terminology and transcription rules and know how to set yourself up in business for contract work. The program takes six months to complete. Must purchase a foot pedal, the software to operate it, and a medical dictionary; purchasing information is included in the detailed course description on coursecatalog.com/fairfax.
$1399 Total Cost | Section 0040

HIPAA Privacy Training & Certification Program | Course DL01240
Learn how to administer the federally-mandated HIPAA Privacy rules and earn a “Certified HIPAA Privacy Administrator” designation. This self-paced course qualifies for 8 hours of PHR/SPHR re-certification credits and can be completed either at one time or over several sessions.
$429 Total Cost | Section 0040
ESOL Special Interest Classes

American English Pronunciation | Course ES06543
You’ve learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required. 11 sessions @ 2 hrs each. All registrations must be received one week prior to the start date.

$305 Tuition
$343 Total Cost
Section 4709
Plum Center Sa, September 23-December 9
Rm 102 Staff, Instructor

Conversation High Intermediate Plus | Course ES06561
This is a conversation class for people with a high intermediate level of English and above. If you have not studied at high intermediate and above in our program within the last two terms, you must take a placement test. Please see the schedule for our regular ESOL classes to find a testing site and date that is convenient for you. 20 sessions @ 2 hrs 15 min each.

$185 Tuition
$242 Total Cost
Section 4707
Mott Comm Ctr Tu Th, September 19-November 28
Rm T80 Staff, Instructor

Section 4708
Plum Center Tu Th, September 26-December 5
Rm 155 Staff, Instructor

Citizenship Examination Preparation | Course ES06877
Designed for people who are preparing to take the citizenship test and interview. Learn U.S. history and civics. Practice reading, writing, speaking and listening. Practice in class for the USCIS citizenship interview. You must be able to read and write English and have basic oral fluency (minimum high-beginning level.) Testing is not required. 10 classes @ 2 hours each. All registrations must be received one week prior to the start date.

$110 Tuition
$129 Total Cost
Section 4706
ACE Herndon Learning Center Sa, September 23-December 2
Rm 1 Staff, Instructor
Section 4709
Plum Center Sa, September 23-December 2
Rm 102B Staff, Instructor

Look for our winter catalog after December 4! Online registration for winter classes will begin December 1, and print catalogs will be mailed December 4.

Need a High School Diploma?
You have options!

Not Sure Which Program is Best for You?

SPEAK WITH OUR COUNSELORS
703-503-6442

GED
NATIONAL EXTERNAL DIPLOMA PROGRAM

ADULT HIGH SCHOOL
English for Speakers of Other Languages (ESOL)

Regular classes are ten weeks long.

### Classes at these locations start September 18, 2017.

<table>
<thead>
<tr>
<th>Class</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Chantilly High School</td>
<td>4201 Stringfellow Road</td>
<td>T&amp;Th</td>
<td>7:00-9:15 pm</td>
<td>20 cls</td>
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<tr>
<td></td>
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<td>$20</td>
<td>$130</td>
<td>$35</td>
<td>Low Beginning to Low Intermediate</td>
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<tr>
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<td>$130</td>
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<td>10 cls</td>
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<td>$19</td>
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<td>$140</td>
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<td>Plum Center</td>
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<td>$130</td>
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<td>$20</td>
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<td>Testing: 6 PM: 9/11</td>
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<td>$20</td>
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<td>Low Beginning to High Intermediate</td>
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<td>$20</td>
<td>$140</td>
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### Classes at these locations start September 25, 2017.

<table>
<thead>
<tr>
<th>Class</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<td>7209 Popkins Lane</td>
<td>M-F</td>
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<td></td>
<td>20 cls</td>
<td>$20</td>
<td>$130</td>
<td>$35</td>
<td>Low Beginning to High Intermediate</td>
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<td>Graham Road Community Ctr</td>
<td>3036 Graham Road</td>
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<td>M&amp;W 7:00-9:15 pm</td>
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<td>Testing: 6 PM: 9/19</td>
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<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
</tr>
</tbody>
</table>

### English for Work and Life Success

Develop your general English skills with a goal of success in work, continued education, and life.

<table>
<thead>
<tr>
<th>Class</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<tbody>
<tr>
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<td>5801 Franconia Road</td>
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<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<tr>
<td>Testing: 6 PM: 9/19</td>
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<td></td>
<td></td>
<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
</tr>
</tbody>
</table>

*These are special interest classes. Registration for these special classes will be in-person at our Adult Education Customer Service Center, Plum Center, 6815 Edsall Road, Springfield, VA 22151, by phone registration at 703-658-1201, or online at https://aceclasses.fcps.edu.

No reservations are required for testing.

At the time of testing, appointments will be given to return for registration.

Questions? Please call 703-658-2777.

Follow us on Twitter @ACE_AdultESOL

### Studying English!

FCPS Adult and Community Education offers many classes to improve your English. Look for the location that is best for you. Find the testing date in blue under the location. Take the placement test and then register for the class that you need. Questions? Call 703-658-2777 and we will be happy to help you.

FCPS Adult ESOL classes are offered in four terms throughout the year. If you cannot take any of the classes listed here, our next classes begin in January 2018. Please contact our office closer to that time for dates, times, and locations of classes and testing.

**Placement testing**

- Look for the location and testing date (in blue) you need
- Please be on time to get your seat for the test (seating limited to 75)
- Take the test to determine the class that you need
- Testing lasts 2-3 hours
- No children are allowed
- Get an appointment to return and complete registration

Individuals with F1 or F2 visas are not eligible for literacy through high advanced classes.

**Registration and payment**

- Return on your appointment date to complete registration and pay
- Registration fee ($20)
- Book (varies)
- Tuition (varies)
- No senior tuition discounts or waivers available
- No payment plans available
- FCPS employees are eligible for a discount. Please bring your FCPS ID
- Pay by money order, check or credit card. No cash.

**Seeking volunteers**

Would you like to assist ESOL teachers and students in the classroom? Please email Jennifer Belike at jabelike@fcps.edu for more information on how to become a classroom volunteer.

For more information, call 703-658-2777.
**Baking and Pastry Arts**

**Buche De Noel—French Christmas Cake | Course HI06321**

In this class you will learn to make the only traditional French Christmas Dessert “Buche de Noel” (Yule log). While decorating this dessert and listening to French holiday music, it will feel like you are in France preparing for the holidays. You will be able to bring home your very own hand made “Buche de Noel”. Please note: Section 0040 on Tuesday will be held in English and Section 0041 on Thursday will be held in conversational French. 1 session @ 3 hrs.

- $ 74 Tuition
- $ 25 User Fee
- $ 99 Total Cost

Section 0040
- 10:00 am
- Plum Center
- Tu, December 12
- Rm 115
- Gaston, instructor

Section 0041
- 10:00 am
- Plum Center
- Th, December 14
- Rm 115
- Gaston, instructor

**NEW German Christmas Cookies | Course HI06029**

Get ready for the holiday season and bake some of your all time favorite German Christmas cookies. Learn how to make Vanilla Kipferl, Linzer cookies and some lesser known, but equally delicious festive treats. 1 session @ 3 hrs.

- $ 63 Tuition
- $ 22 User Fee
- $ 85 Total Cost

Section 0040
- 6:00 pm
- Plum Center
- W, November 29
- Rm 115
- Hofstetter, instructor

**Heavenly Holiday Desserts Workshop | Course HI06053**

Just in time for the holidays, we’re celebrating desserts that are bursting with flavor using rich and luscious ingredients from chocolate to pumpkin, cranberries, dried fruits and nuts! From traditional mince pies, cream pies, chocolate fudge, trifles, pies and tarts, we’re all about the decadent and the delicious! A real treat for your sweet tooth! Short-break mid-session with a light snack will be served. 1 session @ 5.5 hrs.

- $ 93 Tuition
- $ 42 User Fee
- $ 135 Total Cost

Section 0040
- 9:00 am
- Woodson HS
- Sa, December 9
- Rm J103
- Das, instructor

**NEW Holiday Cookies | Course HI03956**

Nothing says “Happy Holidays” like a plate of homemade cookies. This hands-on class will feature traditional and some untraditional holiday cookie recipes. 2 sessions @ 3 hrs each.

- $ 92 Tuition
- $ 37 User Fee
- $ 129 Total Cost

Section 0040
- 1:00 pm
- Plum Center
- Su, December 10-December 17
- Rm 115
- Ross, instructor

**Culinary Arts**

**NEW Baking Bread from Scratch | Course HI03863**

If it’s a hearty sourdough loaf, crisp breakfast rolls or soft pretzels, in this class you will be introduced to naturally leavened dough, and to the basic principles of kneading, proofing and baking bread from scratch. 1 session @ 5 hrs.

- $ 67 Tuition
- $ 32 User Fee
- $ 99 Total Cost

Section 0040
- 6:00 pm
- Plum Center
- W, December 13
- Rm 115
- Hofstetter, instructor

**NEW Holiday Hors d’Oeuvres | Course HI03874**

The hors d’oeuvres party is a versatile form of entertaining. Whether as an informal get-together for friends or a formal gathering of clients, it is one of the easiest ways to entertain. Hors d’oeuvres provide an opportunity to be wonderfully creative in the kitchen. All you need are some tried and true basics to get you started. 2 sessions @ 3 hrs each.

- $ 93 Tuition
- $ 42 User Fee
- $ 135 Total Cost

Section 0040
- 10:00 am
- Plum Center
- Sa, December 2-December 9
- Rm 115
- Ross, instructor

**NEW Pumpkins Galore | Course HI06087**

Pumpkins aren’t just for carving! Create a Halloween or anytime-in-the-fall feast. Use this versatile squash for stews, pastas, and desserts. 2 sessions @ 3 hrs each.

- $ 92 Tuition
- $ 37 User Fee
- $ 129 Total Cost

Section 0040
- 6:30 pm
- Plum Center
- M, November 13-November 20
- Rm 115
- Ross, instructor

**One Ingredient, Myriad Ways: CHOCOLATE | Course HI06038**

Who doesn’t love chocolate? Milk, dark, semi-sweet, white—it’s amazing in every form. In this 2-class series be inspired with chocolate in appetizers, entrees, and side items. Chocolate—it’s not just for desserts anymore. 2 sessions @ 3 hrs each.

- $ 92 Tuition
- $ 37 User Fee
- $ 129 Total Cost

Section 0040
- 6:30 pm
- Plum Center
- M W, October 25-October 30
- Rm 115
- Ross, instructor

**NEW Stollen & Lebkuchen | Course HI03853**

In this class we will be preparing and baking two authentic German holiday classics: Stollen, a cake-like bread filled with fruit and nuts, and Lebkuchen, a moist and chewy variation of gingerbread cookies. 2 sessions @ 3.5 hrs each.

- $ 62 Tuition
- $ 37 User Fee
- $ 99 Total Cost

Section 0040
- 6:00 pm
- Plum Center
- W, December 13
- Rm 115
- Hofstetter, instructor

**Delicious Indian Dinner | Course HI06049**

Learn a quick, easy, and delicious full course Indian vegetable meal which includes vegetable, curry, rice, salad, and dessert. Have fun in the kitchen while you cook and learn about authentic Indian spices and fresh ingredients that can be blended to prepare traditional Indian cuisine. Please note: this is a vegetarian class. 1 session @ 3 hrs.

