

Adult and Community
Education Classes
Fall 2018

ACE Classes



*Your
journey
begins
with
ACE!*



<https://aceclasses.fcps.edu>

Welcome

to the Fairfax County Public Schools Adult and Community Education (FCPS ACE) Fall 2018 catalog. ACE has provided **over 60 years** of excellence in education to Fairfax County residents and beyond. We invite you to explore our catalog and sign up for one of our outstanding courses or programs of study. 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 class was great. We had an appropriate amount of direct instruction with quite a bit of hands-on experience.”

Mike L.
Beginner's Guide to Drywalling

“Delicious desserts, easy to follow recipes, and excellent instruction. Kevin has an easygoing manner, and is a very effective teacher.”

Leti L.
Dolci Italiani—Italian Desserts

The Fairfax County Public Schools Adult and Community Education (FCPS ACE) program is not sponsored or endorsed by, or affiliated with, the American Council on Education (ACE).

ACE Administrator, Sheryl Granzow

No FCPS operating funds were used in the printing or mailing of this catalog.

ACE | ADULT AND
COMMUNITY
EDUCATION



@FCPS_ACE



facebook.com/fcpsACE/

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.





CAREER EXPLORATION

4 Certificate Programs

Business and Information Technology: accounting assistant; administrative assistant; child care provider; computer support technician; executive assistant; human resources management; management practices; nonprofit organization development; office assistant; oracle database administration; small business management; web designer/developer

Health Sciences: dental assistant comprehensive; health records assistant; medical administrative assistant; medical assistant; medical insurance biller; patient care technician; veterinary assistant

Property Maintenance Technician

7 Workplace Training

8 Business and Management

Broadcast Production

Business Finance

Communications

Entrepreneurship/Small Business

Leadership and Management

Licensure and Preparation

Marketing

Nonprofit

Personal Finance

14 Healthcare and Dental

Health and Family Matters

Nutrition

CPR and First Aid

Classes in Spanish

Getting Started in Healthcare

Dental

Medical

“I think that the courses are great and help a working mother trying to continue her career path still have time to be a mother and not always in school or on her way to school.”

Sharisse Y.

Medical Terminology with Anatomy—Part 2

21 Information Technology

Certification Prep

Computer Basics

Database Systems

Graphics and Design

Networking

Office Productivity

Programming

Web Design and Development

26 Trades and Industry

Assorted Trades—Pro-series

Electrical

Gas Fitter

HVAC-R

Plumbing

Apprenticeship

Assorted Trades—Do It Yourself

34 Veterinary Studies and Pet Care

Veterinary Studies

Pet Care

35 Online Courses

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

36 ESOL Special Interest Classes

37 General ESOL Classes

ENRICHMENT

38 Adult Enrichment Programs

Baking and Pastry Arts

Culinary Arts: Chef Devaki Das; Chef Fanny Gaston; Chef Kevin Brady

Floral Design

Genealogy

Personal and Creative Interest: digital arts, history; needle arts; the arts (architecture & design, cinema, music appreciation); writing and publishing

World Language for Adults: American sign language (ASL); Arabic; Chinese; French; German; Greek; Italian; Japanese; Korean; Russian; Spanish

50 K-12 Enrichment Programs

World Languages (GLOBAL PLUS)

Study Skills

Test Prep

Test Prep—Online

Driver Education

36 Adult High School Completion

52 Information

Index; registration form; map and class locations; contact us; policies; services

One-Stop Employment Centers

Adult and Community Education is a proud participant in Northern Virginia's workforce development system. See www.myskillsource.org for detailed information.

Register online at <https://aceclasses.fcps.edu>





Certificate Programs

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 program requirements. 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 (see ESOL page 37) and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 36).

■ How to Register

You must be registered for a certificate program in order to receive the certificate, and should do so before taking classes. To create a permanent record and transcripts, register and pay the \$75 registration fee (*fee is non-refundable*). Complete the Registration Form on page 55 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

A test out option is available for some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities (see below). Test out fees \$75/ test.

■ Test-outs available:

- Keyboarding, Course BE01300
- Personal Computer Basics, Course BE01309
- Accounting—Part 1, Course BE01307
- HTML 1, Course BE01311
- MS Office—Word/Excel for Support Professionals, Course CT01301, CT01302
- MS Word—Basics, Course CT01301
- MS Excel—Basics, Course CT01302
- Medical Terminology, Course HM01604

CERTIFICATE PROGRAM EMAIL ADDRESSES

■ business@fcps.edu

Accounting Assistant, Administrative Assistant, Childcare Provider, Executive Assistant, Human Resources Management, Management Practices, 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 Assistant, Medical Administrative Assistant, Medical Assistant, Health Records 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 54**.

Certificate Programs in Business and Information Technology

Office Administration: The need for workers capable of functioning effectively in office administrative positions continues to increase in the Northern Virginia area. From organizing files, scheduling appointments, and supporting other staff, to using computer software to create spreadsheets, compose messages, manage databases, and produce presentations, reports, and documents, today's clerical assistant must have the requisite skills to compete in a high-paced environment. FCPS ACE has the certificate programs that can provide needed entry-level skills for the first-time job seeker, as well as the advanced training that can make seasoned workers more competitive when seeking higher-level opportunities. Take a look at our Certificate Programs in Office Assistant, Administrative Assistant, and Executive Assistant to see which one meets your career goals!

OFFICE ASSISTANT

Required Courses	Page
CE01015 Certificate Prog. Registration & Fee (\$75)	—
CT01416 PC Basics	21
CT01402 Windows—File Management	21
CT01417 Keyboarding	—
BE01052 Business English Essentials I	—
CT01285 Microsoft Office Proficiency Workshop	23
CT01426 MS Outlook—Basics	24
PR09005 Effective Note Taking	—
BE01393 Résumé and Interview Clinic	10

ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01016 Certificate Prog. Registration & Fee (\$75)	—
CT01344 MS Word—Intermediate	24
CT01442 MS Excel—Intermediate	23
BE01053 Business English Essentials II	—
BE01061 Office Communication Skills	—
BE01088 Dealing w/Difficult People—Conflict and Mediation Skills	9
PR09001 Office Etiquette	11
BE01393 Résumé and Interview Clinic*	10

Electives (3 required)

CT01449 MS Access—Basics	22
PR01701 MS Office OneNote Workshop	—
CT01459 MS PowerPoint—Basics	24
PR01501 MS Publisher Workshop	—
BE01400 HR Management Fundamentals	—
BE01066 Confident Public Speaking	—
BE01510 What Management Is, What Managers Do	10
BE01513 Essential Managerial Skills for HR Practices	10

**ACE offers Certiport® testing!
See page 24 for information.**



EXECUTIVE ASSISTANT

Required Courses	Page
CE01019 Certificate Prog. Registration & Fee (\$75)	—
CT01429 MS Outlook—Intermediate	24
BE01075 Successful Business Writing	9
BE01277 Accounting for Non-Accountants	9
BE02067 Confident Public Speaking—Level 2	—
BE01405 HR Management in the 21st Century	11
BE01886 Event Planning	—
BE01393 Résumé & Interview Clinic*	10

Electives (3 required)

BE01204 Introduction to Project Management	11
BE01407 Maintaining a Positive Work Environment	11
BE01410 HR Law Overview	—
BE01511 Fundamentals of Managerial Planning	—
BE01760 Applied Marketing for Small Business	—
BE04020 Using Brain Science to Enhance Your Personal Effectiveness	11
CT01585 MS Excel Shortcuts and Tricks	24

**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.

Required Courses	Page
CE01000 Certificate Prog Registration & Fee (\$75)	—
BE01260 Fund. of Accounting—Part 1*	9
BE01261 Fund. of Accounting—Part 2	9
CT01416 PC Basics*	21
CT01402 Windows—File Management	21
CT01417 PC Basics: Keyboarding*	—
CT01285 Microsoft Office Proficiency Workshop	23
BE01061 Office Communication Skills	—
CT01426 MS Outlook—Basics	24
CT01442 MS Excel—Intermediate	23
CT01435 QuickBooks Pro 2018—Level 1	9
CT01436 QuickBooks—Pro 2018—Level 2	9
BE01393 Résumé and Interview Clinic	10

*Test out of these courses if you feel qualified.
Call 703-658-2729 or email business@fcps.edu 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!

Required Courses*	Page
CE01048 Certificate Prog Registration & Fee (\$75)	—
BE08099 Child Care Provider	—
HM01796 Pediatric CPR and First Aid	16
BE01393 Résumé and Interview Clinic	10

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.

Required Courses*	Page
CE02000 Certificate Prog Registration & Fee (\$75)	—
CT02465 Basic PC Maintenance	21
CT01465 A+: Troubleshooting Your Computer	21
CT01770 Windows 7: MCTS Prep Part 1	21
CT01771 Windows 7: MCTS Prep Part 2	21

Recommended Course*	Page
CT01666 A+ Certification Prep	—
BE01393 Résumé and Interview Clinic	10

*Courses are offered on a rotating basis. Call 703-658-2729 or email comptraining@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.

Required Courses*	Page
CE01018 Certificate Prog Registration & Fee (\$75)	—
BE01400 HR Management Fundamentals	—
BE01401 Building the HR Organization Structure	—
BE01402 Recruiting and Placing Employees	11
BE01403 Training the Workforce	11
BE01405 HR Management in the 21 st Century	11
BE01407 Maintaining a Positive Work Environment	11

Electives: 3 required*	Page
BE01404 HR Organizational Downsizing	—
BE01406 HR Management in the Equal Opportunity Environment	—
BE01408 The Human Resources Officer	—
BE01409 HR Organizational Dynamics	—
BE01410 Human Resources Law Overview	—
BE01412 Introduction to Lean Thinking	—
BE04020 Using Brain Science to Enhance Your Personal Effectiveness	11

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.

Required Courses	Page
CE01500 Certificate Prog Registration & Fee (\$75)	—
BE01510 What Management Is, What Managers Do	10
BE01511 Fundamentals of Managerial Planning	—
BE01512 Successful Delegation	—
BE01513 Essential Managerial Skills for HR Management	10
BE01514 Leading for Maximum Results!	—
BE01515 Exercising Managerial Control	—

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

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.

Required Courses	Page
CE01056 Certificate Prog Registration & Fee (\$75)	—
BE01871 Starting a Nonprofit	12
BE01915 Grant Writing	—
BE01913 Successful Fundraising	12
BE01886 Event Planning	—

Electives	Page
BE01872 The 3 R's of Volunteerism	12
BE01879 Creating a Successful Business Plan	—
BE01910 Strategic Planning for Your Nonprofit	—
BE01918 Nonprofit Accounting & Finances	—
BE01204 Introduction to Project Management	11
BE01209 Project Management for Non-Profits	12
BE01873 Nonprofit Marketing	—

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

**See pages 6 & 7
for more certificate programs.**



ORACLE DATABASE ADMINISTRATION

Oracle continues to be a leader in database technology and is used worldwide to capture, store, and analyze organizational data. The expertise of Oracle database administrators (DBAs) is essential to the success of today's increasingly complex system environments, and DBAs play an important role in every organization's information technology (IT) department. The ACE Certificate in Oracle Database Administration provides students with the skills and knowledge required to enter the field of database administration and is designed to prepare the students for the corresponding Oracle Certified Associate Exam.

Required Courses

CE02010 Certificate Program Registration & Fee (\$75)	—
CT01547 Oracle Basics	22
CT01551 Oracle Database Administration: Introduction	22
CT01552 Oracle Database Administration I	22
CT01553 Oracle Database Administration II	—

Electives (3 required)

CT01488 Windows Server 2012	—
CT01556 Oracle Database Administration: Performance Tuning	—
CT01559 Oracle Data Warehousing	—
CT01640 Introduction to TCP/IP Networking I	—
CT01641 Introduction to TCP/IP Networking II	—
CT01659 Linux Administration I	25
BE01393 Résumé and Interview Clinic	10

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 7 required courses and 4 electives to earn a Small Business Management Certificate.

Required Courses

	Page
CE01053 Certificate Prog Registration & Fee (\$75)	—
BE01896 Starting Your Own Business	—
BE01879 Creating a Successful Business Plan	—
BE01880 Small Business Legal Primer	—
BE01245 Developing a Marketing Plan	—
CT01545 Create Your Own Business Web Site	25
BE01275 Federal Income Tax for Small Bus. Owners	—
BE01894 Winning Sales Strategies for Small Bus.	—

Electives

	Page
BE01903 Tax Strategies for the One-Person Business and Small Corporations	10
BE01075 Successful Business Writing	9
BE01387 Social Media Networking	—
BE01277 Accounting for Non-Accountants	9
CT01759 WordPress Blogging Workshop	—
BE01760 Applied Marketing for Small Businesses	—
BE01745 Facebook for Business	—
BE01740 Facebook Live and Video for Business	—
BE04020 Using Brain Science to Enhance Your Personal Effectiveness	10
BE01735 Creating & Designing for Business with Canva	—
BE01792 Networking for Business Success	—

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 three electives to earn your certificate.

Required Courses

	Page
CE02020 Certificate Prog Registration & Fee (\$75)	—
CT01525 HTML 1*	25
CT01526 HTML 2	25
CT01527 HTML 3	25
CT01541 Web Design w/Cascading Style Sheets (CSS) 1	25
CT01542 Web Design with CSS 2	25
CT01531 JavaScript: Building Interactive Web Sites	25
CT01550 Graphics for the Web	—

Electives (3 required)

	Page
CT01462 Digital Art: Photoshop Basics	22
CT01463 Digital Art: Photoshop Intermediate	—
CT01529 Web Design with Adobe Dreamweaver	—
CT01530 HTML 5 for Mobile Websites and Devices	—
CT01536 Adobe Flash: Web Graphics & Animation 1	—
CT01756 Intro to WordPress	—
CT01461 Adobe Photoshop/Photoshop Elements	22
CT02160 Adobe Illustrator Workshop	—
BE01393 Résumé and Interview Clinic	10

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

Email comptraining@fcps.edu for further information.

Certificate Programs in Health Sciences

Most ACE certificate Programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide the knowledge and skills to begin a career ladder in healthcare, 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. Requirements are based on the term in which the registration fee is paid. Students must notify the program manager when completing the final class in a program. *The following programs are approved by the National Healthcareer Association and qualify for certification examinations: Medical Assistant (CCMA), Medical Administrative Assistant (CMAA); Medical Insurance Biller (CBCS), Patient Care Technician (CPCT-A).* For full requirements to sit for an exam, please visit www.nhanow.com.

Prerequisites for all programs:

HMO1991 Strategies for Succeeding in Healthcare	Page 18
HMO1600 Medical Terminology Part 1*	Page 18
HMO1601 Medical Terminology Part 2*	Page 18

*HMO1600 & HMO1601 may be replaced with HMO1604 Test Out— Medical Terminology

Additional requirements for all programs:

All program candidates must complete the following prior to issuance of the program certificate:

HMO1625 Heartsaver CPR AED First Aid (or equivalent)	Page 16
HMO1627 Mental Health First Aid	Page 17
Plus 2 Electives	

Electives: Required classes may not be used as electives unless completing multiple programs. Call 703-658-1216/1244 or email healthmed@fcps.edu for details or questions.

DENTAL ASSISTANT COMPREHENSIVE

(no Medical Terminology required)

Required Courses	Page
CE01022 Dental Assistant Cert. Prog. & Fee (\$75)	—
HMO1647 Dental Assistant Comprehensive	18
HMO1646 Dentrix Basics	19
OR	
HMO1848 Fast Track Dental Assistant	—

HEALTH RECORDS ASSISTANT

Required Courses	Page
CE01008 Health Rec Asst Cert. Prog. & Fee (\$75)	—
DL01240 HIPAA Privacy Training & Certification	35
HMO1759 Intro to EHRs	—
OR	
HMO1620 Administrative Medical Office Procedures	—

MEDICAL ASSISTANT

Required Courses	Page
CE01002 Med. Asst. Cert. Prog. & Fee (\$75)	—
HMO1615 Clinical Med. Office Proc.-Part 1	19
HMO1616 Clinical Med. Office Proc.-Part 2	19
HMO1614 EKG Interpretation	19
HMO1620 Admin. Med. Office Proc.	—
HMO1765 Medical Assistant Exam Certification Prep	19
HMO1606 CCMA Exam	20
OR	
HMO1860 Fast Track Medical Assistant	—
HMO1765 Medical Assistant Exam Prep	19
HMO1606 CCMA exam	20

Dental Administrative Office Assistant Certificate Program available upon request.
Email request to healthmed@fcps.edu.

MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01004 Med. Admin. Asst. Cert. Prog. & Fee (\$75)	—
HMO1620 Admin. Med. Office Proc.	—
HMO1766 Medical Admin Asst Exam Prep	—
HMO1606 CMAA Certification Exam	20

MEDICAL INSURANCE BILLER

Required Courses	Page
CE01020 Med. Ins. Biller Cert. Prog. & Fee (\$75)	—
HMO1651 Medical Billing & Coding—Part 1	20
HMO1652 Medical Billing & Coding—Part 2	20
HMO1951 Medical Insurance Billing	20
HMO1606 CBCS Exam	20

Health Sciences Certificate Programs continued on page 7.

Certificate Program in Health Sciences (continued)

PATIENT CARE TECHNICIAN

Required Courses	Page
CE01021 Patient Care Tech. Cert. Prog. & Fee (\$75)	—
HMO1605 CNA Placement Test	19
HMO1780 Certified Nurse Aide (CNA)	19
HMO1759 Introduction to EHRs	—
OR	
HMO1620 Administrative Medical Office Procedures	—
HMO1614 EKG Interpretation	19
HMO1933 Venipuncture Essentials	20
HMO1606 CPCT/A Exam	20

VETERINARY ASSISTANT

(no Medical Terminology required)

Required Courses	Page
CE01050 Vet. Asst. Cert. Prog. & Fee (\$75)	—
HMO1980 Veterinary Terminology & Anatomy	34
HMO1981 Veterinary Parasitology, Hematology & Wet Lab	34
HMO1982 Veterinary Preventative Med. for Dogs & Cats	34
HMO1983 Veterinary Hospital Visits & Basic Restraint	34
HMO1984 Zoonotic Diseases, Ethics, Medical Asepsis	34

Suggested Electives for Veterinary Assistants: (other courses may also be used!)

HMO1632 Pet Emergencies	34
HMO1832 Arthritis Management for Your Pet	—
HMO1840 Common Pet Medications	34
HMO1634 Dog Training Theory & Techniques	34

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	Page
CE01006 Property Maint Tech Cert Prog & Fee (\$75)	—
TI05581 Drywall, Painting, and Waterproofing Workshop	26
TI05582 Heating and Air Conditioning Systems	27
TI05583 Nuts and Bolts of PMT Careers	26
TI05587 Electrical Workshop: Maintenance & Repair	27
TI05590 Plumbing Workshop: Maintenance & Repair	28
TI05593 Appliance Repair Workshop	26
TI05595 Door Locks Workshop: Installation Maintenance & Repair	26

Optional Courses

TI05358 Blueprint Reading	26
TI05374 CFC Certification Prep	28
TI05598 OSHA 10 Construction Certification	26

Workplace Training

Employers... Customize Your Employees' Training

Is your business realizing its full 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 a critical 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 of which impact favorably on your bottom line.

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

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. Non-certificate classes are also available! Call 703-658-1223 or email workplacetraining@fcps.edu for details.

Communication in the Workplace

Instruction focuses on workplace communications including: customer service, uncomfortable or difficult conversations and conflict resolution. Also available are work readiness English classes for those just entering the workforce.

Customized Computer Training

Classes available in **PC basics, Microsoft® Office** (comprehensive or program specific), **QuickBooks, social media, programming, web design, and much more.**

**Contact Workplace Training at:
703-658-1223 or
workplacetraining@fcps.edu.**





Business and Management

BROADCAST PRODUCTION

Adobe After Effects Essentials—CC Version | 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 various ways and combine sophisticated visual effects to enhance a presentation, image, or a particular video project. Through the use of class demonstrations and practice sessions, this course is designed to teach the essential functions of the program to beginners and those with editing experience alike. (Class fee includes the new course textbook, AE creative cloud version for 2017.) For this class, knowledge of basic computer non-linear video editing is recommended. We also recommend each student bring their own external hard-drive as part of the course. Certification requires the completion of class project. 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 4:00 pm
Fairfax Public Access (TV/Radio) Sa, October 6-November 10
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 creating audio promos. Furthermore, you'll 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 to take our Radio Production course first to learn all the capabilities available in our Radio Fairfax and WRLD Radio studios prior to registering in this class. Class fee includes course textbook, *Audition CC*. 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 12:00 pm
Fairfax Public Access (TV/Radio) Sa, October 20-December 1
Rm TBD TBD, instructor

Adobe Premiere Essentials—CC version | 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 Premier 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. (Class fee includes textbook, *Premiere CC 2018 in the Classroom*) 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV/Radio) Tu Th, September 18-October 4
Rm TBD TBD, instructor

Section 0045 7:00 pm
Fairfax Public Access (TV/Radio) M W, November 5-November 28
Rm TBD TBD, instructor

Avid Media Composer Fundamentals | 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 interested in learning this program, whether for personal use, for work, or to help in the professional arena, a familiarity with computers and basic knowledge of editing is recommended. **Registration closes one week prior to start date of class. No tuition discounts.** 8 sessions @ 3 hrs each.

\$400 Tuition
\$400 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV/Radio) M W, September 10-October 3
Rm TBD TBD, instructor

Section 0045 7:00 pm
Fairfax Public Access (TV/Radio) Tu Th, November 13-December 11
Rm TBD TBD, instructor

Field Package (EFP-Electronic Field Production) | Course BE02021

Learn the key concepts of field television production. From pre-production planning to on-site preparation, all while learning the use of the latest field television camera equipment at FPA. The class uses a mix of lectures with hands-on demonstrations to teach items such as proper camerawork, lighting, and audio recording techniques. This is a key course for those FPA students interested in using FPA field equipment to produce on location shows, field interviews, and/or documentary projects. Upon completion students are certified in the use of FPA's field camera equipment and accessories, including our JVC HM600 & HM850 HD Pro cameras. Use of this equipment is authorized for volunteer purposes or for those working on their own approved FPA program. **Registration closes one week prior to start date of class.** 8 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV/Radio) Th, October 11-December 6
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 a show 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, November 3-December 15
Rm TBD TBD, instructor

Studio Package (Television Studio Production) | Course BE02020

Studio Package is an eight week, 24 hour, all-encompassing course providing hands-on training for all 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 proper production planning tips. If you would like to know how to create a show in studios A or B—whether it is 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 skills and experience. 8 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV/Radio) W, October 17-December 12
Rm TBD TBD, instructor

Follow us on Social Media!

Twitter: @FCPS_ACE

facebook.com/fcpsACE/



BUSINESS FINANCE

Accounting for Non-Accountants | Course BE01277

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. 4 sessions @ 3 hrs each.

\$286 Tuition
\$ 13 Text: *Accounting for Non-Accountants, 3rd ed*
\$299 Total Cost

Section 0340 7:00 pm
Plum Center Tu Th, September 20-October 2
Rm 202B Chandran Pillai, CPA, instructor

Section 0740 6:30 pm
Woodson HS M W, December 10-December 19
Rm E201 Wanda Patt, CPA, QB Pro Advisor, instructor

Fundamentals of Accounting—Part 1 | Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, and adjusting and closing entries; preparing financial statements; and payroll. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). **No discounts/waivers.** 16 sessions @ 2.5 hrs each.

\$530 Tuition
\$ 4 User Fee
\$155 Text: *Century 21 Accounting Multicolumn 9th ed* (\$117);
Century 21 Accounting Working Papers 1-16 9th ed (\$38)
\$689 Total Cost

Section 0740 6:30 pm
Woodson HS W, September 5-December 5
Rm E208 Wanda Patt, CPA, QB Pro Advisor, instructor

Fundamentals of Accounting—Part 2 | Course BE01261

Continuation of Part 1. New students must purchase all books. Returning students must purchase Unique Global Imports and Working Papers—Chapters 17-24 only. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 13 sessions @ 3 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

\$540 Tuition
\$ 5 User Fee
\$ 77 Text: *Century 21 Accounting Unique Global Imports 9th ed* (\$39); *Century 21 Accounting Working Papers 17-24 9th ed* (\$38)
\$622 Total Cost

Section 0740 6:30 pm
Woodson HS Th, September 13-December 13
Rm D213 Wanda Patt, CPA, QB Pro Advisor, instructor

Section 0340 7:00 pm
ACE Herndon Learning Ctr M W, October 31-December 17
Rm TBD Chandran Pillai, CPA, instructor

Fast Track Bookkeeping and Accounting | Course BE01264

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 accounting field, including entrepreneurs. 15 sessions @ 3 hrs each.

\$699 Tuition
\$ 20 Text: *Barron's E-Z Accounting 5th ed*
\$719 Total Cost

Section 0340 7:00 pm
ACE Herndon Learning Ctr M W, September 5-November 14
Rm TBD Chandran Pillai, CPA, instructor

QuickBooks Pro 2018—Level 1 | Course CT01435

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: 9781942417170. 7 sessions @ 3 hrs each. Purchase book prior to class through www.sleeter.com ISBN: 9781942417170
Prereq: BE01260 Fundamentals of Accounting—Part 1

\$499 Tuition
\$ 25 User Fee
\$524 Total Cost

Section 0540 6:30 pm
Pimmit Hills Ctr Tu, September 4-October 16
Rm 123 Wanda Patt, CPA, QB Pro Advisor, instructor

QuickBooks Pro 2018—Level 2 | Course CT01436

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.

Prereq: CT01435 QuickBooks Pro 2018—Level 1

\$454 Tuition
\$ 25 User Fee
\$479 Total Cost

Section 0540 6:30 pm
Pimmit Hills Ctr Tu, October 30-December 11
Rm 116 Wanda Patt, CPA, QB Pro Advisor, instructor

Comprehensive Tax Preparation 1 | Course BE01266

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.

\$509 Tuition
\$ 5 User Fee
\$185 Text: *Income Tax School Comprehensive Tax Course 2017*
\$699 Total Cost

Section 0640 7:00 pm
Plum Center Tu, September 18-November 20
Rm 141 Emmanuel Gyimah, instructor

COMMUNICATIONS

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.

\$288 Tuition
\$ 21 Text: *Writing At Work*
\$309 Total Cost

Section 0740 6:00 pm
Woodson HS W, September 12-October 10
Rm A209 Edwards, instructor

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 irresolvable cycle of conflict? Do you become angry or frustrated dealing with difficult people? This 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 0740 7:00 pm
Woodson HS W, October 17
Rm A205 Eric Assur, MA, instructor

Section 0741 7:00 pm
Woodson HS W, November 14
Rm A204 Eric Assur, MA, instructor

Job Hunting Strategies | Course BE01394

Get organized in your job search. Guidance on setting up your communications systems, identifying and researching your target jobs, networking, and sources to assist you in your job search. 2 sessions @ 2.5 hours

\$ 99 Tuition
\$ 99 Total Cost

Section 0340 10:00 am
ACE Herndon Learning Ctr Sa, November 3-November 10
Rm TBD Dr. Janice Sutera Wolfe, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.



Perfecting Your Interview Skills | Course BE01399

Now that you have started that job search, plan for your interviewing needs. Build on the skills and information from BE01393 (Résumé and Interview Clinic). Set your goals and examine interviewer’s goals. Create positive responses and stories to showcase your skills and passions. Conduct mock interviews, games, and activities to sharpen your interviewing skills. 2 sessions @ 2.5 hrs each.

\$ 99 Tuition
\$ 99 Total Cost

Section 0340 7:00 pm
ACE Herndon Learning Ctr M W, December 3-December 5
Rm TBD Dr. Janice Sutera Wolfe, instructor

Résumé and Interview Clinic | Course BE01393

Find that Dream Job! Get straightforward advice in job hunting. 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 0641 9:00 am
Plum Center W Th F, October 17-October 19
Rm 116 Liz McDowell, instructor

Section 0340 7:00 pm
ACE Herndon Learning Ctr M W, November 5-November 12
Rm TBD Dr. Janice Sutera Wolfe, instructor

Section 0640 7:00 pm
Plum Center W, November 28-December 12
Rm 205 Bruce Robertson, MS, SPHR, instructor

Navigating Life Changes—Designing Your Future | Course BE01567

Change is a natural part of life, whether it’s a change in your job, your relationships, or your business. We tend to navigate these changes by defaulting to old patterns and limited thinking. In this 2-hour class we’ll explore the innate abilities we all have that are often hidden within. We’ll look at the common reasons we get stuck in negative beliefs about what we are capable of doing and becoming. Using the highly successful DreamBuilder process, we’ll begin to take a look at the possibilities of your life and the steps you can take to achieve them. Come be inspired and uplifted while you explore the possibilities waiting for you. 1 session @ 2 hrs.

\$ 55 Tuition
\$ 55 Total Cost

Section 0640 10:00 am
Plum Center W, September 19
Rm 202C Stamler, instructor

Section 0641 10:00 am
Plum Center Sa, October 27
Rm 200 Stamler, instructor

Section 0642 10:00 am
Plum Center F, November 16
Rm 115 Stamler, 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 commercial productions, including a national Clio Award and several local advertising ADDY Awards and nominations.) 1 session @ 2 hrs.

\$ 79 Tuition
\$ 79 Total Cost

Section 0040 7:00 pm
Woodson HS W, October 24
Rm A205 Staff, instructor

Section 0041 1:00 pm
Pimmit Hills Ctr Sa, October 27
Rm 155 Staff, instructor

ENTREPRENEURSHIP/SMALL BUSINESS

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

Section 0540 7:00 pm
Pimmit Hills Ctr Tu Th, November 27-November 29
Rm 210 Christopher J. Inglese, CPA, MS (Tax), instructor

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/drone? 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

Section 0740 7:00 pm
Woodson HS M Th, September 10-September 13
Rm A209 Christopher Sealey, ME, CSM, instructor

Landlording | 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

Section 0440 9:00 am
L. Braddock SS Sa, September 8
Rm H211 Kathleen McDermott, JD, instructor

Section 0740 9:00 am
Woodson HS Sa, October 13
Rm E201 Kathleen McDermott, JD, instructor

Section 0640 7:00 pm
Plum Center W, November 14
Rm 202B Kathleen McDermott, JD, instructor

Section 0641 7:00 pm
Plum Center W, December 12
Rm 112 Kathleen McDermott, JD, instructor

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.

\$ 119 Tuition
\$ 119 Total Cost

Section 0440 9:00 am
L. Braddock SS Sa, October 27
Rm H211 Edwards, instructor

Essential Managerial Skills for Human Resource Practices | Course BE01513

Employees are an organization’s most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course covers the essential skills supervisors need to address employee performance and personnel actions. 3 sessions @ 2.5 hrs each.

\$ 159 Tuition
\$ 159 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, September 4-September 11
Rm B133 Gina Lynch, MA, MS, instructor



HR Management in the 21st Century | Course BE01405

Study the future directions of human resource management in the 21st century as workforce elements change and businesses integrate societal, economic, and technological changes into their modes of operation over the decades. This course addresses how managers and employees can adapt to and take advantage of these developments. Bring laptop to class. 4 sessions @ 3 hrs each.

\$219 Tuition
\$ 5 User Fee
\$ 5 Text: *Human Resources Management in the 21st Century*
\$229 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, November 27-December 6
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: *Recruiting and Placing Employees*
\$239 Total Cost

Section 0640 7:00 pm
Plum Center M W, November 5-November 14
Rm 202C Gina Lynch, MA, MS, instructor

HR Training the Workforce | Course BE01403

Your organization needs a training plan. This course covers what constitutes training, how to develop and structure a training program, preparing effective training plans, obtaining high workforce productivity from funds expended for training, how to design courses, and training/development programs of value to workforce. 4 sessions @ 3 hrs each.

\$254 Tuition
\$ 5 Text: *Training the Workforce*
\$259 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, September 18-September 27
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: *Maintain a Positive Work Environment*
\$239 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, October 16-October 25
Rm B133 Gina Lynch, MA, MS, instructor

Introduction to Coaching | Course BE01560

If you seek to inspire and motivate others, then coaching may be the skill set for you. 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.

\$119 Tuition
\$119 Total Cost

Section 0640 9:00 am
Plum Center Sa, October 20
Rm 202B Sally Silberman, 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 0640 9:00 am
Plum Center Sa, September 8-September 15
Rm 116 Melson Martis, MBA, PMP, 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 0440 9:00 am
L. Braddock SS Sa, October 20
Rm H233 Edwards, instructor

Using Brain Science to Enhance Your Personal Effectiveness | Course BE04020

Identify brain structure associated with executive functions and emotion regulation. Examine strategies for maximizing the executive function of your brain. Apply strategies for emotion regulation to contribute to your productivity and personal effectiveness. 2 sessions @ 3 hrs each or 1 session @ 6 hrs.

\$129 Tuition
\$129 Total Cost

Section 0140 6:00 pm
Chantilly HS Tu, September 18-September 25
Rm 266 Suh, instructor

Section 0540 9:00 am
Pimmit Hills Ctr Sa, October 27
Rm 159 Suh, 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 0740 7:00 pm
Woodson HS M Th, October 1-October 4
Rm E157 Christopher Sealey, ME, CSM, instructor

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.

Prereq: CT01693 Agile Software Project Management with Scrum

\$284 Tuition
\$ 15 User Fee
\$299 Total Cost

Section 0740 7:00 pm
Woodson HS M Th, October 15-October 18
Rm E157 Christopher Sealey, ME, CSM, instructor

Agile Software Development | Course CT01695

Agile Software Development is the latest in SW development methodology. In today's application economy, accelerating time to market while maintaining quality and a competitive advantage continues to be a challenge. This course emphasizes the quick realization of system value through disciplined, iterative, and incremental software development techniques and the elimination of wasteful practices. Anyone involved in software design, development, testing, and SW project management should take this course. 6 sessions @ 3 hrs each.

\$449 Tuition
\$ 20 User Fee
\$469 Total Cost

Section 0040 7:00 pm
Bryant Ctr M W, November 26-December 12
Rm 135 Arabinda Banik MS, 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 acclasses.fcps.edu or call 703-658-1201.



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.

\$ 373 Tuition
\$ 56 Text: *Modern RE Practice; VA RE Practice and Law Pkg*
\$ 429 Total Cost

Section 0540 7:00 pm
Pimmit Hills Ctr M W, September 10-November 19
Rm 159 Bill Hardin, CRB, instructor

MARKETING

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 overview class for individuals owning a small business or those interested in marketing and/or the Marketing Certificate Program! 2 sessions @ 2.5 hrs each.

\$ 129 Tuition
\$ 129 Total Cost

Section 0440 9:30 am
L. Braddock SS Sa, September 15-September 22
Rm H211 Liz McDowell, 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 0740 7:00 pm
Woodson HS Th, October 11-October 18
Rm A207 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 0640 9:00 am
Plum Center Sa, October 20
Rm 202C Melson Martis, MBA, PMP, CSM, 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 0740 7:00 pm
Woodson HS M, November 19-November 26
Rm A205 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 0740 7:00 pm
Woodson HS M, October 15
Rm A204 Lynn O'Connell, instructor

PERSONAL FINANCE

Personal Money Management | 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 0140 6:30 pm
Chantilly HS Tu, September 11-September 25
Rm 208 Harris, instructor

Section 0141 6:30 pm
Chantilly HS Th, November 1-November 15
Rm 208 Harris, instructor

Investing Basics: The 7 Rules of Being a Savvy Investor | Course BE01190

Are you interested in investing, but don't know how to get started? Whether you're interested in investing for retirement, or just want to grow your wealth, this course is for you. Do you know the difference between mutual funds and ETFs? Are you wondering how to improve your ability to have positive gains over time? This course is designed to educate you on the different types of investments and the 7 rules of being a savvy investor. Topics will cover understanding stocks, bonds, mutual funds and ETFs. Students will gain knowledge of behavior finance, diversification, concepts of risk and return and other strategies. Taught by an Accredited Portfolio Management Advisor. 1 session @ 2 hrs.