- $ 63 Tuition
- $ 32 User Fee
- $ 95 Total Cost

Section 0040
- 9:00 am
- Woodson HS
- Sa, September 23
- Rm J103
- Apte, instructor

**Japanese Soups for All Seasons | Course HI03827**

Few things are more delightful than a steaming bowl of Udon noodle soups with plum shrimp, succulent meats and fresh vegetables all nestled in a flavorful broth. Now you can learn all the secrets to making flavorful Japanese soups with a side of crispy succulent of shrimp and vegetable Tempura. 1 session @ 3 hrs.

- $ 63 Tuition
- $ 32 User Fee
- $ 95 Total Cost

Section 0040
- 1:00 pm
- Plum Center
- Su, October 1
- Rm 115
- Moore, instructor

**Ultimate Sushi | Course HI03891**

Amaze your guests with your sushi making expertise! From delicious maki sushi, California rolls to tuna and salmon sashimi, different kinds of delectable sushi is a fun way to host a party and entertain family and friends. 2 sessions @ 3 hrs each.

- $ 93 Tuition
- $ 52 User Fee
- $ 145 Total Cost

Section 0040
- 1:00 pm
- Plum Center
- Su, November 5-November 12
- Rm 115
- Moore, instructor
Cooking Thai With Seafood | Course HI06461
All new dishes this class! The class will introduce authentic Thai cooking methods and ingredients with fish and seafood to create classic Thai flavors. The menu will include exciting dishes like Baked Shrimp and Glass Noodle in a (Clay) Pot, Stir-fry Fish with Chinese Celery in Salted Soy Bean Sauce, Spicy Shrimp Salad with Lemongrass and Steamed Fish Curry. Experience a new way of cooking delicious, signature Thai dishes from a people who love their seafood! 2 sessions @ 3 hrs each.
$ 97 Tuition
$ 52 User Fee
$ 149 Total Cost
Section 0040
6:30 pm
Plum Center
F, November 3-November 10
Rm 115
Seriruk, instructor

NEW
Favorite Thai Dishes | Course HI06446
Delicious Pad Thai and Som Tum (Spicy Green Papaya Salad) are on the menu! This class will emphasize the traditional way of cooking these popular dishes. There will be fresh and dried shrimp, peanuts and tofu on the list of ingredients. Please note: If you are allergic to these ingredients, please be aware before you register. 1 session @ 3 hrs.
$ 62 Tuition
$ 37 User Fee
$ 99 Total Cost
Section 0040
10:00 am
Plum Center
Sa, October 21
Rm 115
Seriruk, instructor

Thai Vegetarian Cooking | Course HI03864
This class will cover a variety of vegetarian dishes utilizing vegetables, tofu and Textured Vegetable/Soy Protein (TVP). It will be a 2-session class. The dishes include TVP and mushroom Laab (Thai spicy salad), Panang Curry Tofu, Stir-fry TVP and cashew nut, etc. 2 sessions @ 3 hrs each.
$ 93 Tuition
$ 42 User Fee
$ 135 Total Cost
Section 0040
6:30 pm
Plum Center
F, September 22-September 29
Rm 115
Seriruk, instructor

Healthy and Delicious Thai Food | Course HI06409
Enjoy preparing popular dishes such as Thai chicken coconut soup (Thom Kha Ka), panang curry with jasmine rice, drunken noodles, and tapioca dessert. Please bring container for leftovers. 1 session @ 3 hrs.
$ 63 Tuition
$ 42 User Fee
$ 105 Total Cost
Section 0040
1:00 pm
Plum Center
Su, December 3
Rm 115
Euipiyachat, instructor

Quick & Easy Thai | Course HI06052
Whether you are new to Thai cooking or a continuing student, create and enjoy quick, easy and delicious recipes. We’ll be preparing authentic dishes like Crispy Shrimp Wontons, Matsaman Curry Chicken, Meatball Noodle Soup and Banana Spring Rolls for dessert. 1 session @ 3 hrs.
$ 63 Tuition
$ 42 User Fee
$ 105 Total Cost
Section 0040
10:00 am
Plum Center
Sa, November 4
Rm 115
Euipiyachat, instructor

Thai Gourmet Kitchen | Course HI03893
Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground chicken with rice, curry with bamboo shoots, sticky rice, coconut custard, and pad Thai. All are seasoned to perfection and use fresh ingredients such as meat, chicken, seafood, and vegetables. 1 session @ 3 hrs.
$ 63 Tuition
$ 42 User Fee
$ 105 Total Cost
Section 0040
10:00 am
Woodson HS
Sa, September 16
Rm J103
Euipiyachat, instructor

NEW
It's All Greek to Me | Course HI06413
Romantic and gorgeous, Greece is the land of tranquil beauty and amazing cuisine! Delicious chicken and lemon soup, layered casseroles, moussaka with ground beef, bechamel sauce and eggplant, and classic Greek salad are all on the menu! Come join us for some fun, cooking up delicious eats. We are a fun and fast-paced class and a perfect fit for those comfortable in the kitchen! 1 session @ 4 hours.
$ 72 Tuition
$ 43 User Fee
$ 119 Total Cost
Section 0040
10:00 am
Woodson HS
Sa, September 30
Rm J103
Das, instructor

NEW
Ultimate Hearty Meals | Course HI06459
Nothing warms the soul like hearty roast meats when the chill of winter is in the air. In this special edition of one-pot-meals, we’ll be focusing on braised and roasted meats like; stewed pork in South American spices, Aussie roast lamb, traditional British pot roast, stuffed pork tenderloins, and fall-off-the-bone beef brisket. So if you love hearty comfort meals as the weather gets nippy, sign up! 2 sessions @ 3.5 hrs each.
$102 Tuition
$ 47 User Fee
$ 149 Total Cost
Section 0040
10:00 am
Plum Center
Sa, September 9-September 16
Rm 115
Das, instructor

Splendid Thanksgiving Appetizers & Sides | Course HI06521
So you’ve got your Thanksgiving mains all figured out! It’s time to savor some incredible flavors from appetizers to sides; sweet and savory, crunchy and creamy coming together on little toasts, creamy sweet potato mashers and simple seasonal dips, terrines to elegant tarts and tarts. We’re doing it all! 2 sessions @ 3.5 hrs each.
$ 102 Tuition
$ 47 User Fee
$ 149 Total Cost
Section 0040
10:00 am
Plum Center
Sa, November 11-November 18
Rm 115
Das, instructor

Buche De Noel—French Christmas Cake | Course HI06321
In this class you will learn to make the only traditional French Christmas Dessert “Buche de Noel” (Yule log). While decorating this dessert and listening to French holiday music, it will feel like you are in France preparing for the holidays. You will be able to bring home your very own hand made “Buche de Noel”. Please note: Section 40 on Tuesday will be held in English and Section 0041 on Thursday will be held in conversational French. 1 session @ 3 hrs.
$ 74 Tuition
$ 25 User Fee
$ 99 Total Cost
Section 0040
10:00 am
Plum Center
Tu, December 12
Rm 115
Gaston, instructor
Section 0041
10:00 am
Plum Center
Th, December 14
Rm 115
Gaston, instructor

Classic French Cooking | Course HI06320
Classic, easy, and fancy. Prepare a low-cost, seasonal French meal. In this two session class, learn the basics of French cooking; learn to make the classic French crust, stews, soups, mains and desserts. Here’s the menu for both sections: Section 40: Sept. 26 class: salad, steak aux poivre with French fries and pot à la crème; Oct. 3 class: soup, navarin printanier and floating island.
Section 41: Nov. 7 class: salad, chicken, ratatouille and French pumpkin pie; Nov. 13 class: pumpkin soup, cassoulet, and variety of crème brulée. Bon appétit! 2 sessions @ 3 hrs each.
$ 96 Tuition
$ 43 User Fee
$ 139 Total Cost
Section 0040
10:00 am
Plum Center
Tu, September 26-October 3
Rm 115
Gaston, instructor
Section 0041
10:00 am
Plum Center
Tu, November 7-November 14
Rm 115
Gaston, instructor
Quick Weeknight Dinners, International | Course HI06508
This class will follow the same format of previous Quick Weeknight Dinners classes, with students preparing salads and main courses with sides. However, each of the 3 sessions will feature a different international cuisine to be selected from among Italian, French, Mexican, Japanese, Spanish, Irish, Middle Eastern, or others. 3 sessions @ 3 hrs each.

- $147 Tuition
- $52 User Fee
- $199 Total Cost

Section 0040
Plum Center
6:30 pm
Th, September 21-October 5
Rm 115
Brady, instructor

COOK, TALK, LEARN...IN A FOREIGN LANGUAGE
Cook, Talk, Learn in Italian...My Favorite Dishes | Course HI06013
Il mio menu— In this class I will share with you some of my favorite dishes that are my favorite for a variety of reasons. You will be able to prepare an appetizer, a unique meat ragu’ sauce for your pasta or rice, meatballs as my mother used to cook, and an original dessert made with ricotta cheese. Phyllo dough, pears, walnuts and gorgonzola cheese, tagliatelle with meat ragu, meatballs with bell peppers, and lemon ricotta are just some of the dishes we may be cooking up in this class. Please Note: This class is taught in introductory level Italian with support in the English language. 1 session @ 3 hrs.

- $63 Tuition
- $42 User Fee
- $105 Total Cost

Section 0040
Plum Center
6:30 pm
F, December 1
Rm 115
De Bernardinis, instructor

NEW
Dinner in Milan— Mangiamo a Milano | Course HI06039
This class will immerse you in the cuisine of Northern Italy, featuring Veal Cutlet (Cotoletta alla Milanese) and a Minestrone. Students will be exposed to the less well-known cuisine of Northern Italy and some of its signature dishes. 1 session @ 3 hrs.

- $63 Tuition
- $42 User Fee
- $105 Total Cost

Section 0040
Plum Center
10:00 am
Su, October 15-October 29
Rm 115
Brady, instructor

NEW
Dolci Italiani— Italian Desserts | Course HI03905
With the holidays coming what better way to end your festive meals than with an array of wonderful desserts from regional Italy. In this class, we will be making both baked and no bake desserts, to include Hazelnut Cake, Tiramisu, Ugly But Good (Brutti Ma Buoni) Cookies, and Cannoli. This class will give students the ability to prepare a variety of desserts from Italy to jazz up their holiday tables. 2 sessions @ 3 hrs each.

- $93 Tuition
- $42 User Fee
- $135 Total Cost

Section 0040
Woodson HS
10:00 am
Sa, November 4-November 11
Rm J103
Brady, instructor

Register early for our culinary classes so our chefs can head for the markets in time to prepare for the classes! Register today at http://aceclasses.fcps.edu.


Floral Design

Bring floral snips or shears to class. Register at least five days in advance of class for purchase of materials.

Introduction to Floral Design 1—Basic | Course HI03374

Study the principles and elements of good design. You will learn how to select and care for various flowers and foliage for optimal results. Four design styles: vertical, triangular, round, and mixed vase arrangements will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.

Section 0040
Woodson HS Sa, September 30-October 21
Rm C151 Mason, instructor

Fresh Greens Workshop | Course HI03394

Make all your holiday decorations in one class! Decorate a fresh wreath and make centerpiece and basket arrangement. Decorations will use mixed evergreens, flowers, dried pods and cones, berries, and other Christmas trim. Learn how to make florist bows. Bring small garden clippers, wire cutters, scissors, and a brown bag lunch to class. 1 session @ 5 hrs.