\$ 89 Tuition
\$ 89 Total Cost

Section 0140 7:00 pm
Chantilly HS Th, September 13
Rm 212 Lee, instructor

Section 0340 9:00 am
ACE Herndon Learning Ctr Sa, September 29
Rm TBD Lee, instructor

Section 0141 7:00 pm
Chantilly HS Th, October 11
Rm 212 Lee, instructor

Section 0341 9:00 am
ACE Herndon Learning Ctr Sa, October 20
Rm TBD Lee, instructor

Section 0142 7:00 pm
Chantilly HS Th, November 15
Rm 270 Lee, instructor

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 Tuition
\$ 69 Total Cost

Section 0540 7:00 pm
Pimmit Hills Ctr Th, November 15
Rm 200 Christopher Ingles, CPA, MS (Tax), instructor

Ms. O'Connell is an excellent instructor and a wealth of knowledge. She has a breadth of experience with nonprofits and currently works in the industry. Class material well organized and presented."

William L.
Starting a Nonprofit Organization

Tax Planning Changes are Here: Be Proactive | Course BE01192

You can achieve tax flexibility and tax diversification so you can proactively manage your taxes now and in retirement. We will discuss ROTH vs. Traditional retirement accounts, conversions, capital gains treatment, required minimum distributions, and tax strategies. Does it still make sense to carry a mortgage under the new tax law? Will you itemize? Taught by a Certified Financial Planner. 1 session @ 2.5 hrs.

\$ 119 Tuition
\$ 119 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu, October 2
Rm H211 Sturgis, instructor

Section 0740 7:00 pm
Woodson HS Th, October 18
Rm A209 Sturgis, instructor

Section 0441 7:00 pm
L. Braddock SS Tu, November 13
Rm H225 Sturgis, 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 in Order, and a Personal Wealth Index Questionnaire and personalized report. 2 sessions @ 3 hrs each.

\$ 107 Tuition
\$ 22 User Fee
\$ 129 Total Cost

Section 0540 9:00 am
Pimmit Hills Ctr Sa, September 15-September 22
Rm 161 James Steele, MBA, IAR, instructor

Section 0740 9:00 am
Woodson HS Sa, October 13-October 20
Rm E204 James Steele, MBA, IAR, instructor

Retirement Planning for Federal Employees | Course BE01191

This course will help federal employees plan and understand decisions that need to be made before leaving federal service. We will review your benefits, including pensions, the Annuity Supplement, Voluntary Contributions, TSP, FLTC, FEGLI, and Medicare and Social Security benefits. We will discuss ROTH vs Traditional TSP investing, distribution options, the pros and cons of keeping a mortgage, and smart income tax planning and management. Taught by a Certified Financial Planner who regularly teaches retirement planning in various federal agencies. 1 session @ 4 hrs.

\$ 149 Tuition
\$ 149 Total Cost

Section 0440 8:30 am
L. Braddock SS Sa, October 13
Rm H225 Sturgis, instructor

Section 0740 9:00 am
Woodson HS Sa, October 27
Rm E205 Sturgis, instructor

Section 0441 7:00 pm
L. Braddock SS Th, November 1-November 8
Rm H225 Sturgis, 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.

\$ 39 Tuition
\$ 39 Total Cost

Section 0540 7:30 pm
Pimmit Hills Ctr Tu, September 18
Rm 161 James Steele, MBA, IAR, instructor

Section 0740 7:30 pm
Woodson HS Tu, October 16
Rm A205 James Steele, MBA, IAR, instructor

Section 0440 7:30 pm
L. Braddock SS Th, November 15
Rm H225 James Steele, MBA, IAR, instructor

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. Course is taught by a certified home inspector. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0640 7:00 pm
Plum Center M, September 17
Rm 141 LaFever, instructor

Section 0740 9:00 am
Woodson HS Sa, October 13
Rm E203 LaFever, instructor

Section 0240 7:00 pm
Edison HS Tu, November 13
Rm B130 LaFever, instructor

Section 0140 7:00 pm
Chantilly HS Th, December 6
Rm 264 LaFever, instructor

Look for our winter catalog after December 3!
Online registration for winter classes
will begin November 30, and print
catalogs will be mailed December 3.

Share your
passion...



Teach for ACE!

Fairfax County Public Schools Adult and Community Education has offered quality education for over 60 years. Be a part of our extensive educational network.

- Share your passion.
- Enhance students' job skills.
- Inspire someone to begin a new career.
- Teach English to people from diverse cultures.
- Bring your ideas to the classroom.
- Teach motivated adults and young people.
- Share your language and culture.

Visit: <https://www.fcps.edu/node/31451>

Send your completed application along with your résumé and a statement of why you want to teach for FCPS Adult and Community Education to:

- Mail:
Part-Time Teaching
Adult and Community Education
7510 Lisle Avenue
Falls Church, VA 22043
- Email: acejobs@fcps.edu

We are seeking instructors and course ideas to expand our offerings on Friday evenings, Saturdays 9 am-4 pm, and Sundays 12-5 pm.





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.

\$ 59 Tuition
\$ 6 User Fee
\$ 65 Total Cost

Section 0040 9:30 am
Plum Center Tu, September 18
Rm 200 Vicky Waller-Surash, MS MS ACC CDP, instructor

Section 0041 6:30 pm
L. Braddock SS Th, October 18
Rm H211 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 @ 2 hrs + 30 minutes Q&A.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu, September 25
Rm H225 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 Retrogenesis). How the person's past becomes their future, Stages of Alzheimer's, the Global Deterioration Scale discussed. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 89 Total Cost

Section 0040 6:30 pm
Edison HS Th, September 27
Rm B135 Vicky Waller-Surash, MS MS ACC CDP, instructor

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. 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.

\$ 69 Tuition
\$ 69 Total Cost

Section 0040 9:30 am
Plum Center Tu, October 16
Rm 202B Vicky Waller-Surash, MS MS ACC CDP, 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.

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.

\$ 69 Tuition
\$ 69 Total Cost

Section 0040 6:30 pm
Edison HS Th, September 20
Rm B126 Vicky Waller-Surash, MS MS ACC CDP, instructor

Section 0041 12:00 pm
Plum Center W, October 10
Rm 202C Vicky Waller-Surash, MS MS ACC CDP, instructor

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, and learning something new and novel can improve your cognitive skills. Half hour break included. 1 session @ 3 hrs

\$ 59 Tuition
\$ 59 Total Cost

Section 0040 6:30 pm
Edison HS Th, November 15
Rm B133 Vicky Waller-Surash, MS MS ACC CDP, instructor

Promoting Mental Fitness | Course HM01790

You probably have heard about aerobics, but how about brain neurobics? 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.

\$ 59 Tuition
\$ 59 Total Cost

Section 0040 9:30 am
Plum Center Sa, September 22
Rm 141 Vicky Waller-Surash, MS MS ACC CDP, instructor

Mental Fitness—Exercise Your Mind Now! | Course HM01791

Continuation of HM01790 Promoting Brain Fitness. Session 1 will emphasize exercises using the senses, Session 2 right, left and whole brain exercises and Session 3 calming the mind. Activities will vary month to month. 3 sessions @ 1.5 hrs.

Prereq: HM01790 Promoting Mental Fitness

\$ 89 Tuition
\$ 89 Total Cost

Section 0040 9:30 am
Plum Center Sa, September 29-October 20
Rm 102B Vicky Waller-Surash, MS MS ACC CDP, instructor

Normal Aging | Course HM01944

What is "normal" in the aging process? What changes occur in our bodies without diseases being present? What are some reasons for memory loss? What does dementia mean and how is it caused? Learn the answers to these questions. 1 session @ 3 hrs.

\$ 59 Tuition
\$ 59 Total Cost

Section 0040 9:30 am
Plum Center M, October 15
Rm 119 Vicky Waller-Surash, MS MS ACC CDP, instructor

Section 0041 6:30 pm
Edison HS Tu, November 13
Rm B133 Vicky Waller-Surash, MS MS ACC CDP, instructor

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. 1 session @ 2.5 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 6:30 pm
L. Braddock SS Th, October 4
Rm H211 Vicky Waller-Surash, MS MS ACC CDP, instructor

Care for A Loved One at Home | Course HM01671

Learn how to care for a family member at home. Good for companion care givers. Hands-on practice to bathe, feed, turn, move, and provide general physical and emotional care. Taught by nurse-educator. Email healthmed@fcps.edu or call 703-658-2727 for details. 3 sessions @ 2.5 hrs each.

\$ 119 Tuition
\$ 119 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, September 18-October 2
Rm 211 Laurie Cushman, BSN RN CPAN, instructor

Self Care for the Care Giver | Course HM01919

Taking care of someone you love can be overwhelming and lonely. Learn supportive self-care practices that honor YOU, your health and your well being. Come away with an abundance of self care tips, techniques that allow you to gain more serenity and support, and can be tried right away. let this class be your first step in your own self care! Ideal for home caregivers, parents, adult children caring for parents and siblings, nurses, doctors and all medical professionals! 1 session @ 3 hrs each.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 9:00 am
Plum Center Sa, December 1
Rm 148 Eileen Caroscio, CSC, RN, MSN, 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 at 3 hrs.

\$ 59 Tuition
\$ 5 User Fee
\$ 64 Total Cost

Section 0040 6:30 pm
Edison HS Tu, October 9
Rm B133 Vicky Waller-Surash, MS MS ACC CDP, instructor



Instructor Spotlight



Kimberly Redelsheimer, MHSA, is an instructor for Adult and Community Education and for George Mason University. She has over twenty years of experience in healthcare.

Ms. Redelsheimer has worked with all facets of healthcare management, such as day to day operational/personnel management, strategic planning, quality improvement initiatives, policy making, physician relationships, board of trustee committees, risk management, facility/property management and marketing. She has worked extensively with regulatory agencies that promote quality in the healthcare industry such as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Food and Drug Administration (FDA), College of American Pathologists (CAP), Accreditation Council for Graduate Medical School Education (ACGME), and American Association of Blood Banks (AABB). Ms. Redelsheimer has experience working with clinical and non-clinical support services in the hospital setting such as pathology, radiology, physical therapy/ occupational therapy/speech, respiratory, housekeeping, food and nutrition, and security. She has also worked with hospital-owned physician practices and clinics.

Ms. Redelsheimer received her Bachelor's Degree in Biology and Business from Calvin College in Grand Rapids, MI and then went on to receive her Master's Degree in Health Services Administration from The George Washington University in Washington, DC. She is a Fellow with the American College of Healthcare Executives (ACHE).

Introduction to the US Healthcare System | Course HM01882

Learn the history and current operations of the US healthcare system. Distinguish between the government and the public's role in US healthcare. What is the Affordable Care Act and what is its impact on our healthcare system? 6 sessions @ 2 hrs each.

\$ 154 Tuition
\$ 5 User Fee
\$ 159 Total Cost

Section 0040 7:00 pm
Plum Center Tu, September 25-October 30
Rm 147 Redelsheimer, instructor

The Alphabet Soup of Medicare | Course HM01928

Are you confused about Medicare? Most seniors are so you are not alone. It's not only about the ABC's. There's also D and then there's Medical Supplement with it's own host of lettered plans! Have you heard about Medicare Advantage? That's where A+B+D (sometimes) =C. Yikes! And have you ever wondered how and if medicare pays for nursing homes or long term care? If you have any of these questions, this course is for YOU. If you're not yet old enough for Medicare, come to the class so you can be a step ahead of the pack so that you know what to do when the time comes. If you're already on Medicare, come to better understand the benefits you currently have. 2 sessions @ 1.5 hrs each.

\$ 89 Tuition
\$ 89 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, September 22-September 29
Rm H212 Sharpe, instructor

Section 0041 11:00 am
Plum Center M, October 29-November 5
Rm 119 Sharpe, 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.

\$ 59 Tuition
\$ 59 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 14
Rm 141 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.

\$ 39 Tuition
\$ 39 Total Cost

Section 0040 8:00 am
L. Braddock SS Sa, October 27
Rm H225 Erika Crabb, RPh, 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 hours.

\$ 45 Tuition
\$ 45 Total Cost

Section 0040 11:30 am
L. Braddock SS Sa, October 13
Rm H250 Pittman, instructor

Section 0041 11:30 am
Woodson HS Sa, November 17
Rm E204 Pittman, instructor

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.

\$ 45 Tuition
\$ 45 Total Cost

Section 0040 9:00 am
L. Braddock SS Sa, October 13
Rm H250 Pittman, instructor

Section 0041 9:00 am
Woodson HS Sa, November 17
Rm E204 Pittman, instructor

Protect Your Joints! | Course HM01685

Defy the aging process! Reduce further joint damage by protecting them during daily activities. Learn joint-specific methods to ease discomfort and promote healthier joints. 1 session @ 2 hrs.

\$ 39 Tuition
\$ 39 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, September 22
Rm H210 Henry, instructor

Section 0041 7:00 pm
Plum Ctr W, October 17
Rm 140 Henry, instructor

NUTRITION

NEW

Nutrition and Weight Management | Course HM01956

Focus on the various components of weight management and strategies for a healthier lifestyle. Topics include an examination of nutrition fundamentals, the impact of physical activity on weight management, and analysis of various weight loss programs. The physiological, sociological, and psychological aspects of weight management will be addressed. Students will complete a lifestyle and nutritional analysis, develop nutritionally sound dietary plans, and discuss and create an exercise program tailored to address their personalized weight management goals. 12 sessions @ 2 hrs each.

\$ 387 Tuition
\$ 2 User Fee
\$ 389 Total Cost

Section 0040 6:30 pm
Edison HS Tu Th, October 2-November 8
Rm TBD Young, instructor

Coming Soon!

Build Your Own Nutrition Plan
Nutrition & Aging
Nutrition and the Grocery Store
Sports Nutrition
Parent & Child—Let's Talk Nutrition
Quality Kids' Lunches
Nutrition & Gut Health

Keep an eye on our website <http://aceclasses.fcps.edu> as we add these classes and more!



CPR AND FIRST AID

Heartsaver First Aid CPR AED | Course HMO1625

Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. 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.

\$ 133 Tuition
 \$ 20 User Fee
 \$ 6 Text: *First Aid Student Supply Pack (\$2); Heartsaver First Aid CPR AED Student Workbook 2015 (\$4)*
 \$ 159 Total Cost

Section 0401 L. Braddock SS Rm C151	9:00 am Sa, September 8 Sood, instructor
Section 0402 Pimmit Hills Ctr Rm 211	9:00 am M, September 17 Pellerin-Schaaf, instructor
Section 0403 ACE Herndon Learning Ctr Rm TBD	9:00 am Sa, September 29 Pellerin-Schaaf, instructor
Section 0404 Plum Center Rm 119	9:00 am W, October 10 Pellerin-Schaaf, instructor
Section 0405 L. Braddock SS Rm C151	9:00 am Sa, October 13 Atkins, instructor
Section 0406 Pimmit Hills Ctr Rm 211	9:00 am Tu, October 23 Henry, instructor
Section 0408 Plum Center Rm 202C	9:00 am F, November 2 Carlson, instructor
Section 0409 Pimmit Hills Ctr Rm 210	9:00 am W, November 14 Staff, instructor
Section 0410 Plum Center Rm 119	9:00 am Sa, November 17 Sood, instructor
Section 0411 Plum Center Rm 119	9:00 am Th, November 29 Pellerin-Schaaf, instructor
Section 0412 Pimmit Hills Ctr Rm 211	9:00 am W, December 5 Pellerin-Schaaf, instructor
Section 0413 Woodson HS Rm E201	9:00 am Sa, December 8 Faiver, instructor
Section 0414 Plum Center Rm 116	9:00 am Sa, December 22 Young, instructor

Note: The American Heart Association (AHA) strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

Heartsaver CPR & AED—Adult, Child, Infant | Course HMO1695

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 two years. Book required. Ideal for Boy Scout and Girl Scout leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.

\$ 91 Tuition
 \$ 20 User Fee
 \$ 4 Text: *Heartsaver CPR AED Student Workbook 2015*
 \$ 115 Total Cost

Section 0040 Plum Center Rm 140	5:00 pm W, September 5 Henry, instructor
Section 0041 Plum Center Rm 119	9:00 am Th, September 13 Sood, instructor
Section 0042 L. Braddock SS Rm C151	9:00 am Sa, September 29 Young, instructor
Section 0043 Plum Center Rm 202B	9:00 am Tu, October 2 Coakley, instructor
Section 0044 Plum Center Rm 119	12:00 pm W, October 17 Henry, instructor
Section 0045 Pimmit Hills Ctr Rm 208	7:00 pm M Tu, October 29-October 30 Tartt, instructor
Section 0046 Plum Center Rm 202C	9:00 am Tu, November 6 Coakley, instructor
Section 0047 Plum Center Rm 122	12:00 pm Su, November 11 Reynolds, instructor
Section 0048 Pimmit Hills Ctr Rm 211	9:00 am M, November 19 Pellerin-Schaaf, instructor
Section 0049 Plum Center Rm 141	9:00 am Sa, December 1 Lorena Williams, APRN-BC, instructor
Section 0410 Pimmit Hills Ctr Rm 211	9:00 am Tu, December 18 Henry, instructor

Pediatric CPR and First Aid | Course HM01796

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 educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

\$ 133 Tuition
 \$ 20 User Fee
 \$ 6 Text: *First Aid Student Supply Pack (\$2); Heartsaver Pediatric First Aid CPR AED Stu Wk 2015 (\$4)*
 \$ 159 Total Cost

Section 0040 Plum Center Rm 202C	9:00 am F, September 21 Carlson, instructor
Section 0041 L. Braddock SS Rm C151	9:00 am Sa, October 27 Laurie Cushman, BSN RN CPAN, instructor
Section 0042 Pimmit Hills Ctr Rm 211	9:00 am Th, November 15 Tartt, instructor
Section 0043 Pimmit Hills Ctr Rm 211	9:00 am Sa, December 1 Tartt, instructor

E-cards will be issued for all CPR & First Aid classes. Participants must provide a valid email address at time of registration.

First Aid | Course HM01626

Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. Includes overview of CPR. 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.

\$ 53 Tuition
 \$ 20 User Fee
 \$ 6 Text: *First Aid Student Supply Pack (\$2); Heartsaver First Aid Student Workbook 2015 (\$4)*
 \$ 79 Total Cost

Section 0040 Plum Center Rm 119	9:00 am W, September 19 Stevens, instructor
Section 0041 L. Braddock SS Rm C151	6:30 pm Th, October 4 Evans, instructor
Section 0042 Woodson HS Rm E208	9:00 am Sa, October 20 Atkins, instructor
Section 0043 Chantilly HS Rm LECT	6:30 pm Tu, November 6 Stevens, instructor
Section 0047 Pimmit Hills Ctr Rm 210	6:00 pm Th, December 6 Tartt, instructor
Section 0048 Plum Center Rm 119	9:00 am Sa, December 15 Zamudio, instructor

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
 \$ 3 Text: *Family & Friends CPR Student Manual*
 \$ 59 Total Cost

Section 0040 Pimmit Hills Ctr Rm 211	9:00 am M, September 10 Sood, instructor
Section 0041 Edison HS Rm CC	6:30 pm Th, September 27 Atkins, instructor
Section 0042 Plum Center Rm 200	6:30 pm Tu, October 9 Law, instructor
Section 0043 Woodson HS Rm E207	9:00 am Sa, October 20 Perez, instructor
Section 0044 ACE Herndon Learning Ctr Rm TBD	9:00 am Sa, November 3 Pellerin-Schaaf, instructor
Section 0045 L. Braddock SS Rm C151	6:30 pm Tu, November 13 Law, instructor
Section 0046 Plum Center Rm 122	12:00 pm Su, December 2 Sood, instructor
Section 0047 Plum Center Rm 112	9:00 am W, December 12 Henry, instructor



NEW

It Only Takes a Minute | Course HMO1971

Come and learn the basics of intervening in an emergency—how to call 911, hands only CPR, stroke and heart attack recognition, bleeding control, and opioid overdose. **No certification issued at this class.** Taught by an EMT. 1 session @ 2 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 7:00 pm
Chantilly HS W, October 3
Rm 145 Henry, instructor

Section 0041 10:00 am
Plum Center Sa, November 10
Rm 200 Henry, instructor

Heartsaver First Aid CPR AED in the Schools | Course HMO4102

Learn critical skills needed to respond to and manage medical emergencies. FOR TEACHERS AND SCHOOL STAFF ONLY. 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. Participants MUST Present school ID at class. 1 session @ 7.5 hrs.

\$133 Tuition
\$ 8 User Fee
\$ 6 Text: *First Aid Student Supply Pack (\$2); Heartsaver First Aid CPR AED Student Workbook 2015 (\$4)*
\$147 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, October 6
Rm 211 Young, instructor

Section 0041 4:00 pm
Plum Center W, November 7-November 8
Rm 119 Henry, instructor

Basic Life Support | Course HMO1697

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). Must be on time. Book required. Recommend book be picked up prior to class—call 703 658-1293/1244 or email healthmed@fcps.edu for questions. Written test is open resource so be sure to bring your book to class! 1 session @ 5 hrs.

\$118 Tuition
\$ 17 Text: *BLS Provider Manual 2015*
\$135 Total Cost

Section 0040 1:00 pm
Plum Center F, September 7
Rm 200 Pellerin-Schaaf, instructor

Section 0041 12:00 pm
Plum Center Su, September 23
Rm 122 Sood, instructor

Section 0042 9:00 am
Plum Center Sa, October 13
Rm 202A Sood, instructor

Section 0043 12:00 pm
Plum Center W, October 24
Rm 119 Carlson, instructor

Section 0044 9:00 am
Woodson HS Sa, November 17
Rm E207 Henry, instructor

Section 0045 9:00 am
Pimmit Hills Ctr W, November 28
Rm 211 Henry, instructor

Section 0047 12:30 pm
Plum Center Tu, December 4
Rm 202A Coakley, instructor

Section 0048 9:00 am
Plum Center Th, December 20
Rm 119 Carlson, instructor

Heartcode BLS | Course HMO1879

Blended learning for Basic Life Support (for Healthcare Providers). Designed for those who have had Basic Life Support training in the past. Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS. Please see course HMO1697 for classroom instruction. 1 session @ 1.5 hrs

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 6:00 pm
Plum Center W, October 24
Rm 119 Carlson, instructor

Section 0041 9:00 am
Plum Center Tu, December 4
Rm 202A Coakley, instructor

Stop the Bleed | Course HMO1970

The minutes of the golden hour are ticking away...do you know "how to stop the bleed?" Learn advanced first aid skills and proper techniques to stop major bleeding. 1 session @ 1.5 hrs.

\$ 29 Tuition
\$ 10 User Fee
\$ 39 Total Cost

Section 0040 6:30 pm
Plum Center W, September 12
Rm 140 Hoffman, instructor

Section 0041 2:00 pm
Plum Center F, October 19
Rm 202C Henry, instructor

Section 0042 9:00 am
Plum Center Sa, November 17
Rm 119 Laurie Cushman, BSN RN CPAN, instructor

Section 0043 1:00 pm
Plum Center W, December 12
Rm 112 Mikhalevsky, instructor

Mental Health First Aid | Course HMO1627

REGISTRATION DEADLINE—TWO 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.

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 5:00 pm
Plum Center Tu Th, September 11-September 13
Rm TR4 Staff, instructor

Section 0041 1:00 pm
Plum Center Tu Th, November 6-November 8
Rm 122 Staff, instructor

Youth Mental Health First Aid | Course HMO1922

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.

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 9:00 am
Plum Center Tu Th, October 23-October 25
Rm 202B Staff, instructor

CLASSES IN SPANISH

Heartsaver AED CPR in Spanish | Course HMO1798

Taught in Spanish. Successful completion leads to adult, child, and infant CPR and AED certification with the American Heart Association. Must be on time. Certification is valid for two years. 1 session @ 5 hrs. Book required.

\$ 89 Tuition
\$ 20 Text: *Spanish Heartsaver First Aid CPR AED 2015*
\$109 Total Cost

Section 0040 9:00 am
Pimmit Hills Ctr Sa, September 15
Rm 211 Perez, instructor

Section 0041 9:00 am
Plum Center Sa, October 27
Rm 119 Perez, instructor

Section 0042 9:00 am
Pimmit Hills Ctr Sa, December 8
Rm 119 Ortiz Parra, instructor

Heartsaver CPR, AED and First Aid in Spanish | Course HMO1797

Class taught in Spanish. Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. Must be on time! 1 session @ 7 hrs.

\$133 Tuition
\$ 22 Text: *First Aid Student Supply Pack (\$2); Spanish Heartsaver First Aid CPR AED 2015 (\$20)*
\$155 Total Cost

Section 0040 9:00 am
Plum Center F, October 5
Rm 202C Perez, instructor

Section 0041 9:00 am
Pimmit Hills Ctr Sa, October 20
Rm 207 Ortiz Parra, instructor

Mental Health First Aid in Spanish (PASM) | Course HMO1962

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. Taught in Spanish by certified instructors. Certification card valid for 3 years. **REGISTRATION DEADLINE—2 WEEKS BEFORE CLASS START DATE.** 2 sessions @ 5 hrs each.

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 1:00 pm
Plum Center Tu Th, November 13-November 15
Rm 202B Staff, instructor



GETTING STARTED IN HEALTHCARE

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 @ 2.5 hrs each.

\$ 126 Tuition
 \$ 2 User Fee
 \$ 61 Text: *Job Readiness for Health Professionals, 2nd ed* (\$59); *Strategies for Success in a Health Care Profession* (\$2)
 \$ 189 Total Cost

Section 0040 7:00 pm
 Woodson HS Th, September 13-September 20
 Rm A207 Cathy Almeter, instructor

Section 0041 9:00 am
 Plum Center Sa, October 20-October 27
 Rm 141 Cathy Almeter, instructor

Section 0042 6:30 pm
 Woodson HS Th, November 8-November 15
 Rm A209 Cathy Almeter, instructor

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. 30 sessions @ 3 hrs each.

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

Section 0040 7:00 pm
 Pimmit Hills Ctr M Tu W Th, September 24-November 14
 Rm 210 Staff, instructor

TEAS Exam Proctor Session | Course HM01924

Proctor session for TEAS. 1 session @ 4.5 hrs.

\$ 54 Tuition
 \$ 65 User Fee
 \$ 119 Total Cost

Section 0040 5:00 pm
 Pimmit Hills Ctr Tu, October 9
 Rm 208 Hart, instructor

Section 0041 5:00 pm
 Pimmit Hills Ctr Th, November 15
 Rm 115 Hart, instructor

Section 0042 9:00 am
 Plum Center Sa, December 8
 Rm 116 Hart, instructor

Instructor Spotlight

Eileen Caroscio, CSC, RN, MSN, is a RN of more than 25 years with a Bachelors and Masters degree in Nursing, as well as a multi-certified life coach of over 10 years. Eileen's passion of helping thousands of patients achieve their health goals expanded to goal assistance in all life areas when she opened Passageways® Coaching (www.PassagewaysCoaching.Net) in 2007. As a goal achievement catalyst and specialist she leverages her many certifications and creativity to help individuals renew, retool, repurpose, and be more resilient in pursuing their passions. Her specialties include self-care and positive aging. Eileen's creativity brings fun, fresh perspectives and approaches to her individual client work and workshops, so clients can achieve meaning, purpose and their desired results.

Thinking About Nursing School? | Course HM01910

Not sure how to begin? Explore and learn what is involved in deciding to be a nurse and the many options and pathways that are available to you and...how to easily sort through all of it! Learn how to evaluate nursing schools performance, identify key requirements for being a nurse and setting realistic goals. We will discuss the educational needs and supports for setting up a solid foundation for your success in nursing school and passing licensure exams. Discussions and handouts provide for further insights, clarity and decision-making. The instructor, a nurse and life coach guides you through a decision-making process helping you discover your own path forward. 5 sessions @ 2 hrs each.

\$ 159 Tuition
 \$ 159 Total Cost

Section 0040 7:00 pm
 L. Braddock SS Tu Th, November 1-November 15
 Rm H226 Eileen Caroscio, CSC, RN, MSN, 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. 8 sessions @ 2.5 hrs each.

\$ 311 Tuition
 \$ 68 Text: *Math Skills for Health Professionals*
 \$ 379 Total Cost

Section 0040 12:30 pm
 Plum Center Su, September 16-November 4
 Rm 140 Susan Lemarie, 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
 \$ 108 Text: *Pharmacology Handout* (\$2); *Quick & Easy Medical Terminology, 8th ed* (\$62); *Taber's Cyclopedic Medical Dictionary (optional)* (\$44)
 \$ 443 Total Cost

Section 0040 9:30 am
 Plum Center Tu, September 11-November 13
 Rm 119 Brooke Koons BSN, instructor

Section 0041 6:30 pm
 Pimmit Hills Ctr M, September 17-November 26
 Rm 161 Dasher, instructor

Section 0042 6:30 pm
 Edison HS Tu, September 18-November 20
 Rm B135 Miser, 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 0040 9:30 am
 Plum Center Th, September 13-November 15
 Rm 200 Brooke Koons BSN, instructor

Section 0041 9:30 am
 Plum Center Sa, September 22-December 1
 Rm 119 Ali, instructor

DENTAL

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. 15 sessions @ 6 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 14-January 4
 Rm 119 Natalia Moldoveanu CDA, instructor

Section 0041 12:00 pm
 Plum Center Su, November 4-March 17
 Rm 119 Julia Johanning, instructor

Follow us on Social Media!

Twitter: @FCPS_ACE

facebook.com/fcpsACE/



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 hrs each.

Prereq: HM01645 Dental Office Administration Basics

Prereq: HM01647 Dental Assistant Comprehensive

\$ 499 Tuition
\$ 24 User Fee
\$ 106 Text: *Administrative Dental Assistant Pkg. 4th ed*
\$ 629 Total Cost

Section 0040 6:30 pm
Woodson HS W, September 19-January 9
Rm D211 Julia Johanning, instructor

Dental Office Administration Basics | Course HM01645

Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance. 10 sessions @ 2.5 hrs each.

\$ 280 Tuition
\$ 13 User Fee
\$ 106 Text: *Administrative Dental Assistant Pkg. 4th ed*
\$ 399 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Sa, September 22-December 1
Rm 156 Julia Johanning, instructor

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. Email healthmed@fcps.edu or call 703-658-2727 to schedule test.

\$ 29 Tuition
\$ 29 Total Cost

Section 0040

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—email healthmed@fcps.edu or call 703-658-2727 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, 6th ed*
\$1299 Total Cost

Section 0040 8:30 am
Plum Center M W F, September 17-October 22
Rm 202B Albert, instructor

Section 0041 8:30 am
Plum Center M W F, November 5-December 12
Rm 202C Albert, 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.

\$ 428 Tuition
\$ 25 User Fee
\$ 142 Text: *Clinical Procedures for Medical Assistants, 9th ed*
\$ 595 Total Cost

Section 0040 1:00 pm
Plum Center Tu, September 11-November 27
Rm 119 Brooke Koons BSN, instructor

Section 0041 6:30 pm
Plum Center M, September 17-December 10
Rm 147 Perez, instructor

Section 0042 6:30 pm
Pimmit Hills Ctr W, September 19-December 12
Rm 211 Dasher, 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) 12 sessions @ 2.5 hrs each.

\$ 390 Tuition
\$ 20 User Fee
\$ 142 Text: *Clinical Procedures for Medical Assistants, 9th ed*
\$ 552 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Th, September 20-December 13
Rm 211 Staff, instructor

Section 0041 6:30 pm
Plum Center F, September 21-December 14
Rm 119 Perez, 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.** 17 sessions @ 3 hrs each.

\$1399 Tuition
\$100 User Fee
\$1499 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, September 17-November 15
Rm 211 Staff, 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
\$ 169 Text: *Clinical Procedures for Medical Assistants, 9th ed* (\$142); *EKG Interpretation* (\$10); *EKG/ECG* (\$17)
\$ 381 Total Cost

Section 0040 7:00 pm
Plum Center F, October 5-October 26
Rm 202A Lorena Williams, APRN-BC, 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.

\$1399 Tuition
\$ 16 User Fee
\$1415 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr W, September 19-January 23
Rm 156 Staff, 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 12 Saturdays @ 8 hours.

\$1190 Tuition
\$ 45 User Fee
\$1235 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M W, September 10-December 8
Rm SRCT Mercer, instructor

Law and Ethics in the Medical Office | Course HM01638

Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all classes—students will not be admitted after class starts on first night. Taught by nurse-attorney. 6 sessions @ 3 hrs each.

\$ 224 Tuition
\$ 51 Text: *Medical Law Ethics & Bioethics, 7th ed*
\$ 275 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Tu, September 18-October 30
Rm 159 Sloan, 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.

\$ 169 Tuition
\$ 75 User Fee
\$ 244 Total Cost

Section 0040 9:30 am
Plum Center Sa, September 29-October 13
Rm 140 Brooke Koons BSN, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.



Medical Coding, Billing, and Reimbursement— Part 1 | Course HM01651

First half of comprehensive coding course includes ICD-10/CPT coding for medical billing and reimbursement filing. HM01600/1601 Medical Terminology or HM01604 Medical Terminology Test Out required prior to registration. 7 sessions @ 2.5 hrs each.

Prereq: HM01600 Medical Terminology With Anatomy—Part 1
Prereq: HM01601 Medical Terminology With Anatomy—Part 2

\$425 Tuition
\$ 13 User Fee
\$451 Text: *Step Medical Coding, ICD-10, CPT, HCPCS 2018*
\$889 Total Cost

Section 0040 9:30 am
Plum Center F, November 9-January 4
Rm 116 Samantha Robertson, NCMA, CBCS, instructor

Medical Coding, Billing, and Reimbursement— Part 2 | Course HM01652

Advanced study of coding emphasizes linking codes for hospital and office billing. (Same texts as Part 1). 7 sessions @ 2.5 hrs each.

Prereq: HM01651 Medical Coding, Billing, and Reimbursement—Part 1

\$425 Tuition
\$ 5 User Fee
\$430 Total Cost

Section 0040 9:30 am
Plum Center F, September 14-October 26
Rm 200 Samantha Robertson, NCMA, CBCS, instructor

Medical Insurance Billing | Course HM01951

An introduction to health insurance and physician reimbursement for services provided. You will become familiar with the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The principles of medical billing related to proper claim form preparation, submission and payment processing and the follow up process will be learned. This course is recommended for anyone who is preparing for a career or would like an understanding of a medical billing department at a physician's office, clinic or similar position. 15 sessions @ 2 hrs.

\$555 Tuition
\$133 Text: *Health Insurance Today Pkg, 6th ed*
\$688 Total Cost

Section 0040 6:30 pm
Plum Center Th, September 20-January 10
Rm 140 Perez, 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. 1 session @ 6 hrs. **No discounts/waivers.**

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

Section 0040 9:00 am
Pimmit Hills Ctr Sa, September 22
Rm 160 Stern, instructor

Section 0041 9:00 am
Plum Center Sa, December 1
Rm 147 Stern, instructor

NHA Certification Exam | Course HM01606

Students must first register and pay exam fees with National Healthcareer Association (NHA). Register at their website www.nhanow.com. Must have completed ACE certificate program course work to qualify. Please contact 703-658-1244 or email healthmed@fcps.edu with questions. 1 session @ 4 hrs.

\$ 55 Tuition
\$ 55 Total Cost

Section 0040 6:00 pm
Plum Center W, October 24
Rm 140 Miser, instructor

Ophthalmic Assistant | Course HM01630

Through classroom lecture and labs, this program introduces the students to 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. Working knowledge of medical terminology recommended prior to entry into class. **No discounts or waivers.** 17 sessions @ 3 hrs each.