Section 0040
Rm C151 Mason, instructor

Fun with Fall Flowers | Course HI03867

Fall flowers, pumpkins, fruit, bread, dried flowers, and more can be used to create arrangements and table centerpieces to bring the great outdoor into your home. All of these will be used to create a pumpkin arrangement, a straw wreath centerpiece, an arrangement of fruit in glass, and a centerpiece in bread. Bring flower clippers, wire cutters, and scissors to class. 4 sessions @ 3 hrs each.

Section 0040
Rm C151 Mason, instructor

Getting Ready to Retire | Course HI06530

10,000 Americans retire every day. Will you be ready when your turn comes? Getting Ready to Retire will equip you to face the important but often overlooked non-financial challenges and opportunities of retirement and to make a happy and fulfilling transition. 1 session @ 4 hrs.

Section 0040
Rm C151 Mason, instructor

Getting Ready to Retire with Less Stress | Course HI04040

Divorce can be overwhelming and crazy, but it doesn’t have to be! In this course, participants will discover how divorce really works, what to expect, and uncover the five most common divorce mistakes that can waste time and money, and how to avoid them. Participants will also learn how to make better divorce decisions that can save them from legal, financial, and personal headaches, and will identify goals and create a plan that will enable them to heal and finally move on with their lives. Classes include lecture and Q&A time, as well as hand-on exercises and discussion. Attendees will leave the class with a curated list of resources to help navigate through divorce, as well as more clarity and confidence on their next steps. 1 session @ 2.5 hrs.

Section 0040
Rm C151 Mason, instructor

How to Plan A Wedding on A Realistic Budget | Course HI06488

You truly can have the wedding of your dreams. This course will provide real life solutions and creative ideas to plan a wedding without going bankrupt. Learn how to save up to 30% on nationally advertised bridal gowns, veils, and bridesmaids dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoons, attendant gifts, and even gown preservation. Instructor Jean Welsh is a wedding coordinator and has been in the bridal business for 25 years. You will find her knowledge and expertise invaluable. SPECIAL! We’re offering an accompanying BF/Mother of the Bride Discount at 20% off the TUITION ONLY so sign up quick. Contact our ACE Registration at 703-658-1201 to avail of this promotion. 1 session @ 3 hrs.

Section 0040
Chantilly HS Th, September 21
Rm 271 Welsh, instructor

How to Shop for Your Wedding Dress | Course HI06492

Learn from a self-described Jack the Ripper. 2 sessions @ 3 hrs each. Author Donald Jeffries discusses historical and scientific mysteries. This class will focus on the continuing questions surrounding the Victorian-era murders by the self-described Jack the Ripper. 2 sessions @ 3 hrs each.
NEW

WHAT IF? A Historical Perspective | Course HI03081
We have all wondered how our lives could have turned out differently, if only.... Such what-if scenarios pertain to turning points in history as well. How might have America looked if George Washington were killed at Yorktown by a sniper’s bullet? What would have been the fate of the Middle East if the Mongols and Crusaders forged an alliance? Would the Roman Republic have been saved if Sulla had killed the young Julius Caesar, as he was inclined to do? Such are the possible topics covered by this course. Students will prepare a short paper to be shared each week, with a lively discussion to follow. No advance knowledge is required, as there will be brainstorming during class with ample time for development of the paper at home. Further, the form of the paper is up to the student. Past examples include short stories, essays, newspaper articles, obituaries, and stream-of-consciousness. Students are encouraged to contribute with fun ideas for scenarios. 4 sessions @ 2.5 hrs each.

$ 94 Tuition
$ 5 User Fee
$ 99 Total Cost

Section 0041
Marshall HS
10:00 am
Th, October 26-November 16
Miller, instructor

Section 0040
Plum Center
6:30 pm
F, December 15-January 12
Rm 112
Miller, instructor

NEW

World War II: A Military And Social History | Course HI04031
This course on WWII is designed for those interested in learning more about the war from a very broad perspective. Causes of WWII: explore the economic and political issues of each of the major countries engaged in the war. The Holocaust: its origins, organization and management within Germany. WWII in Europe: using a timeline as a chart, follow and discuss the major events of the war in Europe from initial fighting in 1939 through war’s end in 1945. WWII in the Pacific: using a timeline as a chart, follow and discuss the major events of the war in Asia starting with Japanese Invasion of China, continuing through attack on Pearl Harbor and finishing with surrender in 1945. The Home Front (USA): discussion will focus on activities and events, political, economic and social in the US during the war years. 20 Personalities of WWII: this final section will allow the participants to discuss individuals from the war. 4 sessions @ 3.5 hrs each.

$ 104 Tuition
$ 15 User Fee
$ 119 Total Cost

Section 0040
Pimmit Hills Ctr
10:00 am
Sa, September 9-October 7
Rm 156
Heffron, instructor

Section 0041
Plum Center
6:30 pm
F, October 27-November 17
Rm 112
Heffron, instructor

PHOTOGRAPHIC ARTS

PHOTOGRAPHY

NEW

Digital Photography Basics | Course HI03783
Do you want to step up from smart phone/point-and-shoot photography (for instance SnapChat)? Learn more about the key principles of photography? Understand the basics of using a DSLR or M4/3rds camera? This course will cover common features of all of these cameras (plus lenses, storage, and post processing) and help you deepen your understanding of using them. It will lay the foundation to add to your digital photographic skills and capture better photos under a wider range of conditions. 2 sessions @ 2 hrs each.

$ 99 Tuition
$ 20 User Fee
$ 119 Total Cost

Section 0040
10:00 am
Woodson HS
Sa, October 14-October 21
Rm L111
Conry, instructor

GEOGRAPHY

Beginning Genealogical Research in the 21st Century | Course HI04779
Many things have changed in genealogical research in the last ten to twenty years. Fifteen years into the 21st Century, how has research changed? Thanks to technology, many new sources are becoming available every year and old sources are being enhanced. How will all these changes affect how you do research? 4 sessions @ 2.5 hrs each.

$ 150 Tuition
$ 5 User Fee
$ 155 Total Cost

Section 0040
7:00 pm
Tu, October 3-October 24
Rm B105
Mason, instructor

Land Records for Genealogical Research | Course HI04779
Land records often contain a great deal of genealogical information. The course will cover how land was originally divided by colonial, state and the federal government, what records were created, how to read and understand clues in deeds, and how to plot a piece of land from a deed description. 3 sessions @ 2.5 hrs each.

$ 120 Tuition
$ 5 User Fee
$ 125 Total Cost

Section 0040
7:00 pm
Tu, September 12-September 26
Rm G111
Mason, instructor

NEW

PRESERVATION

Shoebox Solutions—Family Archives From “Shoebox” to DVD! | Course HI04033
This is a creative multimedia, hands-on class. Class participants will have the opportunity to bring any and all of their family photos, 8mm movie film, old videotapes, albums, artwork, music and any sound recordings to class. Intent of the class is to review all kinds of personal family “treasures” and to develop a graphic storyboard as a basis for program organization. Media (photos, movies, videos, etc.) will be digitized in class and prepared for inclusion in a DVD program (DVD media disc) for easy and fun viewing and sharing. Possibilities for sharing include via internet services (many), USB devices, and DVD disc. 3 sessions @ 2.5 hrs each.

$ 120 Tuition
$ 5 User Fee
$ 125 Total Cost

Section 0040
6:30 pm
Tu, October 10-October 24
Rm 133
Hunt, instructor

Section 0041
6:30 pm
Th, October 26-November 16
Rm B101
Hunt, instructor

Section 0042
6:30 pm
Th, November 30-December 14
Rm G121
Hunt, instructor

NEW

NEEDLE ARTS

Crochet for Beginners | Course HI03998
New to crocheting but always wanted to learn? Then start at the very beginning! Learn crochet terms, basic stitches, pattern reading, yarn types. Bring crochet hook in size G (6), H (8), I (9), or J (10), scissors, tape measure that you will continue to use at home. 6 sessions @ 2 hrs each.

$ 134 Tuition
$ 15 User Fee
$ 149 Total Cost

Section 0040
10:00 am
Woodson HS
Sa, September 13-October 18
Rm 115
Staff, instructor

Look for our winter catalog after December 4! Online registration for winter classes will begin December 1, and print catalogs will be mailed December 4.
Enrichment—Adult Enrichment Programs

**NEW**

**Crocheting, One Step Further | Course HI03303**
Learn combination crochet stitches, textured crochet stitches, crochet using multiple strands. Bring a variety of crochet hooks, such as size G (6), H (8), I (9), J (10), K (10 ½), P (15), Q, scissors, tape measure which you can continue to use at home. Prerequisite: Must be able to crochet basic stitches and read patterns. 6 sessions @ 2 hours each

$ 134 Tuition
$ 15 User Fee
$ 149 Total Cost

**Section 0040**
10:00 am
Plum Center
W, November 8-December 13
Rm 115
Staff, Instructor

**Essential Skills for Beginning Knitters | Course HI06540**
Knit one, purl two; yes, it’s that easy to begin crafting your own creations. As we take you from yarn selection and pattern reading to casting on, you’ll be knitting, purling, doing increases and decreases, changing gauge, and then binding off so you will be ready to knit basic items using a pattern. Social knitting and the use of online support sites will be addressed. 4 sessions @ 3 hrs each.

$ 129 Tuition
$ 20 User Fee
$ 149 Total Cost

**Section 0040**
10:00 am
Plum Center
F, November 10-December 8
Rm 116
Molnar-Grabowski, instructor

**My First Knitted Scarf | Course HI06541**
Choose either a scarf or a shawl pattern as your project to integrate the basic knitting skills in this beginner to intermediate level class. Prerequisite: prior knitting experience or Essential Skills for Beginning Knitters, course HI06540. 4 sessions @ 3 hrs each.

$ 128 Tuition
$ 21 User Fee
$ 149 Total Cost

**Section 0040**
10:00 am
Plum Center
F, September 15-October 6
Rm 112
Molnar-Grabowski, instructor

**A Knitter’s Box of Tricks | Course HI06544**
“Why does the pattern want me to do it that way? Can I change that?” This class is for the intermediate knitter in an effort to expand the knitter’s skillset and to teach alternative ways of shaping and pattern alterations. Knitters will learn a number of techniques to include: the basics of short row shaping, pairing decreases and increases, a variety of cast-on and cast-off methods and when to use which, and we will discuss obstacles that challenge knitters. Materials required: light-colored worsted weight yarn and size 8 needles to practice techniques, index cards and a pencil. 4 sessions @ 3 hrs each.

$ 131 Tuition
$ 18 User Fee
$ 149 Total Cost

**Section 0040**
10:00 am
Plum Center
F, October 13-November 3
Rm 116
Molnar-Grabowski, instructor

**NEW**

**THE ARTS**

**CINEMA**

**In The Shadow of The Third Reich | Course HI06554**
World Film will present dramatic stories of Germany’s impact on her neighbors during World War II. The Rape of Europa, about the Nazis’ theft of great European artwork; two films set in Nazi-occupied Holland: Winter in Wartime and Black Book; Army of Shadows, a tale of French resistance; Sunshine, portraying the struggles of three generations of the Hungarian family Sonnenschein; Nowhere in Africa, in which a German family flees to Kenya to escape the Nazi regime only to confront new challenges at the hands of the British; and The Garden of the Finzi-Continis, the story of Italian Jews under Mussolini. No discounts or waivers. 5 sessions @ 3 hrs each.