Prereq: HM01600 Medical Terminology With Anatomy—Part 1
Prereq: HM01601 Medical Terminology With Anatomy—Part 2

\$1399 Tuition
\$ 16 User Fee
\$1415 Total Cost

Section 0040 6:30 pm
Plum Center M Th, October 1-December 3
Rm 202A Staff, instructor

NEW LOCATION!

Pharmacy Technician—Fast Track | Course HM01929

Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. Now includes 70 hours classroom and 80 hours off site externship (externship requires additional expenses for background check and immunizations). **No tuition waivers.** 20 sessions @ 3.5 hrs each.

\$1799 Tuition
\$100 User Fee
\$1899 Total Cost

Section 0040 9:00 am
Pimmit Hills Ctr M W F, October 1-November 16
Rm 211 Pittman, instructor

Look for our winter catalog after December 3!
Online registration for winter classes
will begin November 30, and print
catalogs will be mailed December 3.

Pharmacy Technician Program | Course HM01659

Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. Now includes 70 hours classroom and 80 hours off site externship (externship requires additional expenses for background check and immunizations). **No tuition waivers.** 28 sessions @ 2.5 hrs each.

\$1799 Tuition
\$100 User Fee
\$1899 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu Th, September 18-January 3
Rm H235 Erika Crabb, RPh, instructor

Pharmacy Technician Certification Board Exam Review | Course HM01932

Prepare to sit for the Pharmacy Technician Certification exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification exam with confidence. Successful completion of a Pharmacy Technician certification exam provides national recognition and certification status to boost your career options. Student must have completed an approved Pharmacy Technician Program. 2 sessions @ 5 hrs each.

Prereq: HM01659 Pharmacy Technician Program
Prereq: HM01929 Pharmacy Technician—Fast Track

\$219 Tuition
\$219 Total Cost

Section 0040 9:00 am
Plum Center Sa, October 13-October 20
Rm 147 Bonner, instructor

Phlebotomy Training Program | Course HM01617

Perform venipunctures competently and safely. Includes terminology, collection procedures, hands-on laboratory practice. Students are eligible for national certification exam at completion of course. Current vaccine documentation due first week of class. Minimum age for this class is 18. **No tuition waivers.** 26 class sessions @ 3.5 hrs each.

\$1999 Tuition
\$100 User Fee
\$2099 Total Cost

Section 0040 6:30 pm
Chantilly HS Tu Th, September 18-December 18
Rm 145 Staff, instructor

Venipuncture Essentials | Course HM01933

Learn or refresh your knowledge of the basics of drawing blood. Course includes venipuncture principles and techniques, as well as hands-on practice on artificial arms. Current Hepatitis B vaccination documentation required at first class. Course designed for all levels of medical professionals who wish to add or improve venipuncture skills. 5 sessions @ 3 hrs each.

\$460 Tuition
\$ 20 User Fee
\$ 35 Text: *Blood Collection: A Short Course, 2nd ed*
\$515 Total Cost

Section 0040 9:00 am
Plum Center Sa, September 15-October 13
Rm 119 Ali, instructor



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.

Prereq: CT02465 Basic PC Maintenance

\$964 Tuition
\$ 25 User Fee
\$989 Total Cost

Section 0340 6:30 pm
ACE Herndon Learning Ctr M W, September 9-November 4
Rm TBD Shahriyar Behbahani, instructor

Certified Information System Security Professional (CISSP) | Course CT01910

Prepare for the CISSP exam. Course covers all eight modules: security and risk management, asset security, security engineering, communications and network security, identity and access management, security assessment and testing, security operations, and software development security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, view <https://www.isc2.org/about-isc2-credentials.aspx>. Purchase textbook separately, ISBN: 9781285060422. 12 sessions @ 3 hrs each.

\$869 Tuition
\$ 30 User Fee
\$899 Total Cost

Section 0640 9:00 am
Plum Center Sa, September 8-December 8
Rm 205 Edward Gibson, instructor

Network+ | Course CT01473

Prepare for the Network+ exam under the expert guidance of a seasoned professional. With lecture, demonstration, and one session with hands-on practice, you will learn everything you need to know about networks and networking, design essentials, networking media, functions of network protocols, Ethernet, Token Ring, and WAN technologies. Purchase textbook separately, ISBN: 9781337569330. 11 sessions @ 3 hrs each.

Prereq: CT01421 Windows 7

\$799 Tuition
\$799 Total Cost

Section 0640 7:00 pm
Plum Center Tu Th, September 4-October 11
Rm 205 Edward Gibson, instructor

Section 0340 6:30 pm
ACE Herndon Learning Ctr F, September 7-November 16
Rm TBD Shahriyar Behbahani, 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.

Prereq: CT01473 Network+

\$959 Tuition
\$ 34 User Fee
\$ 62 Text: *CCNA Routing and Switching Study Guide*
\$1055 Total Cost

Section 0340 9:00 am
ACE Herndon Learning Ctr Sa, September 8-November 3
Rm TBD Shahriyar Behbahani, instructor

Security+ | Course CT01480

Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics. CT01770 Windows 10: MCTS Prep or an equivalent amount of experience a must to succeed in this class. Exam is not offered as part of the course. 11 sessions @ 3 hrs each.

\$760 Tuition
\$189 Text: *Security+ Guide to Network Security, 6th ed*
\$949 Total Cost

Section 0640 7:00 pm
Plum Center M Tu W, October 16-November 7
Rm 205 Edward Gibson, instructor

Windows 10: MCTS Prep Part 1 | Course CT01770

Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) exam. You will be introduced to Windows 10, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. 7 sessions @ 3 hrs each.

\$567 Tuition
\$192 Text: *Microsoft Windows 10, Configuring Windows Devices*
\$759 Total Cost

Section 0640 7:00 pm
Plum Center M W, September 17-October 15
Rm 205 Edward Gibson, instructor

Windows 10: MCTS Prep Part 2 | Course CT01771

Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. (Same book used in Part 1). 7 sessions @ 3 hrs each.

Prereq: CT01770 Windows 10: MCTS Prep Part 1

\$559 Tuition
\$559 Total Cost

Section 0640 7:00 pm
Plum Center Tu Th, November 29-December 20
Rm 205 Edward Gibson, instructor

COMPUTER BASICS

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. 10 hours of instruction.

\$249 Tuition
\$ 20 User Fee
\$269 Total Cost

Section 0140 7:00 pm
Chantilly HS Tu, October 2-October 30
Rm 133 Bryan Carvajal, instructor

Section 0141 7:00 pm
Chantilly HS Tu, November 6-November 27
Rm 133 Bryan Carvajal, instructor

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.

\$104 Tuition
\$ 5 Text: *Personal Computer Basics*
\$109 Total Cost

Section 0740 7:00 pm
Woodson HS W, September 5-September 12
Rm E159 Dr. Majid Imany, instructor

Section 0640 7:00 pm
Plum Center Tu, September 11-September 25
Rm 116 Ricardo Bahr, instructor

Section 0140 7:00 pm
Chantilly HS Th, November 1-November 8
Rm 133 Dr. Majid Imany, instructor

Windows—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, 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.

\$ 79 Tuition
\$ 79 Total Cost

Section 0640 7:00 pm
Plum Center Tu, November 13
Rm 205 Ricardo Bahr, 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.

\$ 85 Tuition
\$ 85 Total Cost

Section 0640 9:00 am
Plum Center F, September 7
Rm 116 Mary Ann Smith, MOS, instructor

Mr. Gibson has phenomenal knowledge about computers and he skillfully mixed the book materials with stories of real world experience with it.”

Linda J.

Windows 10: MCTS Prep Part 1



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
\$ 85 Total Cost

Section 0640 9:00 am
Plum Center Sa, December 1
Rm 140 Mary Ann Smith, MOS, instructor

Mastering Your iPad/iPhone | Course PR06002

Bring Your Own Device (BYOD). Continue working with the features and apps on your iPad/iPhone. Work with the camera roll, mark favorites, take and edit photos with the editing tools, and share photos. Add screens and drawings to messages and use dictation. Work with mail and phone features. Use FaceTime and Airdrop communications. Work Safari bookmarks, make shortcut icons to your favorite sites, use search, and clear unwanted Safari data. Explore Pages, Numbers, and Keynote for document creation. 3 hours of instruction.

\$ 85 Tuition
\$ 85 Total Cost

Section 0640 1:00 pm
Plum Center Sa, December 1
Rm 140 Mary Ann Smith, MOS, instructor

DATABASE SYSTEMS

Database Modeling and Design: An Introduction | Course CT01543

Learn the basics of database modeling and design. Understand the concept and implement relational databases. Develop entity relationship diagrams (ERD). Discuss normalization of databases. Discuss virtual database and Cloud based services. Purchase textbook separately, ISBN 9781430242093.

Prereq: CT01416 PC Basics

\$ 339 Tuition
\$ 15 User Fee
\$ 354 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, November 27-December 20
Rm A125 Arabinda Banik MS, instructor

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

\$ 143 Tuition
\$ 26 Text: *MS Access 2013: Part 1*
\$ 169 Total Cost

Section 0540 6:30 pm
Pimmit Hills Ctr M W, October 22-October 29
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

**See page 55
for registration information.**

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. 3 sessions @ 3 hrs each.

Prereq: CT01449 MS Access—Basics

\$ 143 Tuition
\$ 26 Text: *MS Access 2013: Part 2*
\$ 169 Total Cost

Section 0540 6:30 pm
Pimmit Hills Ctr M W, October 31-November 7
Rm 123 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.

\$ 479 Tuition
\$ 10 User Fee
\$ 489 Total Cost

Section 0240 7:00 pm
Edison HS Tu Th, October 9-November 1
Rm A125 Arabinda Banik MS, 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 1Z0-061. Purchase textbook separately. **No discounts/waivers.** 7 sessions @ 3 hrs each.

Prereq: CT01547 Oracle Basics

\$ 469 Tuition
\$ 10 User Fee
\$ 479 Total Cost

Section 0640 7:00 pm
Plum Center Tu Th, October 9-October 30
Rm 116 Michael NeSmith, BA, MCSE, instructor

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

\$ 459 Tuition
\$ 20 User Fee
\$ 479 Total Cost

Section 0640 7:00 pm
Plum Center M W, November 26-December 17
Rm 116 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 0240 7:00 pm
Edison HS Tu Th, September 11-October 4
Rm A125 Arabinda Banik MS, instructor

GRAPHICS AND DESIGN

Adobe Dreamweaver: Web Page Fundamentals | Course PR05001

Using Adobe Dreamweaver, learn to create web pages using CSS styles and Div tags. Students need experience with the Windows operating system, file management and organization, and basic web page creation. 1 session @ 3 hrs.

\$ 129 Tuition
\$ 10 User Fee
\$ 139 Total Cost

Section 0640 1:00 pm
Plum Center M, December 17
Rm 205 Mary Ann Smith, MOS, instructor

Adobe Photoshop—Basics | Course CT01462

As an introductory course, students will be introduced to the interface, main tools, and layering options that Photoshop offers. We will go over each of the main tools individually, as well as examples on ways that the tools can be used. Tool shortcuts, navigating the Photoshop workspace, and correct use of the layering system will also be emphasized. 6 sessions @ 3 hrs each.

\$ 329 Tuition
\$ 20 User Fee
\$ 349 Total Cost

Section 0540 7:00 pm
Pimmit Hills Ctr M, October 1-November 12
Rm 115 Dr. Majid Imany, instructor

Adobe Photoshop/Photoshop Elements Workshop: Corrections and Enhancements | Course CT01461

Learn the essential skills to digitally manipulate photos using Adobe Photoshop/Photoshop Elements. You will learn to enhance your photos by straightening, correcting color, cropping, using various selection tools, working with layers, and using masks. Recommended book, ISBN: 9780321827333. 2 sessions @ 3 hrs each.

Prereq: CT01416 PC Basics

\$ 109 Tuition
\$ 15 User Fee
\$ 124 Total Cost

Section 0640 1:00 pm
Plum Center F, September 7
Rm 205 TBD, 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 0440 9:00 am
L. Braddock SS Sa, September 22-October 13
Rm H201 Dr. Majid Imany, 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.

\$ 439 Tuition
\$ 439 Total Cost

Section 0640 7:00 pm
Plum Center Tu Th, November 1-November 20
Rm 116 Michael NeSmith, BA, MCSE, instructor

OFFICE PRODUCTIVITY

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
\$ 10 User Fee
\$ 459 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu Th, September 4-October 9
Rm H202 Nelson, instructor

Section 0441 7:00 pm
L. Braddock SS Tu Th, November 6-December 11
Rm H202 Nelson, 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 MSO exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.

\$ 483 Tuition
\$ 18 Text: *Quick Source Guide Excel 2013* (\$6); *Quick Source Guide PowerPoint 2013* (\$6); *Quick Source Guide Word 2013* (\$6)
\$ 501 Total Cost

Section 0640 9:00 am
Plum Center M W, September 5-October 3
Rm 116 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 0640 9:00 am
Plum Center W, November 7-November 14
Rm 116 Mary Ann Smith, MOS, instructor

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.

\$ 273 Tuition
\$ 26 Text: *MS Excel 2013: Part 1*
\$ 299 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu Th, October 23-November 1
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0540 9:00 am
Pimmit Hills Ctr Tu Th, November 27-December 6
Rm 115 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Intermediate | Course CT01442

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: CT01441 MS Excel—Basics

\$ 283 Tuition
\$ 26 Text: *MS Excel 2013: Part 2*
\$ 309 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu Th, November 8-November 20
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Launch an AWESOME Career ACCELERATED WORKFORCE EDUCATION



Focus Areas

Business and IT
Computer Support Technician
Trade and Industrial
Property Maintenance
Health and Medical

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
- ▶ Want to explore non-traditional pathways

Contact:

awe@fcps.edu
703-658-2709

Check out our programs: www.fcps.edu — Search AWE





CERTIPORT®

A Certiport® Microsoft Office Specialist (MOS)
2013 & 2016 Authorized Testing Center for:

Word
Excel
PowerPoint
Outlook
Access
OneNote
Word Expert Parts 1 & 2
Excel Expert Parts 1 & 2

Test vouchers available for purchase
or bring your own.

Schedule test appointment by calling
703-658-2727 or by email acetech@fcps.edu.

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 0440 9:00 am
L. Braddock SS Sa, October 27
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Pivot Tables | Course CT01582

Pivot tables are the most powerful tool in Excel to get answers about your data. 30% lecture, 70% exercises, with opportunity for 1-on-1 with instructor. You will learn to analyze millions of cells to quickly see totals, ranges, and averages. Also learn why pivot tables work, how to slide the results into charts, and the traps that degrade efficiency. Prerequisite: basic knowledge of Excel. 1 session @ 3 hrs.

\$ 99 Tuition
\$ 15 User Fee
\$ 6 Text: *Quick Source Guide Excel 2013 Advanced*
\$120 Total Cost

Section 0440 12:30 pm
L. Braddock SS Sa, October 27
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

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

\$185 Tuition
\$185 Total Cost

Section 0540 9:00 am
Pimmit Hills Ctr F, November 30-December 7
Rm 115 Wayne Shewmaker, MBA, 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

Section 0640 8:30 am
Plum Center M, December 17
Rm 116 Mary Ann Smith, MOS, 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.

\$273 Tuition
\$ 26 Text: *MS Word 2013: Part 1*
\$299 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu Th, September 11-September 20
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

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.

Prereq: CT01342 MS Word—Basics

\$283 Tuition
\$ 26 Text: *MS Word 2013: Part 2*
\$309 Total Cost

Section 0441 7:00 pm
L. Braddock SS Tu Th, September 25-October 4
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0440 7:00 pm
L. Braddock SS Tu Th, October 9-October 18
Rm A212 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 0440 9:00 am
L. Braddock SS Sa, September 22
Rm A212 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 0440 9:00 am
L. Braddock SS Sa, October 13
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Basics | Course CT01426

Master the use of this powerful email management tool. You will 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 will know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.

\$243 Tuition
\$ 26 Text: *MS Outlook 2013: Part 1*
\$269 Total Cost

Section 0640 7:00 pm
Plum Center F, October 5-October 26
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

Section 0540 7:00 pm
Pimmit Hills Ctr M W, December 3-December 12
Rm 116 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 email 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
\$ 14 User Fee
\$ 26 Text: *MS Outlook 2013: Part 2*
\$189 Total Cost

Section 0640 7:00 pm
Plum Center F, November 2-November 9
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459

This is a great introduction to PowerPoint! Learn to create presentations through the application of themes and transitions, to include text, images, shapes, charts, tables, and animation. Prepare handouts and setup custom presentations. Prerequisite: Basic experience with Windows. 2 sessions @ 3 hrs each.

Prereq: CT01416 PC Basics

\$139 Tuition
\$ 4 User Fee
\$ 26 Text: *MS PowerPoint 2013: Part 1*
\$169 Total Cost

Section 0540 7:00 pm
Pimmit Hills Ctr Tu Th, October 11-October 16
Rm 115 Mary Ann Smith, MOS, instructor

Follow us on Social Media!

Twitter: @FCPS_ACE

facebook.com/fcpsACE/



PROGRAMMING

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: CT01492 Concepts of Programming

\$474 Tuition
\$ 5 User Fee
\$479 Total Cost

Section 0040 7:00 pm
Bryant Ctr M W, October 10–November 5
Rm 135 Arabinda Banik MS, instructor

Introduction to Programming Using Python | Course CT02403

Learn the basics of programming using Python computer language. Python is an interpreted, object-oriented, high-level programming language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the Python language, using variables, statements, strings and data structures. By the end of the course you will be able to write complete non-graphical programs. OS independent. Good foundation for learning C++ and Java. 8 sessions @ 2 hrs each.

Prereq: CT01492 Concepts of Programming

\$354 Tuition
\$ 15 User Fee
\$369 Total Cost

Section 0640 7:00 pm
Plum Center Tu Th, November 27–December 20
Rm 116 Alex Machina, 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 0640 7:00 pm
Plum Center Th, September 13–October 4
Rm 116 Michael NeSmith, BA, MCSE, 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
Bryant Ctr M W, September 10–October 3
Rm 135 Arabinda Banik MS, instructor

WEB DESIGN AND DEVELOPMENT

HTML 1—Your First Website | Course CT01525

A great stepping stone to penetrating the mysteries of the Internet and how you can be a part of it. If you've never worked with code before, don't worry. Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. Purchase textbook separately, ISBN: 118008189. 3 sessions @ 3 hrs each.

\$229 Tuition
\$229 Total Cost

Section 0440 7:00 pm
L. Braddock SS Tu Th, September 4–September 13
Rm H201 Dr. Majid Imany, instructor

Section 0441 6:00 pm
L. Braddock SS Tu, November 13–November 27
Rm H201 Susan Brun, 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

\$229 Tuition
\$229 Total Cost

Section 0440 7:00 pm
L. Braddock SS M W, September 17–September 24
Rm H201 Dr. Majid Imany, instructor

Section 0441 6:00 pm
L. Braddock SS Tu Th, December 4–December 11
Rm H201 Susan Brun, 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

\$229 Tuition
\$229 Total Cost

Section 0440 7:00 pm
L. Braddock SS Th, October 11–October 25
Rm H201 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 0440 1:00 pm
L. Braddock SS Sa, September 22–October 13
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 0640 12:30 pm
Plum Center Tu Th, October 11–October 16
Rm 205 Mary Ann Smith, MOS, instructor

JavaScript: Building Interactive Websites | 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 0440 6:00 pm
L. Braddock SS Tu, September 18–October 23
Rm H201 Susan Brun, 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 0740 7:00 pm
Woodson HS Tu Th, September 20–September 27
Rm E157 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 0740 7:00 pm
Woodson HS Tu, October 9–October 30
Rm E159 Dr. Majid Imany, instructor



Virginia Contractors

It is as simple as ABC!

- A: TI05348 fulfills the minimum requirement so you can be licensed.
- B: TI05351 helps you pass the business exam required for Class A and Class B licenses.
- C: TI05352 helps you pass the builders' exam required for contractors making building modifications.
- D: Don't know where to begin? Take TI05350 to learn about assorted trade and contractors' licenses and what is needed for you to fulfill your goals.

Please note that ACE also offers a number of business classes to help prepare you for success. See pages 9 and 10.

Assorted Trades—Pro-series

Home Inspector Prelicensing Course | Course TI05354

DPOR approved course meets all Commonwealth of Virginia Board for Asbestos, Lead, and Home Inspectors home inspector prelicensing requirements. Commonwealth of Virginia Core course requirement of 35 hours. Additional one hour of "how to pass your test" and general test taking skills for novice and seasoned test takers. **No late entry.** 12 sessions @ 3 hrs each.

\$ 717 Tuition
\$ 12 User Fee
\$ 270 Text: *2012 Virginia Residential Code* (\$162); *National Home Inspection Manual* (\$108)
\$ 999 Total Cost

Section 0040 6:30 pm
Woodson HS Tu, September 25-December 11
Rm A207 Bookfor, instructor

Section 0041 6:30 pm
Woodson HS Tu, January 15-April 2
Rm D202 Bookfor, instructor

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

Section 0040 6:30 pm
Pimmit Hills Ctr Th, September 20
Rm 206 Lyons, instructor

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
\$ 252 Text: *2015 International Residential Code* (\$135); *2015 International Residential Code Tabs* (\$18); *Carpentry & Building Construction, 2nd ed* (\$99)
\$ 536 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, October 30-December 4
Rm 123 Shahkarami, instructor

VA Contractor's Basic Business Course | Course TI05348

Become eligible 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 business 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

Section 0040 8:30 am
L. Braddock SS Sa, September 22
Rm H220 Chestnut, instructor

Section 0041 8:30 am
L. Braddock SS Sa, October 27
Rm H220 Chestnut, instructor

Section 0042 8:30 am
Woodson HS Sa, December 8
Rm E203 Chestnut, instructor

VA Contractor's License Exam Prep | Course TI05351

Designed to help you pass the contractors' business exam required for 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. Contents of TI05348 Contractors 8 hour Basic are not included. 5 sessions @ 3 hrs each.

Prereq: TI05348 VA Contractor's Basic Business Course

\$ 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

Section 0040 6:30 pm
Pimmit Hills Ctr Th, September 27-October 25
Rm 158 Shahkarami, instructor

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

Section 0040 6:30 pm
Plum Center W, September 26
Rm 202B Bookfor, instructor

Section 0041 6:30 pm
Chantilly HS W, December 5
Rm 577 Staff, instructor

See page 55
for registration information.

OSHA Construction 10 Hour Outreach Training Program | Course TI05598

Earn your "OSHA 10 Hr Card" in construction via 10 hours hands-on and personal instruction. Topics include residential and commercial hazard avoidance for falls, electrical, cranes and struck-by. Also includes protective equipment, harness, high-visibility clothing, etc. Instructor has worked with ACE for 8 years, and 27 years with OSHA. **THIS CLASS IS ONLY OFFERED IN FALL AND SPRING.** 2 sessions @ 5 hrs each.

\$ 241 Tuition
\$ 13 User Fee
\$ 254 Total Cost

Section 0040 8:00 am
Woodson HS Sa, October 13-October 20
Rm E205 Holmes, instructor

Appliance Repair Workshop | Course TI05593

Learn to make minor repairs on disposals, range hoods, gas and electric stoves, washers, gas and electric dryers, and dishwashers. *Hand tools required.* 5 sessions @ 3 hrs each.

\$ 227 Tuition
\$ 38 User Fee
\$ 67 Text: *Troubleshooting and Repairing Major Appliances*
\$ 332 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, October 2-October 30
Rm 158 Williams, instructor

Blueprint Reading | Course TI05358

Master basic blueprint reading—from symbols to construction materials. Course covers architectural, plumbing, structural mechanical, electrical, and plot plans. 8 sessions @ 3 hrs each.

\$ 293 Tuition
\$ 7 User Fee
\$ 87 Text: *Printreading...Residential & Light Com Const, 6th*
\$ 387 Total Cost

Section 0040 6:30 pm
Woodson HS Tu, October 23-December 11
Rm D202 Basurto, instructor

Door Locks Workshop: Installation, Maintenance, and Repair | Course TI05595

Disassemble and reassemble door locks in a hands-on workshop. Develop skills for minor repairs, lubrication, and door set replacement. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 20 User Fee
\$ 109 Total Cost

Section 0040 6:30 pm
Bryant Ctr Th, November 15
Rm TR3 Degges, instructor

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

Section 0040 7:00 pm
Chantilly HS Tu, November 13-December 11
Rm 577 Dominick, instructor

Section 0041 7:00 pm
Chantilly HS Tu, January 15-February 12
Rm 577 Dominick, instructor



Virginia Trade License Renewal—Guaranteed* to run

We do not cancel these continuing education classes for low enrollment. If you sign up, we will run your continuing education class. ACE is an approved DPOR provider, our classes are affordable, conveniently located in Northern Virginia, and taught by locally experienced instructors. You do not need to be a Virginia or Fairfax County resident to take advantage of these classes.

*Emergency situations such as for bad weather might cause date change but we will hold the class as soon as possible.

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. 9 sessions @ 3 hrs each.

\$412 Tuition
\$ 48 User Fee
\$143 Text: *Electrical Wiring Residential, 18th ed*
\$603 Total Cost

Section 0040 6:30 pm
Chantilly HS Th, September 27-November 29
Rm 577 Staff, instructor

Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Hand tool list provided at first session. 5 sessions @ 3 hrs each.

\$234 Tuition
\$ 37 User Fee
\$ 8 Text: *Step By Step Guide Book On Home Wiring*
\$279 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr W, November 7-December 12
Rm 158 McNaughton, instructor

Electrical License Exam Prep | Course TI05417

Course includes topical study of NEC: Layout and proper use of the code to find what you need quickly and easily. Includes common installations and materials, general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. 2014 NEC required—not included. 10 sessions @ 3 hrs each

\$392 Tuition
\$ 2 User Fee
\$ 67 Text: *Electrical NEC Exam Preparation 2014*
\$461 Total Cost

Section 0040 6:30 pm
Plum Center Th, October 18-December 13
Rm 202B Black, instructor

Master Electrician's Exam Prep—Accelerated | Course TI05419

This is a fast-paced, intense, rigorous review of NEC. Approved for Prince George's County continuing education requirement. Please request class completion certificate from instructor at last class session. Bring a lunch. 2 sessions @ 7 hrs each.

\$199 Tuition
\$ 5 User Fee
\$ 67 Text: *Electrical NEC Exam Preparation 2014*
\$271 Total Cost

Section 0040 8:30 am
Plum Center Sa, November 3-November 10
Rm TR2 Black, instructor

Electrician Continuing Education | Course TI05275

Comprehensive review of the 2011 (NEC) to fulfill the continuing education requirement for electricians 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. (For PG County Continuing Ed take TI05419.) 1 session @ 3 hrs.

\$131 Tuition
\$ 4 User Fee
\$ 50 Text: *2011 National Electrical Code Updates*
\$185 Total Cost

Section 0040 8:30 am
Plum Center Sa, September 22
Rm TR1 Black, instructor

Section 0041 8:30 am
Plum Center Sa, October 27
Rm TR3 Black, instructor

Section 0042 8:30 am
Plum Center Sa, December 8
Rm TR1 Black, instructor

Gas Fitter

Natural 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.

\$135 Tuition
\$ 2 User Fee
\$ 82 Text: *2015 International Fuel Gas Code*
\$219 Total Cost

Section 0040 8:30 am
Plum Center Sa, October 20-November 3
Rm TR1 Lyons, instructor

Gas Fitters Continuing Education | Course TI05278

Comprehensive review of the 2012 International Fuel Gas Code to fulfill the continuing education 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 22
Rm TR1 McDonald, instructor

Section 0041 11:45 am
Plum Center Sa, October 27
Rm TR2 Fortney, instructor

Section 0042 11:45 am
Plum Center Sa, December 8
Rm 112 McDonald, instructor

HVAC-R

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, October 11-November 8
Rm TR3 Degges, instructor

Section 0041 6:30 pm
Bryant Ctr Th, January 10-February 7
Rm TR3 Degges, 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. 9 sessions @ 3 hrs each.

\$426 Tuition
\$ 11 User Fee
\$ 82 Text: *2015 International Mechanical Code*
\$519 Total Cost

Section 0040 6:30 pm
Woodson HS Tu, October 2-November 27
Rm D204 Fortney, 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 22
Rm TR2 McDonald, instructor

Section 0041 1:00 pm
Plum Center Sa, October 27
Rm TR2 Fortney, instructor

Section 0042 8:30 am
Plum Center Sa, December 8
Rm 112 McDonald, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.



Apprenticeship Classes

Be sure to enroll in your class **before August 31** to avoid a late fee.

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 electricity, HVAC, plumbing, and surveying. This training leads to journeyman status or state licensing eligibility and is helpful for persons seeking employment in these trades. For other trades, we offer individualized study courses to meet the requirements of related instruction for state registered apprentices who are working in the trade. 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 from out-of-state programs must take the credit-by-exams to get credit for previous training.

The trade classes specifically listed above are open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade regardless of employment status. State registration is required to attend classes taught via Directed Study as these classes follow a modified distance learning format that is dependent upon the student's work experience.

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

State Apprenticeship Registration:

"Virginia Registered Apprentice" means the apprentice must be working for a Virginia Employer in an apprenticeable occupation and is registered with the Virginia Department of Labor and Industry (for more information please visit <http://www.doli.virginia.gov/> or call 703-392-0900 ext. 102 or 131, choose ext. 108 for Spanish). The "Apprentice Action Form" is evidence of state registration. Those who are not Virginia-registered apprentices are also welcome to join electricity, HVAC-R, plumbing, or surveying. Upon successful completion of the multiyear program, all students receive an FCPS completion certificate and official transcripts. State registered apprentices also receive a state apprenticeship certificate upon successful completion of the full program. This state certificate is nationally recognized, however the course work varies from region to region. Apprentices transferring between regions need to take credit-by-exams to earn transfer credits.

A credit-by-exam (CBE) is designed to give advanced placement credit to students with prior training. CBEs are the only way to get credit for prior classroom theory training. CBEs are optional; most exams take two hours to complete. Preregistration is required. We offer apprenticeship credit-by-exams each August.

Students completing only part of the program will receive only a transcript. Records are kept permanently. Students who later become a Virginia State Registered Apprentice can have any classes taken within five years applied to their official apprenticeship

CFC Certification Exam Prep | Course TI05374

For Core (general required for all), Type I (small appliances less than 5# 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. 3 sessions @ 3 hrs each.

\$138 Tuition
\$ 7 User Fee
\$ 68 Text: *Refrigerant Transition and Recovery Certification*
\$213 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, October 16-October 30
Rm SRCT Staff, instructor

CFC Exam for Certification | Course TI05375

For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional—it is the exam. 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 Tu, November 6
Rm 158 Staff, instructor

Plumbing

Plumbing Workshop: Maintenance and Repair | Course TI05590

Impress them at your job interview with your knowledge of basic materials, piping, fittings, and fixtures. Be a productive worker from your very first day. Class begins with basic plumbing theory and code requirements then move on to include four sessions plumbing supply pipes, vents, toilets, and faucets in hands-on lab activities (handtools needed). 5 sessions @ 3 hrs each.

\$243 Tuition
\$ 53 User Fee
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*
\$315 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr W, September 26-October 24
Rm 158 McNaughton, 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 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
Pimmit Hills Ctr Tu, October 2-November 20
Rm 206 McNaughton, instructor

Plumbers Continuing Education | Course TI05277

Comprehensive review of the 2012 IPC to fulfill the continuing education 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 session @ 3 hrs each.

\$143 Tuition
\$ 6 User Fee
\$ 50 Text: *2012 International Plumbing Code Updates*
\$199 Total Cost

Section 0040 1:00 pm
Plum Center Sa, September 22
Rm TR2 McDonald, instructor

Section 0041 8:30 am
Plum Center Sa, October 27
Rm TR2 Fortney, instructor

Section 0042 1:00 pm
Plum Center Sa, December 8
Rm 112 McDonald, instructor

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
\$ 60 User Fee
\$109 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* (\$67)
\$1119 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 11-April 23
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-R 1 apprentices in a traditional classroom setting.

\$1250 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)
\$1649 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm TR3 Degges, instructor

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
\$ 46 User Fee
\$153 Text: *2015 International Residential Code* (\$135); *2015 International Residential Code Tabs* (\$18)
\$1149 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
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 6:30 pm
 Bryant Ctr Tu, September 11-April 23
 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 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 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
 \$ 40 User Fee
 \$259 Text: *2015 International Building Code* (\$134); *Carpentry 3, NCCER* (\$125)
 \$1249 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 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
 \$ 74 User Fee
 \$125 Text: *Carpentry 4, NCCER*
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 Rm TR3 Degges, instructor

Look for our winter catalog after December 3!
 Online registration for winter classes
 will begin November 30, and print
 catalogs will be mailed December 3.

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
 \$249 User Fee
 \$1199 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 11-April 23
 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.

\$925 Tuition
 \$ 79 User Fee
 \$395 Text: *Electrical Wiring Residential, 18th ed* (\$143); *Electricity, Devices, Circuits, Materials, 10th ed* (\$96); *FCPS Electricity 1 Workbook* (\$30); *National Electrical Code 2014* (\$126)
 \$1399 Total Cost

Section 0040 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D117 Freeman, instructor

Section 0041 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D116 Davis, instructor

Section 0046 6:30 pm
 Chantilly HS W, September 12-May 8
 Rm 586 Tesliuc, instructor

Section 0047 6:30 pm
 Chantilly HS W, September 12-May 8
 Rm 583 Staff, 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.

\$925 Tuition
 \$ 77 User Fee
 \$347 Text: *Electric Motor Controls, 10th ed* (\$125); *FCPS Electricity 2 Workbook* (\$30); *Industrial Electricity, 9th ed* (\$192)
 \$1349 Total Cost

Section 0040 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D118 Freking, instructor

Section 0041 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D113 Wolfe, instructor

Section 0046 6:30 pm
 Chantilly HS W, September 12-May 8
 Rm 585 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.

\$925 Tuition
 \$128 User Fee
 \$296 Text: *Blueprint Reading for Commercial Construction* (\$116); *Electrical Wiring Commercial, 15th ed* (\$150); *FCPS Electricity 3 Workbook* (\$30)
 \$1349 Total Cost

Section 0040 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D123 Kasulaitis, instructor

Section 0046 6:30 pm
 Chantilly HS W, September 12-May 8
 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.

\$925 Tuition
 \$101 User Fee
 \$223 Text: *Electrical NEC Exam Preparation 2014* (\$67); *FCPS Electricity 4 Workbook* (\$30); *National Electrical Code 2014* (\$126)
 \$1249 Total Cost

Section 0040 6:30 pm
 Edison HS Tu, September 11-May 7
 Rm D114 Black, instructor

Section 0046 6:30 pm
 Chantilly HS W, September 12-May 8
 Rm 567 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 6:30 pm
 Bryant Ctr Tu, September 11-April 23
 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*
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 Rm TR3 Degges, instructor



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.

\$950 Tuition
\$ 74 User Fee
\$125 Text: *Glazier 3, 1st ed*
\$1149 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
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.

\$950 Tuition
\$ 43 User Fee
\$156 Text: *Core Curriculum Trainee Guide, 4th ed* (\$70);
Heavy Equipment Operations Lvl 1, 3rd ed (\$86)
\$1149 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 11-April 23
Rm TR3 Degges, instructor

Heavy Equipment Operation 2 | Course AP08012

Includes earth moving tasks, problems, safety issues, procedures, and equipment. Taught via Directed Study, see AP08065.

\$950 Tuition
\$ 44 User Fee
\$125 Text: *Heavy Equipment Operations, Lvl 2, 3rd ed*
\$1119 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor

Heavy Equipment Operation 3 | Course AP08013

Includes advanced safety, telescoping excavators, motor graders, finishing and grading. Taught via Directed Study, see AP08065.