$ 88 Tuition
$ 7 User Fee
$ 95 Total Cost

**Section 0040**
6:45 pm
Plum Center
Tu, September 12-October 10
Rm 112
LeBlanc, instructor

**Section 0041**
6:45 pm
Plum Center
W, September 13-October 11
Rm 112
LeBlanc, instructor

**Section 0042**
6:45 pm
Plum Center
Th, September 14-October 12
Rm 112
LeBlanc, instructor

**The 1936 Nazi Olympics in Berlin | Course HI06555**
World Cinema will show the following features: Olympia, the award winning documentary of the 1936 Olympics by Leni Riefenstahl; Jesse Owens, the story of the 22 year old son of a sharecropper who went on to win 4 gold medals in 2 days; The Boys of ’36, the dramatic story of the University of Washington rowing team crew; Berlin, wie es war (Berlin, How It Was), a German documentary and portrait of Pre-WW2 Berlin; The Nazi Games, the latest documentary of how the games evolved; and Berlin’s Hidden History, a documentary of the city’s glittering present and dark past. No discounts or waivers. Please note: No classes held Thanksgiving week. 5 sessions @ 3 hrs each.

$ 88 Tuition
$ 7 User Fee
$ 95 Total Cost

**Section 0040**
6:45 pm
Tu, November 7-December 5
LeBlanc, instructor

**Section 0041**
6:45 pm
W, November 8-December 13
LeBlanc, instructor

**Section 0042**
6:45 pm
Th, November 9-December 14
LeBlanc, instructor

**ART & MUSIC APPRECIATION**

**NEW**

**A Window into Latin American Art | Course HI03129**
A Window into Latin American Art II: This four-session class continues to introduce the art lover to Latin American art. After exploring Cuban, Mexican, and Brazilian art, we now turn to the southern cone. We will learn about political art in Colombia, the Andean artists of Bolivia, and the indigenous movement that spread through Ecuador, Peru, Bolivia and Argentina. Discussion will also include kinetic art and abstract experimentation in Venezuela, Argentina, and Uruguay, as well as some successful contemporary woman artists in Brazil. 4 sessions @ 2 hrs each.

$ 134 Tuition
$ 5 User Fee
$ 139 Total Cost

**Section 0040**
7:00 pm
Marshall HS
Th, September 28-November 2
Rm A106
Bailey, instructor

**SELF-EXPRESSION & THEATRE**

**Improvisation Workshop | Course HI03126**
If you’ve ever wanted to explore your funny side or try your hand at a whole new fun adventure, improvisational comedy can give you confidence and help you discover talents you never knew you had. Besides, improvisation is a wonderful tool for promoting creativity, public speaking, stage presence, characterizations, and quick thinking. The class will start with fun warm ups with fellow students. Then the students will participate in structured games created for class and that have also been used on stage with past improv performers such as Robin Williams, Catherine O’Hara and Mike Meyers. 6 sessions @ 2 hrs each.

$ 134 Tuition
$ 5 User Fee
$ 139 Total Cost

**Section 0040**
9:30 am
Pimmit Hills Ctr Sa, September 30
Rm 112
Jeffries, instructor

**Joyce Landry**
World Film Masterpieces

“As a two-year enrollee with John LeBlanc, he continues to be professional and well-versed on the content presented. Love his humor and style of teaching; great experience every time.”

Joyce Landry
World Film Masterpieces
NEW

Classical Music Appreciation | Course HI03768
Enhance your joy of classical music through knowledge. Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren't sure who wrote it or the story behind it. In this 2 session course the lecture will focus on the Classical era, with particular emphasis on the First Viennese School—Haydn, Mozart, Beethoven, and Schubert. Their contemporaries may make a cameo appearance. This is a non-technical class to learn about the composers and the circumstances surrounding the music's creation, as well as what to listen for. Students will discover why this music has remained popular for centuries. 2 sessions @ 2.5 hrs each.

$ 84 Tuition
$ 5 User Fee
$ 96 Total Cost

Section 0009
Plum Center Sa, September 23-October 7
Rm 105 Page, instructor

ARCHITECTURE & DESIGN

Interior Design | Course HI02054
Introduction to key principles of interior design that you can apply to enhance your living space. Make your home reflect your personal style and interests. 4 sessions @ 3 hrs each.

$ 154 Tuition
$ 5 User Fee
$ 160 Total Cost

Section 0041
Plum Center Sa, December 2-December 9
Rm 112 Hubler, instructor

At Home, In Home—Aging in Place | Course HI06502
Have you ever wished you could live in your home forever? However, our needs change. Explore the possibilities of creating a home environment that is beautiful, safe, and suitable for all; both young and old. Rebecca will focus on kitchen and bathroom design as well as fixtures and appliances that are age friendly. She will explore with you interior design tips that will include lighting, living spaces, color choices, and furnishings. The instructor, Rebecca Hubler, is a certified Aging in Place Specialist as well as a professional member of the American Society of Interior Designers. 2 sessions @ 3 hrs each.

$ 108 Tuition
$ 7 User Fee
$ 115 Total Cost

Section 0041
Plum Center Sa, December 2-December 9
Rm 112 Hubler, instructor

WRITING AND PUBLISHING

Beginning Creative Writing | Course HI06441
With the guidance of an award-winning writer, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You'll begin with learning how to view the world around you creatively, then move on to the value of reading as a writer. We'll cover a technique a week: character development, dialogue, plotting, showing vs. telling, and more. You will have a short reading and a writing assignment each week. Both fiction and nonfiction are covered with an emphasis on fiction. Marketing and the business of publishing will be explored. 8 sessions @ 2 hrs each.

$ 204 Tuition
$ 5 User Fee
$ 210 Total Cost

Section 0040
Plum Center Sa, September 16-September 23
Rm G120 Hubler, instructor

Share Your Story! Writing Your Memoirs | Course HI06494
Whether you hope to capture your life's meaningful moments for family, publication, or personal satisfaction, this class will help you get started. We will talk about how to compose your storytelling and offer some insights into what makes for memorable reading. We will discuss the difference between writing a memoir and writing an autobiography. Classes are highly interactive, with some time spent reading and criticizing each other's work. Sharing of written work is optional. We will also touch on publication options and some of the rules you need to know and understand regarding publication of your written works. 4 sessions @ 2 hrs each.

$ 94 Tuition
$ 5 User Fee
$ 99 Total Cost

Section 0009
Plum Center Sa, September 23-October 7
Rm 105 Page, instructor

Day Writers | Course HI04019
Take a little time for yourself and come join this midday group for writers who have already begun or who want to begin writing and who would like some help and guidance in a non-hurried, relaxed atmosphere of support and encouragement. Every level of writer, from beginning to advanced, and every type of writing, both fiction and nonfiction—literary, mainstream, mystery, thriller, sci-fi, romance, young adult, memoirs, essays, poetry, and more. The business of marketing and publishing will also be explored. 8 sessions @ 2 hrs each.

$ 204 Tuition
$ 5 User Fee
$ 209 Total Cost

Section 0040
Pimmit Hills Ctr Sa, September 16-November 4
Rm 159 Page, instructor

Writing Treasured Stories and Memories | Course HI04026
If you have ever been tempted to write stories about your experiences, this class is for you. Imagine the satisfaction of sharing your stories and traditions with future generations or simply reflecting on past experiences. Whether you want to write a few simple short stories, or document enough of your personal history to fill a book, this class can help you get started. We will go through a process that will help you identify memories you might want to share and techniques that can be used to generate the details of your stories. Additional discussion will focus on options to enhance stories with your personal interests or talents (e.g., adding photos, drawings, music, or fictional characters) and how to present stories in different formats (e.g., poem, lyrics, art, narrated slide show, blog). Students will be encouraged to share their writing with the class. 3 sessions @ 2 hrs each

$ 94 Tuition
$ 5 User Fee
$ 99 Total Cost

Section 0040
Pimmit Hills Ctr Sa, September 16-November 4
Rm 155 Page, instructor

NEW

Want to Write Better? Four Fixes | Course HI04045
You don't have to slog and struggle to write well. The obstacles to writing better—and their solutions—are not complicated and are right in front of you if you know how to look for them. Decades of both writing and teaching writing have taught me that, of the many reasons creative writers fail or succeed, four stand out. And the fixes for these four are surprisingly simple. This course will identify the four trouble spots and show you the simple steps you can take to effective deal with them. For writers of both fiction and creative nonfiction and every type, genre and level, beginning to advanced.

5 sessions @ 2 hrs each.

$ 114 Tuition
$ 5 User Fee
$ 119 Total Cost

Section 0040
Pimmit Hills Ctr Sa, September 16-November 4
Rm 155 Page, instructor

Oops! Don't miss out on a great class.
Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!
Register today at aceclasses.fcps.edu or call 703-658-1201.
World Language Questions

Q: How do I register?
A: Call 703-658-1201 to register by phone or see page 63 for registration options. Register early, as many courses fill quickly. Consult https://aceclasses.fcps.edu for the most up-to-date information or to register online 24/7.

Q: Is there a deadline to register?
A: In order to register online, you must register BEFORE the start date of the class. In order to guarantee delivery of any materials to your first class session, you must register at least TEN days before the start date. Under-enrolled classes may be cancelled one-two days before the start date, so be sure to register early so that your enrollment will be taken into consideration.

Q: What if a class has already started? May I still register for it?
A: If you have had some previous exposure to the language you want to learn, you may feel comfortable joining a class after it has started. There is no tuition discount for classes that you missed, and you will not be able to register online. Call 703-658-1201 to enroll in a class that has already begun. Please let us know if you need to purchase a textbook.

Q: What if I miss a class or a class is canceled?
A: Many adult students miss a class because of work or personal obligations. If you miss a class, do not give up! Attend as diligently as your schedule permits. No refunds or rebates are given for missed classes. If ACE cancels a class meeting date because of inclement weather or instructor illness, we will automatically add a class at the end of the sessions or the teacher will arrange to make up the missed classroom time with the class.

Q: What about BOOKS?
A: The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery to the first class session.

Q: Do any classes meet twice a week?
A: Occasionally. Check the class schedule for the days of the week when classes meet. A class that meets twice a week covers the same material as the classes that meet once a week, but at a faster pace. The class requires more concentrated study time.

Q: Which level should I register for?
A: Please note that the beginning French, German, Italian, and Spanish programs are conducted in four parts. Each course meets for 12 sessions and covers approximately 10 chapters of the Complete Language text for that language. See course descriptions for individual courses.

Introduction for Beginners and Travelers: If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

Beginning 1: For beginners who have never learned the language or learned it so long ago that they have forgotten.
Beginning 2: If you have taken Part 1 or have some experience with the language, this is your level.
Beginning 3: If you have taken Part 2 or the equivalent of one semester of college language and feel comfortable with all aspects of the present tense, this is your level.
Beginning 4: If you have taken Part 3 and feel comfortable with the present and conversational past tenses, this is your level. Expand your comprehension and improve your grammar.

Intermediate and Review: If you have completed the four beginning language courses or the equivalent of one full year of college language, this is your level. Review grammar and practice speaking.

Conversation: If you can converse on an elementary level and want to improve or maintain your conversation skills, this level is for you. Grammar addressed only as the need arises.

Languages for Travel: If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

Q: The room is listed as TBD. How will I know where to go?
A: Room assignments will be posted at the main entrance with signs, and signs will direct you.

Instructor will confirm all dates that the course meets on the first day of class. In some cases, a day may be missed due to an instructor’s prior obligation. The start and end dates have been adjusted accordingly.