\$950 Tuition
\$ 44 User Fee
\$125 Text: *Heavy Equipment Operations, Lvl 3, 3rd ed*
\$1119 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, 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.

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. 150 program

\$1250 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)
\$1649 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm 30 Tompkins, instructor

Section 0041 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm TR3 Degges, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 26
Rm 575 Sickels, instructor

Section 0047 6:30 pm
Chantilly HS Tu Th, September 20-March 26
Rm 583 Thomasian, instructor

HVAC-R 2—Motors and Controls for HVAC-R | Course AP08002

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R); Course 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.

\$1300 Tuition
\$ 85 User Fee
\$ 64 Text: *Math for HVACR*
\$1449 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm TR Davis, instructor

Section 0041 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm 20 Staff, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 26
Rm 584 Eastman, instructor

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 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.

\$1300 Tuition
\$ 59 User Fee
\$290 Text: *2015 International Fuel Gas Code* (\$82); *2015 International Mechanical Code* (\$82); *National Electrical Code 2014* (\$126)
\$1649 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm 24 Freking, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 26
Rm 583 Vansickle, instructor

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.

\$1300 Tuition
\$ 54 User Fee
\$ 95 Text: *Manual J, 7th ed*
\$1449 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-April 3
Rm 35 Daniels, instructor

Section 0047 6:30 pm
Chantilly HS Tu Th, September 20-March 26
Rm 585 Freeman, instructor

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.

\$950 Tuition
\$ 43 User Fee
\$156 Text: *Core Curriculum Trainee Guide, 4th ed* (\$70);
Millwright Level 1, 3rd ed (\$86)
\$1149 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 11-April 23
Rm TR3 Degges, instructor

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.

\$950 Tuition
\$ 74 User Fee
\$125 Text: *Millwright Level 2, 3rd ed*
\$1149 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor

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.

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

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor



Millwright—Level 4 | Course AP08234

Trouble shooting and repairing conveyors and pumps, conventional alignment, pumps, compressors and compressor maintenance, basic pneumatic systems, troubleshooting and repairing pneumatic equipment, 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 6:30 pm
Bryant Ctr Tu, September 18-April 30
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 laser alignment. Taught via Directed Study, see AP08065.

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

Section 0040 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor

OPTICIANRY

Optician 1 | Course AP08091

Study the history of Optics, The Theory of Light, prisms and Prentice's Rule, anatomy and physiology of the eye, transposition and the power cross, workplace professionalism, and national competencies. Includes instruction in optical math, lensometry, frame fittings and adjustments, and problem solving skills. Taught via Directed Study see AP08065

\$ 950 Tuition
\$ 30 User Fee
\$ 219 Text: *FCPS Optician 1 Workbook* (\$40); *Ocular Anatomy & Physiology, 2nd ed* (\$70); *Optical Formula Tutorial, 2nd ed* (\$109)
\$1199 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 11-April 23
Rm TR3 Degges, instructor

Optician 2 | Course AP08092

Study of the history of Optics, The Theory of Light, prisms and Prentice's Rule, optical crosses, toric diagrams, slab-off, anatomy and physiology of the eye, and other areas for the national certification of Opticianry. Instruction includes: frame adjustments, lens design, lensometry, and eyewear fabrication. Taught via Directed Study see AP08065

\$ 950 Tuition
\$ 47 User Fee
\$ 152 Text: *Essentials of Ophthalmic Lens Finishing, 2nd ed* (\$112); *FCPS Optician 2 Workbook* (\$40)
\$1149 Total Cost

Section 0041 6:30 pm
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor

Optician 3 | Course AP08093

Emphasis is on preparation for state licensing exam. Review contents of levels 1 and 2. In addition, instruction includes surfacing 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
Bryant Ctr Tu, September 18-April 30
Rm TR3 Degges, instructor

PAINTING

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 6:30 pm
Bryant Ctr Tu, September 11-April 23
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, stenciling and texturing, 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 6:30 pm
Bryant Ctr Tu, September 18-April 30
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 6:30 pm
Bryant Ctr Tu, September 18-April 30
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 6:30 pm
Bryant Ctr Tu, September 18-April 30
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.

\$1000 Tuition
\$ 225 User Fee
\$ 124 Text: *FCPS Plumbing 1 Workbook* (\$30); *Plumbing 101, 6th ed* (\$94)
\$1349 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 13-May 9
Rm E205 Christmas, instructor

Section 0041 6:30 pm
Woodson HS Th, September 13-May 9
Rm E201 Staff, 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 a math competency are required.

\$1000 Tuition
\$ 209 User Fee
\$ 210 Text: *2015 International Plumbing Code* (\$86); *FCPS Plumbing 2 Workbook* (\$30); *Plumbing 201, 6th ed* (\$94)
\$1419 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 13-May 9
Rm E212 Miller, instructor

Section 0041 6:30 pm
Woodson HS Th, September 13-May 9
Rm E206 Cain, instructor

Follow us on Social Media!
Twitter: @FCPS_ACE facebook.com/fcpsACE/



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.

\$1050 Tuition
 \$ 93 User Fee
 \$206 Text: *2015 International Fuel Gas Code* (\$82); *FCPS Plumbing 3 Workbook* (\$30); *Plumbing 3 Blueprints, 6 pages* (\$0); *Plumbing 301, 2nd ed* (\$94)
 \$1349 Total Cost

Section 0041 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm E208 Bookfor, instructor

Plumbing 4—Plumbing Code for Plumbing Mechanics | Course AP08103

Indepth chapter by chapter, 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.

\$1050 Tuition
 \$ 83 User Fee
 \$116 Text: *2015 International Plumbing Code* (\$86); *FCPS Plumbing 4 Workbook* (\$30); *Plumbing 4 Blueprints, 17 pages* (\$0)
 \$1249 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm E203 Walters, instructor

SHEETMETAL

Sheet Metal 1 | Course AP08005

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

\$950 Tuition
 \$ 43 User Fee
 \$156 Text: *Core Curriculum Trainee Guide, 4th ed* (\$70); *Sheet Metal Level 1, 3rd ed* (\$86)
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 11-April 23
 Rm TR3 Degges, instructor

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.

\$950 Tuition
 \$ 74 User Fee
 \$125 Text: *Sheet Metal Level 2, 3rd ed*
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 Rm TR3 Degges, instructor

**See page 55
 for registration information.**

Sheet Metal 3 | Course AP08007

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

\$950 Tuition
 \$ 74 User Fee
 \$125 Text: *Sheet Metal Level 3, 3rd ed*
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 Rm TR3 Degges, instructor

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.

\$950 Tuition
 \$ 74 User Fee
 \$125 Text: *Sheet Metal Level 3, 3rd ed*
 \$1149 Total Cost

Section 0040 6:30 pm
 Bryant Ctr Tu, September 18-April 30
 Rm TR3 Degges, instructor

SURVEYING

Surveying 1 (new) | 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.

\$1050 Tuition
 \$ 46 User Fee
 \$303 Text: *FCPS Surveying 1-2 Workbook* (\$30); *Surveyors Reference Manual, 6th ed* (\$273)
 \$1399 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm D209 Venetsanos, instructor

Surveying 2 (new) | Course AP08121

License and trade info, Theory of Errors in Observations and Coordinate Geometry (COGO); analysis and adjustments of survey measurements; assorted calculations 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.

\$1050 Tuition
 \$ 69 User Fee
 \$ 30 Text: *FCPS Surveying 1-2 Workbook*
 \$1149 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm D211 Fillmore, instructor

Home Inspectors' License

Do you want to be a home inspector?

In the Commonwealth of Virginia, you must complete an approved course before you can take the state licensing exam. ACE offers a class that is approved by the Department of Professional and Occupational Regulation (DPOR) to get you qualified.

Please see page 26 for Home Inspector Prelicensing (course TI05354).

**You can start a new career
 for less than \$1000!**

Surveying 3 (new) | 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

\$1050 Tuition
 \$ 26 User Fee
 \$223 Text: *Elementary Surveying, 15th ed*
 \$1299 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm D206 Evans, instructor

Surveying 4 (new) | 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 Hydraulics Inlet/Outlet "barrel" Control, government regulations and Chesapeake Bay TMDL. 32 sessions @ 3 hours each + 30 hour Project

\$1100 Tuition
 \$ 99 User Fee
 \$1199 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm D202 Burdick, instructor

Surveying 5 (new) | Course AP08124

Land Surveying Law & case research, Dillon Rule, Ordinances, Byrd Act; Statute of Frauds, Estoppel, ROW, Deeds, Warranty, Quiet Title Action, Construction, Evidence, Conveyances, Boundary Solutions, Unwritten Rights, Agreement, Littoral/Riparian Boundary & Rights, Easements, ALTA/NSPS 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

\$1050 Tuition
 \$ 76 User Fee
 \$173 Text: *Brown's Boundary Control & Legal Principles 7th ed*
 \$1299 Total Cost

Section 0040 6:30 pm
 Woodson HS Th, September 13-May 9
 Rm D204 Staff, instructor



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.

\$469 Tuition
\$ 30 User Fee
\$499 Total Cost

Section 0040 4:00 pm
Edison HS Tu, October 2-December 4
Rm H120 Floyd, instructor

Auto Mechanics—Beginning: Sunday Class | Course TI05311

Perform simple checks and repairs including changing oil, assorted 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.

\$225 Tuition
\$ 20 User Fee
\$245 Total Cost

Section 0040 11:00 am
Hayfield SS Su, September 9-September 16
Rm 017 Terrien, instructor

Section 0041 11:00 am
Hayfield SS Su, September 23-September 30
Rm 017 Terrien, instructor

Section 0042 11:00 am
Hayfield SS Su, December 2-December 9
Rm 017 Terrien, instructor

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.

\$359 Tuition
\$ 22 User Fee
\$381 Total Cost

Section 0040 11:00 am
Hayfield SS Su, October 14-November 4
Rm TBD Terrien, instructor

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

Section 0040 6:30 pm
Woodson HS Tu, September 18
Rm D204 Bookfor, instructor

Section 0041 8:30 am
Woodson HS Sa, December 8
Rm E204 Lyons, instructor

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.

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, September 25
Rm 158 Lyons, instructor

Section 0041 6:30 pm
Woodson HS Tu, November 13
Rm A204 Lyons, instructor

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

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, October 23-November 20
Rm 145 Pierce, instructor

Residential Moldings | Course TI05163

Learn how to improve the look of your room by replacing or installing mitered or non mitered moldings. Learn the structure and function of baseboard, chair rail, picture, flat, crown, and custom/buildup moldings. Also learn the different methods for attaching molding such as nailing, stapling, and using adhesives. 3 sessions @ 3 hrs each.

\$213 Tuition
\$ 42 User Fee
\$255 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, October 30-November 13
Rm 50A Raiche, instructor

Residential Electricity—The Basics | Course TI05199

Become familiar with electrical 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

Section 0040 8:30 am
Pimmit Hills Ctr Sa, October 13-October 27
Rm 158 Sickels, instructor

Beginner’s Guide to Drywalling | Course TI05208

Through lecture, board diagrams, and hands-on practice with models, students learn how-to tips and techniques for installing drywall; repairing cracks, nail pops, and feathering; covering stains; and painting. Students will also learn how to control that annoying drywall dust. 1 session @ 4.5 hrs.

\$115 Tuition
\$ 30 User Fee
\$145 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, September 29
Rm 158 Raiche, instructor

Beginner’s Guide to Plumbing | Course TI05206

Using a combination of lecture, board diagrams, and limited 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. See also TI05190 1 session @ 4.5 hrs.

\$119 Tuition
\$ 30 User Fee
\$149 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, November 3
Rm 158 Sickels, instructor

Do-It-Yourself Plumbing | Course TI05190

The basics of your plumbing system including the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains. See class TI05206 if you are an experienced DIY’er and only need pointers. This class is designed to give more details with more time with hands on activities. 3 sessions @ 3 hrs each.

\$119 Tuition
\$ 21 User Fee
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*
\$159 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, November 5-November 19
Rm 158 Sickels, instructor

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.

\$525 Tuition
\$100 User Fee
\$625 Total Cost

Section 0040 6:30 pm
Bryant Ctr W, October 10-December 19
Rm 50A Raiche, instructor

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.

\$183 Tuition
\$ 32 User Fee
\$215 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Th, September 6-September 20
Rm 158 Raiche, instructor

Section 0041 6:30 pm
Chantilly HS Tu, October 30-November 13
Rm 577 Dominick, instructor

Kitchen and Bath Design Seminar | Course TI05169

Review the major design aspects for modern kitchen and bath designs and basic code requirements, layout of fixtures and appliances for function based on available spaces. Discussion includes project considerations from cabinetry and hardware to selecting the right contractors. 1 session @ 3 hrs.

\$ 75 Tuition
\$ 4 User Fee
\$ 79 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, October 2
Rm 159 Pierce, instructor



Veterinary Studies and Pet Care

VETERINARY STUDIES

Veterinary Terminology and Anatomy | Course HM01980

Basic terms used in animal hospitals amongst veterinary assistants, technicians, and doctors. Wonderful introduction into the veterinary medical field. No prerequisites. 7 sessions @ 3 hrs each, plus one session @ 1 hr.

\$ 419 Tuition
\$ 419 Total Cost

Section 0040 10:00 am
Plum Center M Tu W, September 10-September 26
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

Section 0041 7:00 pm
Plum Center F, November 2-January 4
Rm 150 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981

Learn about blood cells and common parasites of our dogs and cats. Covers associated lab tests to detect these diseases. 4 sessions @ 3 hrs each, plus one session @ 2 hrs.

\$ 269 Tuition
\$ 25 User Fee
\$ 294 Total Cost

Section 0040 10:00 am
Plum Center M Tu W, October 1-October 10
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Preventive Medicine for Dogs and Cats | Course HM01982

In-depth coverage of vaccines, legal requirements, and dentistry. Good for pet owners and veterinary students. No prerequisites. 7 sessions @ 3 hrs each.

\$ 379 Tuition
\$ 379 Total Cost

Section 0040 10:00 am
Plum Center M Tu W, October 15-October 29
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Hospital Visits and Basic Restraint | Course HM01983

Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting. 5 sessions @ 3 hrs each, plus one session @ 1 hr.

Prereq: HM01980 Veterinary Terminology and Anatomy
Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab

\$ 289 Tuition
\$ 289 Total Cost

Section 0040 10:00 am
Plum Center M, December 3-December 12
Rm 119 Lanie Samonte Martin, AAS, LVT, BA, instructor

Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984

Introduction to zoonotic diseases. Plus gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. We will discuss topics veterinary medical personnel must face, such as ethics and euthanasia. No prerequisites. 6 sessions @ 3 hrs each, plus one session @ 2 hrs.

\$ 379 Tuition
\$ 379 Total Cost

Section 0042 7:00 pm
Plum Center F, September 14-October 26
Rm 122 Lanie Samonte Martin, AAS, LVT, BA, instructor

Section 0040 10:00 am
Plum Center M Tu W, November 5-November 19
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

Look for our winter catalog after December 3!
Online registration for winter classes
will begin November 30, and print
catalogs will be mailed December 3.

PET CARE

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 @ 2.5 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 7:00 pm
Plum Center F, September 7
Rm 102B Lanie Samonte Martin, AAS, LVT, BA, instructor

Section 0041 7:00 pm
Plum Center M, December 10
Rm 202A 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, November 12
Rm 210 Carole Peeler, CPCT, CDBC, CNWI, instructor

Getting to Know Bearded Dragons | Course HM01987

Come meet a bearded dragon and learn about the breed's intuitiveness plus how to care for them. "Beardies" make great pets, especially in households where family members have allergies to fur and feathers. Learn what's myth and what's true, how to spot a reliable breeder, how to build a safe environment and how to tell when your bearded is healthy. Taught by an experienced dragon owner and breeder. Care sheet will be provided in class. 1 session @ 2 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 6:30 pm
Edison HS Tu, October 16
Rm B130 Staff, instructor

Section 0041 9:00 am
Plum Center Sa, November 10
Rm 122 Staff, 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 provide assistance. 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 7:00 pm
Pimmit Hills Ctr M, October 15-October 22
Rm 210 Carole Peeler, CPCT, CDBC, CNWI, instructor





Online Courses

Instructions

- Enroll with our online course provider:
 - Visit: www.coursecatalog.com/fairfax
 - Type 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."

- 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).

Information Technology

The Best Online Typing Course | Course DL02880

Learn keyboarding quickly and easily at your own computer using a free online site. It is an indispensable tool for improving your productivity on the computer! Your tuition payment is for the evaluation of independent work, which is reviewed and a pass/fail grade turned in at the end of the course. For an interactive class with immediate feedback, please register for CT01417.

\$ 99 Total Cost | [Section 0040](#)

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 DL07112

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](#)

IT Cloud Certificate Series | Course DL07219

Cloud Technology has exploded in the IT industry over the past few years, as virtualization and cloud computing continue to replace hardware and infrastructure. The emergence of Cloud technology has removed infrastructure as 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](#)

Medical

Medical classes can be taken individually or as part of a medical certificate program. See pages 4 and 6 for information regarding the medical certificate programs, email healthmed@fcps.edu, 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](#)

Professional Writing and Communication

Certificate in Technical Writing | Course DL03600

Enhance your existing career or move in a new direction within the workforce. Completion of this rigorous program will add substantially to your repertoire of skills and prepare you for a field that is in high demand now. Expect to take this online course under stringent guidelines. 90 contact hours.

\$1150 Total Cost | [Section 0040](#)

Efficient Reading: Improving Speed and Comprehension | Course DL04058

An introduction to reading skills will teach you how to be a flexible and involved reader, limit re-reading, and overcome habitually slow reaction time. Learning how to skim and scan will allow you to go through materials quickly. Building a better vocabulary is also a part of improving reading ability, and learning to use words in context and word origins will help in this effort. Author and publisher aids, and punctuation will be used as reading aids.

\$129 Total Cost | [Section 0040](#)

Questions?