American Sign Language Questions

Foreign Language

AMERICAN SIGN LANGUAGE (ASL)

American Sign Language 100—Beginning 1 | Course FL02560
Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.
$ 272 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 315 Total Cost

Section 0040
Pimmit Hills Ctr
W, October 4-December 13
Rm 162
Mohaghegh, instructor

Section 0041
Pimmit Hills Ctr
Tu, September 12-December 14
Rm 115
Mohaghegh, instructor

Section 0042
Bryant Ctr
Tu, September 12-December 21
Rm 31
Maloney, instructor

Section 0043
Edison HS
W, September 27-December 6
Rm B130
Maloney, instructor

Section 0044
Woodson HS
Tu, September 5-November 14
Rm G105
Drake, instructor

American Sign Language 200—Beginning 2 | Course FL02562
Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.
$ 272 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 315 Total Cost

Section 0040
Bryant Ctr
Th, September 14-November 16
Rm 31
Maloney, instructor

Section 0041
Plum Center
Sa, September 30-December 9
Rm TR4
Hall, instructor

American Sign Language 300—Beginning 3 | Course FL02563
Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.
$ 282 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 325 Total Cost

Section 0040
Plum Center
Th, October 5-December 14
Rm TR4
Hall, instructor

American Sign Language 400—Beginning 4 | Course FL02564
Expand your sign vocabulary and accelerate speed of your signing skills including finger spelling and full sentences. 10 sessions @ 2 hrs each.
$ 282 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 325 Total Cost

Section 0040
Plum Center
Tu, October 3-December 12
Rm TR4
Hall, instructor

Class logistics occasionally change after the catalog is printed. Check https://aceclasses.fcps.edu to confirm the location and start date of your class.
ARABIC

Introduction to Arabic | Course FL02618
An introductory course to Modern Standard Arabic. You will be introduced to Arabic sounds and writing systems. You will be introduced to the alphabet, vowels, some sight words, colors, days of the week and greetings. This foundation will help you make a smooth transition later on to start reading and writing simple sentences as well as understanding some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

$272 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$305 Total Cost

Section 0040
7:00 pm
L. Braddock SS
Tu, September 19-November 28
Rm H212
Sadeq, instructor

Arabic 100—Beginning 1 | Course FL02621
The course is designed to build up your Arabic vocabulary by presenting basic language function in different life situations. You will review the alphabet, vowels, and sight words. Learn gradually about Arabic parts of speech and prepositions. This will help you start reading and writing simple words and sentences. You will also learn about the culture and some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

Prereq: FL02618 Introduction to Arabic

$272 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$305 Total Cost

Section 0040
6:30 pm
Plum Center
Th, September 21-November 30
Rm TR2
Hung, instructor

Arabic 200—Beginning 2 | Course FL02622
Continue to build vocabulary and communicative skills to navigate through a variety of common situations. We will equip you with the skill to read and write. Prerequisite: Arabic 100 or previous introductory course is recommended. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

Prereq: FL02621 Arabic 100—Beginning 1

$272 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$335 Total Cost

Section 0040
7:00 pm
L. Braddock SS
W, September 19-November 28
Rm H212
Shokry, instructor

Section 0041
10:00 am
Plum Center
W, September 19-November 28
Rm TR3
Shokry, instructor

See page 57 for K-12 language classes!

CHINESE

Introduction to Chinese for Beginners | Course FL02630
This introductory course is perfect for those who have had no previous exposure to Chinese. You will build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 8 sessions @ 2 hrs each.

Prereq: FL02631 Chinese (Mandarin)—Beginning 1

$222 Tuition
$ 3 User Fee
$ 79 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$304 Total Cost

Section 0040
7:00 pm
Plum Center
Th, October 5-November 30
Rm TR2
Hung, instructor

Chinese (Mandarin)—Beginning 2 | Course FL02632
Improve your ability to communicate; compare accents and dialects and learn Chinese characters. Instructor will supply materials for practicing Chinese calligraphy.

8 sessions @ 2 hrs each.

Prereq: FL02631 Chinese (Mandarin)—Beginning 1

$222 Tuition
$ 3 User Fee
$ 79 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$304 Total Cost

Section 0040
7:00 pm
Pimmit Hills Ctr
Th, September 28-November 16
Rm 144
Pai, instructor

FRENCH

French 100—Beginning 1 | Course FL02671
Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate text, CD, workbook, and Internet activities. Internet access and email are required. For students with no prior exposure to French. 12 sessions @ 2 hrs each.

Prereq: FL02619 French 100—Beginning 1

$272 Tuition
$ 3 User Fee
$ 36 Text: Complete French
$311 Total Cost

Section 0040
7:00 pm
Chantilly HS
Tu, September 12-December 5
Rm 272
Monk, instructor

Section 0041
10:00 am
Pimmit Hills Ctr
M, September 18-December 11
Rm 156
Shahin, instructor

Section 0042
7:00 pm
L. Braddock SS
W, September 13-December 6
Rm H211
Antoons, instructor

Section 0043
10:00 am
Plum Center
Sa, September 16-December 9
Rm 116
Antoons, instructor

Section 0044
10:00 am
L. Braddock SS
Sa, September 23-December 16
Rm H212
Weaver, instructor

Section 0045
12:30 pm
Plum Center
Tu, September 12-October 19
Rm 150
Molnar-Grabowski, instructor

French 200—Beginning 2 | Course FL02672
Consolidate proficiency in present tense, augment vocabulary, add pronouns, comparisons to your repertoire and increased conversational skills. 12 sessions @ 2 hrs each.

Prereq: FL02671 French 100—Beginning 1

$272 Tuition
$ 3 User Fee
$ 36 Text: Complete French
$311 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr
Tu, September 12-December 5
Rm 156
Shahin, instructor

Section 0041
10:00 am
L. Braddock SS
W, September 20-December 13
Rm H215
Staff, instructor

Section 0042
7:00 pm
Edison HS
Tu, September 19-December 5
Rm B153
Shahin, instructor

Section 0043
7:00 pm
Bryant Ctr
Tu, September 12-December 5
Rm 8
Molnar-Grabowski, instructor

Section 0044
12:30 pm
Pimmit Hills Ctr
Tu Th, October 31-December 12
Rm 150
Molnar-Grabowski, instructor

French 300—Beginning 3 | Course FL02673
Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.

Prereq: FL02672 French 200—Beginning 2

$272 Tuition
$ 3 User Fee
$ 36 Text: Complete French
$311 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr
Tu, September 12-December 5
Rm 156
Shahin, instructor

French 320—Beginning 3 Conversation and Review | Course FL02675
A review course to help you get control of basic verb tenses introduced in French—Beginning 1-2. Focus on present, past tense, and future tense. Considerable directed, situational conversation, vocabulary review, and practice helps boost confidence in extemporaneous speaking. 10 sessions @ 2 hrs each.

Prereq: FL02673 French 300—Beginning 3

$272 Tuition
$ 3 User Fee
$ 47 Text: Complete French ($36); Easy French Reader, 3rd ed ($11)
$322 Total Cost

Section 0040
7:15 pm
Chantilly HS
W, September 13-November 15
Rm 272
Monk, instructor

Look for our winter catalog after December 4! Online registration for winter classes will begin December 1, and print catalogs will be mailed December 4.
Enrichment—Adult Enrichment Programs

French 420—Beginning Conversation | Course FL02676
Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
$272 Tuition
$3 User Fee
$26 Text: Easy French Reader, 3rd ed ($11); Ultimate French Review and Practice, 3rd ed ($15)
$301 Total Cost
Section 0040
10:00 am
Pimmit Hills Ctr
W, September 13-November 15
Rm 156
Shahin, instructor
Section 0041
7:00 pm
Pimmit Hills Ctr
M, October 2-December 11
Rm 154
Hengel, instructor
Section 0042
7:00 pm
Edison HS
Th, September 21-November 30
Rm B153
Newcombe, instructor

NEW
French 520—Intermediate 2 | Course FL02682
Nous continuons notre cours tout en regardant la vie quotidienne en France. On s’amusera bien de tout le vocabulaire utile dans le cours. Il y aura beaucoup de conversation et d’exercices de grammaire, et de temps en temps un petit paragraphe. 10 sessions @ 2 hrs each.
Prereq: FL02681 French 500—Intermediate 1
$272 Tuition
$3 User Fee
$67 Text: Grammaire Progressive du Francais (Intermediaire)
$342 Total Cost
Section 0040
10:00 am
Plum Center
W, October 4-December 6
Rm TR4
Gaston, instructor

French 545—Revision | Course FL02678
Revisions, apprenons, comprenons, continuons a parler francais. Ce cours vous permettra de discuter en groupe des sujets quotidiens et des textes choisis du monde francophone. Examiner la grammaire et la structure de la langue selon le besoin. 10 sessions @ 2 hrs each.
Prereq: FL02682 French 520—Intermediate 2
$272 Tuition
$3 User Fee
$15 Text: Ultimate French Review and Practice, 3rd ed
$290 Total Cost
Section 0040
7:00 pm
Plum Center
W, September 27-December 6
Rm 150
Jackson, instructor
Section 0041
12:30 pm
Pimmit Hills Ctr
M, September 18-November 27
Rm 116
Molnar-Grabowski, instructor

French 600—Conversation and Review | Course FL02686
Course offers structured grammar review followed by guided conversation and opportunity for free conversation. For intermediate students with comprehensive exposure to French grammar and vocabulary, who seek to improve conversational fluidity. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
$272 Tuition
$3 User Fee
$275 Total Cost
Section 0040
7:00 pm
Pimmit Hills Ctr
Tu, October 3-December 5
Rm 158
Hengel, instructor

French 610—Conversation and Review | Course FL02684
Intermediate conversation class with review of grammar as needed. Focus on listening comprehension and vocabulary development with guided and free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
$272 Tuition
$4 User Fee
$276 Total Cost
Section 0040
10:00 am
Plum Center
F, September 29-December 8
Rm 150
Gaston, instructor

French 680—Conversation et Lecture | Course FL02690
Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d’un haut niveau. 10 sessions @ 2 hrs each.
$282 Tuition
$3 User Fee
$285 Total Cost
Section 0040
12:30 pm
Pimmit Hills Ctr
Th, October 5-December 14
Rm 156
Hengel, instructor
Section 0041
10:00 am
Pimmit Hills Ctr
F, September 15-November 17
Rm 156
Shahin, instructor

French 750—Conversation avancée | Course FL02687
Lire, comprendre, analyser des articles provenant de journaux francophone ainsi que des extraits d’œuvres classiques ou contemporaines. Un exposé d’un sujet de votre choix sera inclus. Explications grammaticales selon le besoin. 10 sessions @ 2 hrs each.
Prereq: FL02685 French 700—Conversation
$282 Tuition
$3 User Fee
$285 Total Cost
Section 0040
10:00 am
Pimmit Hills Ctr
W, September 13-November 15
Rm 159
Morrissey, instructor

GERMAN

Introduction to German for Beginners and Travelers | Course FL02694
In this class, you will learn to communicate in common travel situations (e.g. ordering in restaurants, travelling by train/car/bus etc.). Basic grammar and vocabulary will be introduced. Information on Germany in general will be provided. Material will be provided by the instructor. 10 sessions @ 2 hrs each.
$272 Tuition
$3 User Fee
$275 Total Cost
Section 0040
7:15 pm
Pimmit Hills Ctr
M, October 2-December 11
Rm 159
Wright, instructor

German 100—Beginning 1 | Course FL02701
Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.
$272 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$300 Total Cost
Section 0040
7:15 pm
Plum Center
W, September 6-November 29
Rm 148
Long, instructor

German 300—Beginning 3 | Course FL02703
Continue to expand your knowledge of German verbs and cases and conversation skills. New grammar: the dative case, the present perfect tense and the simple past. 12 sessions @ 2 hrs each.
Prereq: FL02702 German 200—Beginning 2
$272 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$300 Total Cost
Section 0040
7:15 pm
Plum Center
M, September 11-December 4
Rm 148
Long, instructor
Section 0041
7:00 pm
Pimmit Hills Ctr
Tu, September 19-December 12
Rm 159
Gains, instructor

German 400—Beginning 4 | Course FL02704
Continue to expand your knowledge of the German Grammar and conversation skills. New grammar: the genitive case, the imperative case and the relative and subordinate clauses. 12 sessions @ 2 hrs each.
Prereq: FL02703 German 300—Beginning 3
$272 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$300 Total Cost
Section 0040
7:15 pm
Plum Center
Tu, September 12-December 5
Rm 148
Long, instructor

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.

I like the low stress and fun class environment, yet I'm able to continue to learn more French!”
Ted Wang
French 545—Revision
German 500—Intermediate 1 | Course FL02709
The first of a three-part series designed to build on the foundation developed in beginning classes. Expand vocabulary and expressions to augment conversational skills, read excerpts and complete texts that reflect contemporary German; comprehensive grammar review to solidify structural base. 12 sessions @ 2 hrs each.
Prereq:FL02704 German 400—Beginning 4
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
7:15 pm
Plum Center
Th, September 7-November 30
Rm 148
Long, instructor

Section 0041
1:00 pm
ACE Herndon Learning Center
W, September 20-December 13
Rm 2
Gainey, instructor

German 750—Konversation fuer Fortgeschrittene | Course FL02717
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
11:00 am
Pimmit Hills Ctr
M, September 25-January 8
Rm 159

Section 0041
11:00 am
Pimmit Hills Ctr
Tu, September 19-December 12
Rm 159

German 755—Konversation fur Fortgeschrittene | Course FL02715
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr
Th, September 21-December 14
Rm 159

Section 0041
7:15 pm
Pimmit Hills Ctr
W, September 21-December 14
Rm 159

GREEK

Introduction to Greek for Beginners and Travelers | Course FL02724
Explore a modern language from an ancient land. Class will focus on greetings, useful expressions, and cultural insights through Hellenic music, dance, cooking, and poetry. Instructor will provide materials.
8 sessions @ 2 hrs each.
$212 Tuition
$3 User Fee
$215 Total Cost

Section 0040
10:00 am
Woodson HS
Sa, October 7-December 2
Rm E124
Metzaki, instructor

ITALIAN

Introduction to Italian for Beginners and Travelers Part 1 | Course FL02766
This course is for those who have not had any or very little exposure to Italian. Survival language skills will help you take your first steps to learning this wonderful language. This class will also benefit those who are planning a trip to Italy. Emphasis is on traveler’s vocabulary. 10 sessions @ 2 hrs each.
$272 Tuition
$3 User Fee
$31 Text: Learn Italian The Fast and Fun Way, 4th ed
$306 Total Cost

Section 0040
7:00 pm
Plum Center
Th, September 14-November 16
Rm 150
Politano, instructor

Introduction to Italian for Beginners and Travelers Part 2 | Course FL02762
This course is designed for those who already took Introduction of Italian for Beginners and Traveler part 1 or for students who have some basic Italian skills. 10 sessions @ 2 hrs each.
Prereq:FL02766 Introduction to Italian for Beginners and Travelers Part 1
$272 Tuition
$3 User Fee
$31 Text: Learn Italian The Fast and Fun Way, 4th ed
$306 Total Cost

Section 0040
9:00 am
L. Braddock SS
Tu, September 10-December 12
Rm H219
Oddo, instructor

Italian 100—Beginning 1 | Course FL02771
Learn the basics to start conversing in present tense. For beginning students with little or no previous exposure to Italian. 12 sessions @ 2 hrs each.
$272 Tuition
$3 User Fee
$42 Text: Complete Italian
$317 Total Cost

Section 0040
9:00 am
Pimmit Hills Ctr
Sa, September 16-December 9
Rm 115
Baietti, instructor

Section 0041
7:00 pm
Pimmit Hills Ctr
M, September 25-December 15
Rm 115
Bucelli, instructor

Section 0042
7:00 pm
Plum Center
F, September 15-December 8
Rm 116
Nikoleta, instructor

Section 0044
10:00 am
L. Braddock SS
Sa, September 23-December 16
Rm H227
Nikoleta, instructor

Italian 300—Beginning 3 | Course FL02773
Practice conversation skills as you build vocabulary. New grammar: future, simple past, conditional. 10 sessions @ 2 hrs each.
Prereq:FL02772 Italian 200—Beginning 2
$272 Tuition
$3 User Fee
$42 Text: Complete Italian
$317 Total Cost

Section 0040
7:00 pm
Pimmit Hills Ctr
W, September 27-December 6
Rm 159
Bucelli, instructor

Italian 420—Beginning Conversation | Course FL02770
Practice conversation and expand vocabulary to boost your confidence in extemporaneous speaking. Instructor will review grammar as needed. 10 sessions @ 2 hrs each.
Prereq:FL02774 Italian 400—Beginning 4
$272 Tuition
$3 User Fee
$42 Text: Complete Italian
$317 Total Cost

Section 0040
12:30 pm
Pimmit Hills Ctr
W, October 4-December 6
Rm 156
Hengel, instructor

Italian 510—Intermediate 1 | Course FL02775
Italian conversation for students who have completed the entire beginner Italian grammar and want to improve their conversation skills. Review of grammar will be done as needed and requested. 12 sessions @ 2 hrs each.
Prereq:FL02774 Italian 400—Beginning 4
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
2:00 pm
Plum Center
Tu, September 19-December 5
Rm 116
Moore, instructor

Italian 530—Intermediate 3 | Course FL02777
Expand Italian vocabulary and language skill. Learn to master subjunctive tenses and more complex structure of the Italian language. 8 sessions @ 2 hrs each.
Prereq:FL02774 Italian 520—Intermediate 2
$262 Tuition
$3 User Fee
$265 Total Cost

Section 0040
7:00 pm
L. Braddock SS
Tu, October 10-December 7
Rm H227
Oddo, instructor

Italian 550—Intermediate 5 | Course FL02761
Approfondimento della grammatica italiana, espansione del vocabolario e pratica della conversazione. For students who have completed the equivalent of three semesters of college Italian. 12 sessions @ 2 hrs each.
Prereq:FL02778 Italian 540—Intermediate 4
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
12:15 pm
Plum Center
W, September 20-December 6
Rm 116
Moore, instructor

Italian 651—Advanced Intermediate Conversation and Culture | Course FL02783
Conversazione in italiano intermedio-avanzato su argomenti di attualità, letteratura e tradizioni. Ripasso di grammatica e ampliamento del vocabolario. Material will be provided by the instructor. 12 sessions @ 2 hrs each.
Prereq:FL02782 Italian 620—Advanced Intermediate Conversation
$312 Tuition
$3 User Fee
$315 Total Cost

Section 0040
10:00 am
Plum Center
Sa, October 7-December 2
Rm 159
Bucelli, instructor
The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.
Spanish

Introduction to Spanish for Beginners and Travelers Part 1 | Course FL02848

This course is for those who have not had any or very little exposure to Spanish. Survival language skills will help you take your first steps to learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each.

$272 Tuition
$ 3 User Fee
$ 23 Text: Learn Spanish The Fast and Fun Way, 4th ed
$298 Total Cost

Section 0040
10:30 am
Plum Center
Tu, September 29-December 8
Rm TR6
Roberts, instructor

Introduction to Spanish for Beginners and Travelers Part 2 | Course FL02849

Get ready for your trip with this continuing course for beginners or those who need a refresher. 10 sessions @ 2 hrs each.

Prereq: FL02848 Introduction to Spanish for Beginners and Travelers Part 1

$272 Tuition
$ 3 User Fee
$ 23 Text: Learn Spanish The Fast and Fun Way, 4th ed
$298 Total Cost

Section 0040
6:45 pm
Bryant Ctr
M, September 11-November 20
Rm 22
Nader, instructor

NEW

Spanish 003—Conversation for Beginners and Travelers | Course FL02858

Practice essential survival skills with conversation to prepare for everyday communication, work, volunteer, and travel. 10 sessions @ 2 hrs each.

Prereq: FL02848 Introduction to Spanish for Beginners and Travelers Part 1

$272 Tuition
$ 3 User Fee
$ 23 Text: Learn Spanish The Fast and Fun Way, 4th ed
$298 Total Cost

Section 0040
1:00 pm
Plum Center
Tu, September 19-November 28
Rm 148
Elbeze, instructor

Spanish 050 for Healthcare Providers | Course FL02875

Communicate directly in Spanish to reduce guess-and-stress as you raise your effectiveness as a care-giver to the growing Spanish-speaking population. Course content includes language and cultural communication geared specifically to healthcare professionals with little or no previous exposure to Spanish. 10 sessions @ 2 hrs each.

$272 Tuition
$ 3 User Fee
$275 Total Cost

Section 0040
10:00 am
Plum Center
Sa, September 9-November 11
Rm 148
Williams, instructor

Spanish 100—Beginning 1 | Course FL02861

Learn useful expressions and basic skills to start conversing in the present tense. Pronunciation will be enforced. Memorize new vocabulary, verbs, and expressions. For new students with little or no previous exposure to Spanish. 12 sessions @ 2 hrs each.

$272 Tuition
$ 3 User Fee
$ 41 Text: Complete Spanish ($22); Complete Spanish Step-By-Step ($19)
$316 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr
Rm 115
Carvallo, instructor

Section 0041
10:00 am
Plum Center
Rm 116
Roberts, instructor

Section 0042
7:00 pm
Edison HS
Rm B142
Hull McCaffrey, instructor

Section 0043
7:00 pm
Woodson HS
Rm G111
Eugenio Fernandez, Instructor

Section 0044
7:00 pm
Edison HS
Rm B141
Mutterperl, instructor

Section 0045
7:00 pm
Herndon HS
Rm 123
Painter, instructor

Section 0046
7:00 pm
L. Braddock SS
Rm H232
Staff, instructor

Section 0047
7:00 pm
Plum Center
Rm TR2
Staff, instructor

Spanish 200—Beginning 2 | Course FL02862

Increase knowledge and application of the present tense while developing comprehension skills. Practice conversation, grammar, and irregular verbs. Students will be introduced to additional verb tenses. 12 sessions @ 2 hrs each.

Prereq: FL02861 Spanish 100—Beginning 1

$272 Tuition
$ 3 User Fee
$ 22 Text: Complete Spanish
$297 Total Cost

Section 0040
12:15 pm
Pimmit Hills Ctr
Rm 115
Carvallo, instructor

Section 0042
7:00 pm
Edison HS
Rm B142
Hull McCaffrey, instructor

Section 0044
7:00 pm
Woodson HS
Rm G120
Eugenio Fernandez, Instructor

Section 0045
7:00 pm
L. Braddock SS
Rm H211
Reiff, instructor

Spanish 210—Review and Practice | Course FL02855

This course will review and consolidate what you learned in Spanish 100 and 200. Expand vocabulary, practice pronunciation and strengthen your confidence in preparation for Spanish 300. 8 sessions @ 2 hrs each.

Prereq: FL02862 Spanish 200—Beginning 2

$195 Tuition
$ 3 User Fee
$ 22 Text: Complete Spanish
$220 Total Cost

Section 0040
7:00 pm
Woodson HS
Th, October 12-December 7
Rm G120
Mutterperl, instructor

Spanish 300—Beginning 3 | Course FL02863

Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.

Prereq: FL02862 Spanish 200—Beginning 2

$282 Tuition
$ 3 User Fee
$ 22 Text: Complete Spanish
$307 Total Cost

Section 0040
7:00 pm
Plum Center
F, September 8-December 1
Rm 148
Williams, instructor

Section 0041
1:00 pm
Plum Center
Tu, September 19-December 12
Rm TR4
Roberts, instructor

Section 0042
7:00 pm
Chantilly HS
W, September 13-December 6
Rm 270
Painter, instructor

Spanish 310—¡Refresquemos la memoria! | Course FL02866

Revisemos lo aprendido... Practice conversational skills as you review grammar, augment vocabulary, and practice reading/writing. Teacher works with class to determine review needs. 10 sessions @ 2 hrs each.

Prereq: FL02863 Spanish 300—Beginning 3

$272 Tuition
$ 3 User Fee
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$290 Total Cost

Section 0040
10:00 am
Pimmit Hills Ctr
Th, September 28-December 7
Rm 115
Carvallo, instructor

Spanish 400—Beginning 4 | Course FL02864

Hone in on your conversation and grammar skills. Review the preterite, conjugate more irregular verbs in the past tense and the imperfect tense, the double object pronoun, and the imperfect of regular and irregular verbs. 12 sessions @ 2 hrs each.

Prereq: FL02863 Spanish 300—Beginning 3

$282 Tuition
$ 3 User Fee
$ 37 Text: Complete Spanish ($22); Ultimate Spanish Review & Practice, 3rd ed ($15)
$322 Total Cost

Section 0040
7:00 pm
Marshall HS
Th, September 21-December 14
Rm C108
Roberts, instructor
Spanish 420—Beginning 4 Review and Conversation | Course FL02860
A review course to reinforce command of basic verb tenses introduced in Spanish 100 to 400. Conditional and future tense will be introduced. Vocabulary review, directed conversation and writing skills will be strengthened. 10 sessions @ 2 hrs each.
Prereq: FL02860 Spanish 400—Beginning 4
$ 272 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 2nd ed
$ 290 Total Cost
Section 0040
10:00 am
Pimmit Hills Ctr
F, September 22-December 1
Rm 115
Carvallo, instructor

Spanish 440—¡Gran Oportunidad! | Course FL04856
Aproveche de este curso para repasar, consolidar, mejorar su conversacion, leer textos para desalorar vocabulario y gramatica. For students with three or four previous courses or intermediate conversation ability. 10 sessions @ 2 hrs each.
Prereq: FL03856 Spanish 425—Beginning Conversation
$ 272 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$ 290 Total Cost
Section 0040
12:30 pm
Plum Center
Sa, September 9-November 11
Rm 148
Williams, instructor

Spanish 510—Refresher Intermediate | Course FL02854
A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.
Prereq: FL02860 Spanish 420—Beginning 4 Review and Conversation
$ 272 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$ 290 Total Cost
Section 0040
1:00 pm
Plum Center
F, September 29-December 8
Rm TR4
Roberts, instructor

Spanish 580—Conversation and Review | Course FL02871
Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.
$ 272 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$ 290 Total Cost
Section 0040
10:30 am
Plum Center
Tu, October 3-December 12
Rm TR4
Roberts, instructor

Spanish 680—Lectura y Conversación | Course FL02876
Qué mejor forma de mantener, mejorar y gozar del español que tener la oportunidad de leer y conversar libremente y al mismo tiempo aprender y profundizar en la cultura latinoamericana, leyendo cuentos hispanoamericanos de ayer y hoy. Nivel: intermedio de nivel universitario. El estudiante recibirá electrónicamente (e-mail) los cuentos correspondientes. Students must have internet access. 10 sessions @ 2 hrs each.
$ 312 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$ 331 Total Cost
Section 0040
12:15 pm
Pimmit Hills Ctr
Tu, October 5-November 14
Rm 159
Salas, instructor

Spanish 750—Seminario-Panel: Estudios avanzados | Course FL02873
Lecturas de obras literarias, publicaciones de los diarios y temas libres presentados por los estudiantes son discutidos en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 10 sessions @ 2 hrs each.
$ 312 Tuition
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$ 331 Total Cost
Section 0040
6:45 pm
Bryant Ctr
Tu, September 14-November 16
Rm 30
Nader, instructor

TURKISH
NEW
Turkish—Basics 1 | Course FL02896
Enjoy learning one of the top spoken languages worldwide. A language of homeland, which has been a bridge connecting East to West for centuries. Culture, history, music, dance, cooking, art and architecture are introduced! 12 sessions @ 2 hrs each.
$ 312 Tuition
$ 15 Text: Ultimate Turkish Review & Practice, 3rd ed
$ 331 Total Cost
Section 0040
7:00 pm
L. Braddock SS
Tu, Thursday, October 10-November 16
(Meets twice a week.)
Rm H252
Staff, instructor
Study Skills

Effective Study Skills for Teens (Grades 6-9) | Course SM07624
Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.
$211 Tuition
$18 Text: Effective Study Skills for Teens Workbook
$229 Total Cost

Section 4020
10:00 am
L. Braddock SS
Sa, October 14-November 11
Rm H220
Staff, instructor

Section 4030
1:00 pm
Plum Center
Su, November 12-December 17
Rm 148
Staff, instructor

Section 4001
1:00 pm
Pimmit Hills Ctr
Sa December 2-January 13
Rm 155
Staff, instructor

Fundamental Skills of Algebra (Grades 6-8) | Course SM07646
Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders.
10 sessions @ 2 hours each.
$255 Tuition
$30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)
$285 Total Cost

Section 4020
6:30 pm
Bryant Ctr
M W, October 11-November 13
Rm 8
Pair, instructor

Computer Graphics for Teens | Course SM06890
This camp is designed to provide students with hands-on sessions in fields such as 3D modeling, page layout and design, web development, illustration and many other aspects of computer graphics. By the end of the class, students will know how to make an animated 3D demo program while also understanding the basic principles of how realistic computer images are generated. 5 sessions @ 3 hrs each.
$239 Tuition
$239 Total Cost

Section 4001
9:00 am
Pimmit Hills Ctr
Sa, October 28-December 2
Rm116
Rossiter, instructor

See page 63 for registration information.

GLOBAL PLUS classes are coming back!

Online registration begins August 28. Get ready to register on the first day of school! Save by taking advantage of early bird discounts or sibling discounts!!

Give your child the world. Establish a strong foundation in language learning that will provide an edge in middle school and beyond!

We offer classes in American Sign Language, Chinese, French, German, Korean, and Spanish.

- The goal of the GLOBAL PLUS program is to foster a world language advantage by offering high quality language classes to K-6 students at your child’s OWN school. Thereby capturing the optimal time in a child’s life to learn a new language.
- Our world class teachers have access to three different curricula that address the needs of varying skill levels—first-time learners to heritage speakers.
- The curriculum created by the FCPS World Language office is delivered using SMARTboard technology to offer interactive games, songs and activities for students at all levels.
- Students are typically grouped in grades K, 1-3 or grades 4-6 and receive 1 hour of instruction per week, before or after school, for either 10 or 20 weeks. Classes sizes are small.
- Registration is usually offered first to students who already attend the school that offers the GLOBAL PLUS program, however, if you wish to take a class at a different school, please send us an email request at GLOBALPlus@fcps.edu. We will accommodate your request on a space available basis.

Here’s what parents are saying about GLOBAL PLUS:

“
We were so pleased with Mrs. Manley and with the class as a whole. We cannot thank you enough for providing such a great opportunity for our daughter.”

Canterbury Woods Elementary
First Grade German

“I wish I could have been in her classroom—I LOVED how excited Margaux was for French class and how engaged and caring the teacher was. Ms. Newsome was absolutely delightful!”

Island Creek Elementary
Third Grade French

“Ms. Reiff worked really well with the kids and my daughter looked forward to Spanish every week. She was really excited for me to come and see their program for the last class.”

Lorton Station Elementary
Fourth-Sixth Grade Spanish

Here’s what parents are saying about GLOBAL PLUS:
Young Writer’s Workshop (Grades 6-8) | Course SM07639

Take your writing skills to the next level. Practice tried and true techniques for organizing ideas, creating strong sentences, using detail effectively, and revising text. Exercises emphasize strengthening vocabulary and grammar. 5 sessions @ 3 hrs each.

$209 Tuition
$26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Handbook ($15)
$235 Total Cost

Section 4000
9:00 am
Pimmit Hills Ctr
Sa, October 21-November 18
Rm 195
Staff, Instructor

Introduction to Filmmaking | Course SS08002

Interested in filmmaking? If you’ve never enrolled in a film course, here’s a great opportunity—we’ll start with studying the history of film (from the silent to the talkies), as well as cinematic analysis. We’ll also create storyboards, learn screenplay format, and other techniques of cinema (i.e. editing, lighting, camera angles, etc.). By the final class, you’ll be presenting your own short film project. 5 sessions @ 3 hrs each.

$249 Tuition
$249 Total Cost

Section 4001
10:00 am
Pimmit Hills Ctr
Sa, November 4-December 9
Rm TBD
Kinsolving, Instructor

Test Prep

PSAT Test Preparation | Course SM07000

The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students’ confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Classes are taught by FCPS teachers endorsed in the content area that they are teaching. 10 sessions @ 2 hrs each or 5 sessions @ 4 hrs each.

$342 Tuition
$73 Text: Victory for the PSAT Tests, 5th ed
$415 Total Cost

Section 4010
Chantilly HS
6:00 pm
Tu Th, September 7-October 10
Staff, Instructor

Section 4020
Herron HS
6:00 pm
Tu Th, September 7-October 10
Staff, Instructor

Section 4030
Woodson HS
6:00 pm
Tu Th, September 7-October 10
Staff, Instructor

Section 4040
L. Braddock SS
9:00 am
Sa, September 9-October 7
Staff, Instructor

Section 4050
Pimmit Hills Ctr
9:30 am
Sa, September 9-October 7
Staff, Instructor

Section 4060
Plum Center
9:30 am
Sa, September 9-October 7
Staff, Instructor

SAT Test—Tips and Strategies | Course SM08500

Get ready for the SAT! Review the skills, concepts, and format needed to be successful on the SAT. You’ll review the SAT math tips and strategies and practice sample test questions. The format for the writing and critical reading sections will be reviewed along with test-taking tips and strategies. 4 sessions of Math & 4 sessions of Verbal @ 2 hrs each.

$332 Tuition
$73 Text: Victory for SAT, 12th ed
$405 Total Cost

Section 4020
Woodson HS
6:30 pm
Tu Th, October 10-November 2
Rm E124
Staff, Instructor

Section 4030
L. Braddock SS
9:30 am
Sa, October 28-November 18
Rm H250
Staff, Instructor

SAT Test Preparation | Course SM08000

This course prepares students for the NEW SAT exam which began in March 2016. Review the skills, concepts, and format needed to be successful on the SAT. Five math and five verbal classes are offered for 2 hours each.

$536 Tuition
$73 Text: Victory for SAT, 12th ed
$609 Total Cost

Section 4010
Plum Center
9:30 am
Sa, September 30-October 28
Rm TR3
Staff, Instructor

Section 4020
Plum Center
6:30 pm
Tu Th, October 24-November 30
Rm 122
Staff, Instructor

“
This was a very good course that helped me practice for English and Math on the PSAT. The instructors were very good and I learned a lot about taking the test.”

ACE Student

PSAT Test Preparation

There’s MORE to us than Trees

Discover all we have to offer

Subscribe to Parktakes magazine, your quarterly guide to Fairfax County Park Authority classes, camps, events and more!

It’s Free! It’s Fun!
It’s delivered to your mailbox or inbox.

Sign up today!
703-222-4664
https://parktakes.fairfaxcounty.gov/newmember.asp

This was a very good course that helped me practice for English and Math on the PSAT. The instructors were very good and I learned a lot about taking the test.”

ACE Student

PSAT Test Preparation
Test Prep—Online

ACT Preparation—ONLINE | Course SM08200
The fall college application deadlines are fast approaching! Register now for this self-directed online ACT preparation course that uses the Cambridge Educational Services® curriculum and guides you through the major subject area of English, Mathematics, Science, and Reading. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months. Note: Date listed online is a place holder.
$469 Total Cost
Visit https://aceclasses.fcps.edu to register!

SAT Preparation—ONLINE | Course SM08100
Raise your SAT scores as college applications are right around the corner! This self-directed, online course uses the Cambridge Educational Services® curriculum and guides you through SATs critical reasoning, mathematics, and writing questions. Learn proven methods for dealing with each type of question; plus receive test-simulation exercises in all test areas. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months. Note: Date listed online is a place holder.
$469 Total Cost
Visit https://aceclasses.fcps.edu to register!

SAT Score Booster—ONLINE | Course SM09500
Boost your SAT score with this introductory web based score booster course. Course includes two SAT practice tests with drills for English and Mathematics. Students receive five months of access anytime, anywhere, on any Internet ready device! Consider signing up for the full ACE SAT course just prior to taking the SAT exam. Note: Date listed online is a place holder.
$219 Total Cost
Visit https://aceclasses.fcps.edu to register!

Driver Education

Behind-The-Wheel Driver Training
Lessons cover skills needed to drive in residential, rural, city and freeway settings. This course includes administration of the DMV approved road test. Students must have completed classroom driver education or be enrolled in the classroom phase with FCPS prior to the first behind-the-wheel class. Courses meet for seven school days and depart from most high schools. Be on time and bring your valid Virginia permit!

Classes fill quickly. Register early for your first choice. You must provide a valid Virginia learner’s permit, proof of classroom enrollment, and a signed parent permission form to the driving instructor on the first day of class. Course required for licensing up to age 19. 7 sessions @ 1 hour, 45 minutes each.

Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) prior to the start of class. Call 703-658-2727.
$329 Tuition
$329 Total Cost
September 18-26
September 28-October 6
October 10-18
October 19-27
October 30-November 7
November 9-17
November 20-December 1
December 4-12
December 18-28
January 4-12
January 16-24
January 25-February 2

For up-to-date information about the driver education program, follow us on Twitter @ACE_Driver_ed

Launch an AWEsome Career
ACCELERATED WORKFORCE EDUCATION

Accelerated Workforce Education (AWE) Pilot Program
This affordable program aims to help young adults navigate and connect to post-secondary opportunities.
AWE is designed for young adults between the ages of 17-24 who:
► Are at a juncture and seeking a new career
► Want to advance in the trades, health services, business and IT areas
► Need time to continue maturing
► Want to explore non-traditional pathways

Focus Areas
Business and IT
Computer Support Technician
Trade and Industrial
Property Maintenance
Health and Medical

Contact
awe@fcps.edu
703-658-2727
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**Clases en español**

- Autism awareness | 21
- Heartsaver AED CPR en español | 21
- Heartsaver CPR, AED and first aid | 21
- Mental health first aid in Spanish | 21

*FPCS Adult and Community Education Fall 2017*
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. Information about closings is communicated in these ways:

- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via e-mail to News You Choose subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

ACE follows FCPS decisions regarding cancellation of classes due to emergencies or inclement weather with only one exception.

The exception is if FCPS has a 1 or 2 hour delayed opening in the morning. ACE classes will still begin on time.

If classes are canceled, please attend the next regularly scheduled session of your class and you will be notified about when the make up class will be held; if this was the last or the only session of your class, you will be contacted by phone or e-mail about the make up class. If classes are canceled due to inclement weather, the Plum Center registration office closes as conditions warrant.

To receive e-mail notification of school closings, visit www.fcps.edu and sign up for News You Choose.
Information

STUDENT SERVICES
- Educational information and referral
- Course selection assistance
- Payment plans by appointment
- Accommodations
- Underage waivers for students under 18

For more information, call Student Services:
Plum Center | 703-658-2709

CONTACT US
For more information
ESOL | 703-658-2777
General Information | 703-658-1200
Marketing/publications | 703-658-2797
Program Information | 703-658-2727
Registration assistance
Online | Phone-in | 703-658-1201

Assistance in other languages
Spanish | 571-423-4950
Korean | 571-423-4951
Arabic | 571-423-4952

24-hour information line
Recorded information for your convenience.
General information | 703-658-1200

HELPING OTHERS

ACE Training and Scholarship Foundation
The Foundation is a non-profit 501(c)(3) organization created to provide tuition assistance to low-income students enrolling in career classes offered by ACE.

We appreciate the Foundation’s recognition of ACE adult education programs as a valuable resource to the community and gratefully acknowledge the support of its donors.

For information on how you or your organization can make a donation and help Fairfax County invest in its workers and build community through lifelong learning, visit www.ace-foundation.org.

Teaching for ACE
We welcome great teachers and new course ideas. Visit: https://www.fcps.edu/node/31451 for information on part-time teaching opportunities.

Policies

REGISTRATION
Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate a form or download one from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”). See registration form for all registration options.

Confirmation
Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first class unless notified otherwise by ACE staff.

Payment
Include payment with your registration. Only one ACE discount or coupon may be used per purchase.

Note: When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

You authorize us to collect a $35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check: full name, street address, and phone numbers.

Textbooks & Materials
If you need a textbook, you must register at least 10 days before the class start date in order to guarantee delivery to the first class session.

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 50.

User Fees
User fees contribute to expenses unique to program/course and may include any of the following: instructor and student supplies, equipment maintenance and replacement, computer or specialized lab fees, instructor support and development, transcripts and certificates, and facility fees.

ACE WELCOMES ALL

ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disabilities Act, contact Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier). ACE will make every attempt to provide reasonable accommodations; however, failure to request an accommodation within the specified time frame may limit our ability to fulfill your request. Call 703-658-2709 or email educationalcounseling@fcps.edu.

Under 18?
Adult education classes are for students 18 years and older, unless otherwise specified. In some instances, exceptions may be approved. Contact Student Services at 703-658-2709 for information about an underage waiver. Requests require two weeks advance notice.

Non-FCPS students under 18 must submit additional documentation along with their completed registration form and payment.


Over 62?
Fairfax County residents 62 years of age or older may opt for a 25 percent tuition discount on the tuition fee (textbooks and user fees are excluded). The birth date/year must be provided on your registration form to be eligible.

Fairfax County residents 62 years of age or older who suffer a financial hardship may apply for a full tuition waiver. The waiver may be used for one class per term; all textbook and user fees must be paid. To obtain an application for a waiver, call 703-658-1201 at least two weeks prior to the class start date or download an application from www.fcps.edu/registration/adult-and-community-education-registration. Submit your registration together with the waiver application and appropriate payment.

No senior adult waivers are allowed for ESOL, online classes, or for certain other classes as noted.

REFUNDS

Traditional Classes
You will automatically receive a refund when a class is full or canceled.

For any other refunds or cancelations, your written request must be received two business days prior to the class start date. You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Forms") OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

Refund requests may be e-mailed, mailed, or faxed:
acerefundrequest@fcps.edu
Adult and Community Education, Dept. F
6815 Edsall Road
Springfield, VA 22151
703-658-2748 - fax

Driver Education Classes
Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

Online Classes
Online classes have a unique refund policy. Visit www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Refund Process") for information.

A $15 withdrawal fee is assessed for each refund. Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

Class dates are subject to change due to school closings and cancellations. See page 61 for information.
### Five Ways to Register

**ONLINE**
Register anytime by visiting https://aceclasses.fcps.edu

**PHONE**
703-658-1201  
Monday–Friday, 9 am–5 pm

**MAIL**
Include your payment with form:  
FCPS-ACE, Dept. A  
6815 Edsall Road  
Springfield, VA 22151

**IN PERSON**
Visit Plum Center. (Check office hours below.)

**PURCHASE ORDER**
Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

### Customer Service

**Phone:** 703-658-1201 (M-F, 9 am-5 pm)  
**FAX:** 703-658-1251  
**E-mail:** aceonline@fcps.edu

**PLUM CENTER**
6815 Edsall Road  
Springfield, VA 22151

**Hours:**  
Phone: M–F, 9 am–5 pm  
Walk-in: M–F, 9 am–5 pm

**CENTER WILL BE CLOSED:**  
M, September 4  
Th–F, November 23–24  
M–F, December 25–29  
M, January 1

**HOURS WILL CHANGE:**  
W, November 22, open 9 am–2 pm

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### Fall 2017 Registration Form

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- **I am a first-time registrant**  
- **male**  
- **female**  
- **Check if change of address**
- **I’d like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.**  
  I have added $ _______________ to my total.

ACE Participant ID Number

**FIRST NAME**  
**MI**  
**LAST NAME**  
BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR)

**STREET ADDRESS**  
**APT #**  
**CITY**  
**STATE**  
**ZIP CODE**

**HOME PHONE**  
**BUSINESS PHONE**  
**E-MAIL ADDRESS**  
*Sign up for ACE classes e-mail updates.*

**PAYMENT METHOD** (check one):  
- **MasterCard**  
- **VISA**  
- **Check** (Make check payable to **FCPS ACE**; include home address and phone number.)

**CARD NUMBER**

**EXPIRATION DATE (MONTH, YEAR)**

**CARDHOLDER’S SIGNATURE**  
*PLEASE PRINT CARDHOLDER’S NAME CLEARLY (AS IT APPEARS ON CARD)*

**CARDHOLDER’S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE)**

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Directions to FCPS locations are available at http://www.fcps.edu
www.fcps.edu (search for adult education)

No FCPS operating funds were used in the printing or mailing of this catalog.

Look for our winter catalog after December 4!

Look for these new classes and many more inside!

- Baking Bread From Scratch Page 43
- Building Your Shed Page 38
- Dementia, Delirium, Depression Page 18
- Digital Marketing Strategy Page 14
- Discover/Reconnect With Your Life/Business Goals Page 10
- Dolci Italiani—Italian Desserts Page 45
- English Essentials: The Power of the Preposition Page 8
- How to Overcome Your Stress Page 46
- Introduction to Blockchain Technology Page 11
- Introduction to EHRs Page 23
- Meaningful Meeting Minutes Page 13
- Preparing Your Home for Sale Seminar Page 17
- Promoting Mental Fitness Page 18
- Pumpkins Galore Page 43
- SmartPrep for Nursing Page 21
- Stollen & Lebkuchen Page 43
- Succulents and Flowers Page 46
- Surgical Technician Program Page 24
- Turkish—Basics 1 Page 56
- Ultimate Hearty Meals Page 44
- Want to Write Better? Four Fixes Page 49
- Weight Management Page 24

Support the ACE Training and Scholarship Foundation!
The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the Adult Community Education (ACE) program in Fairfax County Public Schools (FCPS). Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

Visit www.ace-foundation.org