Please contact comptraining@fcps.edu

Writers at Work: A Review for Professionals—Part 1: Eliminating Common Grammar Errors | Course DL07272

Sentence mechanics are an essential foundation to good writing. You may have great ideas, but if your sentences are full of grammar errors, your reader may lose confidence in your professionalism, competence, and attention to detail. Part I reviews the basic building blocks of good writing: understanding parts of sentences and speech, ensuring sentence completeness, and conquering common problems with subjects, verbs, and pronouns. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost | [Section 0040](#)

Writers at Work: A Review for Professionals—Part 2: Perfecting Your Punctuation | Course DL07273

Correct punctuation is essential to good, clear writing. Incorrect punctuation can confuse readers, change the meaning of sentences, and reflect poorly on your professional image. Part II of the review covers punctuation, providing a practical understanding of punctuation without the need to memorize countless rules. Weekly units teach the use of commas, semicolons, apostrophes, colons, quotation marks, and parentheses. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost | [Section 0040](#)

Writers at Work: A Review for Professionals—Part 3: Writing Clearly, Concisely, and Coherently | Course DL07274

Don't let your good ideas get buried in dull, lengthy sentences or empty phrases. Make every word count. Capture and keep your reader's attention by using clear and concise sentences that create a coherent and eloquent message. Learn additional strategies to create effective email that increases your productivity. Readings and exercises help reinforce your understanding of the concepts. You will receive personal feedback from the instructor on at least three writing assignments. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost | [Section 0040](#)

Writers at Work: A Review for Professionals—Part 4: Achieving a Professional Tone and Style | Course DL07275

Professional writing includes more than just grammar, punctuation, and the arrangement of ideas. The tone and style of your message can keep your readers engaged or it can make them want to hit the delete key. Part IV presents strategies to ensure the tone of your document is appropriate, positive, and professional. Learn to integrate basic graphic design techniques so that your documents are visually effective and readable. Master parallel writing structure to create sentences and bulleted lists that flow smoothly. Demonstrate your competence to readers by eliminating problems with commonly confused and misused words. Readings and exercises help reinforce your understanding of the concepts. You will receive personal feedback from the instructor on at least three writing assignments. The instructor is available at all stages of the course for tutoring.

\$179 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
\$ 38 Text
\$343 Total Cost

Section 4809
Plum Center
Rm 102

9:00 am
Sa, September 22-December 8
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
\$ 7 User Fee
\$192 Total Cost

Section 4807
Mott Comm Ctr
Rm TBD

10:00 am
Tu Th, September 18-November 27
Staff, instructor

Section 4808
Pimmit Hills Ctr
Rm 161

9:00 am
Tu Th, September 25-December 4
Staff, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.

Need a High School Credential?
GED and Adult High School



Classes Start August 28

703-658-2736

www2.fcps.edu/adulths/

English for Speakers of Other Languages (ESOL)

Regular classes are ten weeks long.

Fall 2018

Classes at these locations start September 17, 2018

Class Location	Days	Time	No. of Classes	Testing/Reg.	Tuition	Books	Level
Chantilly High School 4201 Stringfellow Road Chantilly, VA 20151 Testing: 6 PM: 9/11	T&Th	7 pm-9:15 pm	20 cls	\$20 \$20	\$130 \$140	\$37 \$40	Low Beginning to High Intermediate Low Advanced & High Advanced
*Herndon Middle School 901 Locust Street Herndon, VA 20170 Testing: 9 AM: 9/10 6 PM: 9/10	M-F M&W	9 am-12 pm 7 pm-9:15 pm	50 cls 20 cls	\$20 \$20 \$20	\$325 \$130 \$140	\$37 \$40 \$37 \$40	Low Beginning to High Intermediate Low Advanced & High Advanced Low Beginning to High Intermediate Low Advanced & High Advanced
Mott Community Center 12111 Braddock Road Fairfax, VA 22030 Testing: 10 AM: 9/11	T&Th	10 am-12:15 pm	20 cls	\$20	\$185	\$7	Conversation High Intermediate Plus
Plum Center 6815 Edsall Road Springfield, VA 22151 Testing: 9 AM: 9/11 6 PM: 9/10	M-F M&W Sa	9 am-12 pm 7 pm-9:15 pm 9 am-11 am	50 cls 20 cls 11 cls	\$20 \$20 N/A	\$325 \$130 \$140 \$305	\$35 \$40 \$37 \$40 \$38	Low Intermediate & High Intermediate Low Advanced & High Advanced Low Intermediate & High Intermediate Low Advanced & High Advanced American English Pronunciation**
Woodson High School 9525 Main Street Fairfax, VA 22031 Testing: 6 PM: 9/12	M&W	7 pm-9:15 pm	20 cls	\$20 \$20	\$130 \$140	\$37 \$40	Low Beginning to High Intermediate Low Advanced & High Advanced

Classes at these locations start September 24, 2018

Bryant Adult Center 2709 Popkins Lane Alexandria, VA 22306 Testing: 9 AM: 9/18 6 PM: 9/17	M-F M&W	9 am-12 pm 7 pm-9:15 pm	50 cls 20 cls	\$20 \$20 \$20	\$115 \$325 \$130 \$140	\$37 \$37 \$37 \$40	Literacy Low Beginning to High Intermediate Low Advanced & High Advanced Low Beginning to High Intermediate Low Advanced & High Advanced
Graham Road Community Ctr 3036 Graham Road Falls Church, VA 22042 Testing: 9 AM: 9/18 6 PM: 9/17	M-F M&W	9 am-12 pm 7 pm-9:15 pm	50 cls 20 cls	\$20 \$20 \$20	\$325 \$130 \$140	\$37 \$40 \$37 \$40	Low Beginning to High Intermediate Low Advanced & High Advanced Low Beginning to High Intermediate Low Advanced & High Advanced
Pimmit Hills Center 7510 Lisle Avenue Falls Church, VA 22043 Testing: 9 AM: 9/19 6 PM: 9/18	M-F T&Th T&Th	9 am-12 pm 9 am-11:15 am 7 pm-9:15 pm	50 cls 20 cls 20 cls	\$20 \$20 \$20 \$20	\$325 \$325 \$185 \$130 \$140	\$37 \$40 \$7 \$37 \$40	Low Intermediate & High Intermediate Low Advanced & High Advanced Conversation High Intermediate Plus Low Intermediate & High Intermediate Low Advanced & High Advanced

English for Work and Life Success

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

Edison High School 5801 Franconia Road Alexandria, VA 22310 Testing: 6 PM: 9/18	T&Th	7 pm-9:15 pm	20 cls	\$20 \$20	\$130 \$140	\$37 \$40	Low Beginning to High Intermediate Low Advanced
--	------	--------------	--------	--------------	----------------	--------------	--

*Herndon Middle School: Morning testing and classes are in trailers in back of parking lot. Evening testing and classes are inside the school.

**Registration for this special class will be in-person by using the forms in ACE Classes Catalog at our Adult Education Customer Service Center, Plum Center, 6815 Edsall Road, Springfield, VA 22151, or by phone registration at 703-658-1201.

The classes listed are subject to sufficient enrollment. Some classes may be canceled if enrollment is low.

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

Study 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 2019. Please contact our office closer to that time for dates, times, and locations of classes and testings.

Placement testing and registration:

- Look for the location and testing date (in blue) that you need
- Take placement tests to determine the class that you need.
 - Please arrive on time for tests. We suggest 10-15 minutes before the testing start time. People arriving late may not be able to take the tests.
 - Testing and registration can last 2-3 hours. Please be prepared to stay for that length of time.
 - **NO children are allowed at testing.**
- Come prepared to register and pay for your class. You can pay by credit card, check or money order. **No cash will be accepted.**

Other information:

- No senior tuition discounts or waivers available.
- No payment plans available
- FCPS employees are eligible for a discount. Please bring your FCPS ID.
- Individuals with F1 or F2 visas are not eligible for literacy through high advanced classes.
- This program serves students ages 18 and older. If you are 17 years of age and have proof of high school completion, please talk to a staff member. Other students under 18 cannot be served.

If there is bad weather, you can call the FCPS Adult ESOL Weather Line (703-658-1274) on the day of the placement testing and registration for updates.



For more information, call **703-658-2777**.

Seeking volunteers

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



Baking and Pastry Arts

Baking Bread from Scratch: Ancient Grains | Course HI03825

Heirloom grains like spelt, einkorn, emmer, or sorghum are grown from seeds that have been passed down from generation to generation. They are less processed and tend to contain less gluten and more nutrients. They're usually whole grain and they add a richer, nuttier, earthier flavor to any baked good. In this class, learn how to use them when baking a sourdough loaf, crunchy rolls, and a pan loaf. 1 session @ 5 hrs.

\$ 82 Tuition
\$ 27 User Fee
\$109 Total Cost

Section 0040 9:30 am
Plum Center Sa, October 27
Rm 115 Hofstetter, instructor

Knead to Know: Yeast and Quick Bread | Course HI06514

In this class you will discover techniques and learn the science required to successfully make delicious yeast and quick breads. These skills will add that delicious moment to any meal. 1 session @ 4.5 hrs each.

\$ 72 Tuition
\$ 32 User Fee
\$104 Total Cost

Section 0040 9:30 am
Plum Center Sa, September 29
Rm 115 Ross, instructor

NEW

Stollen & Fruit Bread | Course HI03853

In this class we will be preparing and baking two authentic German holiday classics: Stollen, a sweet bread filled with marzipan, ground almonds and raisins, and fruit bread, a dark and heavy loaf full of nuts and dried fruit soaked in rum. 1 sessions @ 3 hrs.

\$ 69 Tuition
\$ 27 User Fee
\$ 96 Total Cost

Section 0040 6:00 pm
Plum Center W, November 14
Rm 115 Hofstetter, instructor

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, macarons and some lesser known, but equally delicious festive treats. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 22 User Fee
\$ 91 Total Cost

Section 0040 6:30 pm
Plum Center W, November 28
Rm 115 Hofstetter, instructor

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 9-December 16
Rm 115 Ross, instructor

Cook, Talk, Learn...German Christmas Cookies | Course HI06036

Bake German cookies while polishing up on your German! 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, macarons and some lesser known, but equally delicious festive treats. Please Note: This class will be held in conversational German with support in the English language. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 22 User Fee
\$ 91 Total Cost

Section 0040 6:00 pm
Plum Center W, December 12
Rm 115 Hofstetter, instructor

CULINARY ARTS

NEW

A Chef's Life—Are You Ready for Life in the Kitchen? | Course HI06014

In the last 15 to 20 years there has been an explosion in the number of individuals who desire to work in the food industry environment. Culinary schools are recording record numbers of new students and it seems that new restaurants are popping up all over America. While a culinary position sounds exciting, there are some things one must consider prior to making the jump into this field. Session one will discuss what it is like to work in a commercial kitchen. We will test your knowledge and see how you see yourself in this environment. In the second session we will go over the tools of the trade, culinary terminology, sample tasting of various spices and herbs, and finally everyone will have a chance to cook something in the kitchen. Upon completion of this class you will have a better understanding of what it is like to work in a professional kitchen and whether your skills, mindset, abilities, and expectations are suited for this endeavor. 2 sessions @ 3 hrs.

\$ 72 Tuition
\$ 19 User Fee
\$ 91 Total Cost

Section 0040 10:00 am
Plum Center Sa, December 8-December 15
Rm 115 Kraft, instructor

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 1:00 pm
Plum Center Su, November 11-November 18
Rm 115 Staff, instructor

NEW

All About Rice and Risotto | Course HI03869

Risotto is a northern Italian rice dish cooked in a broth to a creamy consistency. The broth can be derived from meat, fish or vegetables. One of the most common ways of cooking rice starts with onion or shallot, and extra virgin olive oil or/and butter. Sun-choke risotto, beans and rice, mushroom risotto, and red wine risotto will be cooked during our class. 1 session @ 3 hrs.

\$ 72 Tuition
\$ 37 User Fee
\$109 Total Cost

Section 0030 10:00 am
Plum Center Sa, September 15
Rm 115 De Bernardinis, instructor

Handmade Pasta | Course HI06424

Your typical fresh, south Italy style pasta is made from a combination of semolina flour and water. After this class, you will be able to make pasta by yourself for your family and friends. Cavatelli and Sardinian gnocchetti along with sauces to accompany them. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 37 User Fee
\$106 Total Cost

Section 0040 6:30 pm
Plum Center F, September 28
Rm 115 De Bernardinis, instructor

NEW

Lasagna is Served! | Course HI03803

Learn how to make lasagna with your oven-ready lasagna. Your family and friends will be surprised by your skill and you will be so proud of yourself. Fresh or thawed lasagna. Dinner is ready! Pumpkin, gorgonzola and walnut lasagna, pesto sauce lasagna, spinach and ricotta lasagna... different toppings for every palate. We will also make béchamel sauce, also known as white sauce.... one of the most important sauces in the kitchen. 1 session @ 3 hrs.

\$ 72 Tuition
\$ 37 User Fee
\$109 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 13
Rm 115 De Bernardinis, instructor

NEW

All About Meatballs & More | Course HI03804

A meatball is ground meat mixed with different ingredients like eggs, bread crumbs, minced onion, cheese, and herbs. Sometimes the main ingredient is not meat! We will make turkey and pumpkin meatballs, lemon chicken meatballs, tuna and ricotta balls, and bread balls. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 32 User Fee
\$101 Total Cost

Section 0040 10:00 am
Plum Center Sa, November 17
Rm 115 De Bernardinis, 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>.



Healthy and Delicious Thai Food | Course HIO6409

Enjoy preparing popular dishes such as Thai chicken coconut soup (Thom Kha Kai), 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 10:00 am
Plum Center Sa, November 3
Rm 115 Euipiyachat, instructor

Quick & Easy Thai | Course HIO6052

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 1:00 pm
Plum Center Sa, September 22
Rm 115 Euipiyachat, instructor

Thai Gourmet Kitchen | Course HIO3893

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.

\$ 62 Tuition
\$ 42 User Fee
\$ 104 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 13
Rm 115 Euipiyachat, instructor

Japanese Soups for All Seasons | Course HIO3827

Few things are more delightful than a steaming bowl of Udon noodle soup with plump 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, September 30
Rm 115 Moore, instructor

Ultimate Sushi | Course HIO3891

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, October 14–October 21
Rm 115 Moore, instructor



CHEF DEVAKI DAS

NEW

At Home with the Mediterranean Diet—A UNESCO Heritage | Course HIO6016

Did you know that the Mediterranean Diet was inscribed in 2013 on Representative List of the Intangible Cultural Heritage of Humanity by UNESCO and includes the countries of Cyprus, Croatia, Spain, Greece, Italy, Morocco, and Portugal? The Mediterranean diet involves skills, knowledge and traditions concerning everything from animal husbandry to cooking, and particularly the sharing and consumption of food. Eating together is the foundation of the cultural identity and continuity of communities throughout the Mediterranean basin. Perhaps the world's healthiest diet, the Mediterranean diet is abundant in fruits, vegetables, whole grains, legumes, and olive oil. Find out how to get started eating a Mediterranean diet and how to eat to reap the health benefits of this wonderful way of life. We'll be cooking up dishes from these countries that focus on the foundations of this lifestyle—healthy fats, whole grains, vegetables, fish, nuts and fruits. 1 session @ 4.5 hrs.

\$ 72 Tuition
\$ 47 User Fee
\$ 119 Total Cost

Section 0040 9:30 am
Woodson HS Sa, October 20–October 27
Rm J103 Das, instructor

NEW

The United States of Thanksgiving Feast | Course HIO6521

Tired of the same ole' offering each Thanksgiving? In this class we're bringing classic recipes that are staples in these United States to our home table. Cranberry jalapeño sauce from Arizona, Russian fish pie from Alaska, Californian sourdough stuffing with kale, dates and sausage, and Hasselback potatoes with garlic-paprika oil from Idaho are just some of the picks for our all American feast. Let's dig in! We're celebrating autumn in wonderful and rustic ways. 2 sessions @ 4 hrs each.

\$ 98 Tuition
\$ 52 User Fee
\$ 150 Total Cost

Section 0040 9:30 am
Woodson HS Sa, November 10–November 17
Rm J103 Das, instructor

NEW

The Old World Holiday Desserts Workshop | Course HIO6503

Just in time for the holidays, we're celebrating rustic, old world desserts that are bursting with dried fruits, chocolate, nuts, and all kind of deliciousness! From traditional mince pies and figgy puddings to Scottish Dundee cakes, pies, and tarts, we're all about your sweet tooth! A short-break mid-session and a light lunch will be served. 1 session @ 5.5 hrs.

\$ 98 Tuition
\$ 47 User Fee
\$ 145 Total Cost

Section 0040 9:00 am
Woodson HS Sa, December 8
Rm J103 Das, instructor



CHEF FANNY GASTON

Healthy & Delicious French Cooking | Course HIO3826

Can healthy and delicious peacefully coexist on the same plate? OUI! I will show you how! 1 session @ 3 hrs.

\$ 72 Tuition
\$ 30 User Fee
\$ 102 Total Cost

Section 0040 10:00 am
Plum Center W, September 12
Rm 115 Gaston, instructor

French Desserts | Course HIO6487

Learn to make your favorite French desserts: chocolate mousse, crème brulee, crème caramel, clafoutis. 2 sessions @ 3 hrs each.

\$ 98 Tuition
\$ 42 User Fee
\$ 140 Total Cost

Section 0040 1:00 pm
Plum Center M, September 24–October 1
Rm 115 Gaston, instructor

Classic French Cooking | Course HIO6320

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. Bon appétit! 2 sessions @ 3 hrs each.

\$ 96 Tuition
\$ 43 User Fee
\$ 139 Total Cost

Section 0040 10:00 am
Plum Center Tu, October 16–October 23
Rm 115 Gaston, instructor

Section 0041 10:00 am
Plum Center Tu, November 6–November 13
Rm 115 Gaston, instructor

Buche De Noel—French Christmas Cake | Course HIO6321

In this class you will learn to make the only traditional French Christmas Dessert "Buche de Noël" (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 Noël". 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 18
Rm 115 Gaston, instructor

Section 0041 10:00 am
Plum Center Th, December 20
Rm 115 Gaston, instructor



CHEF KEVIN BRADY

NEW

Up Your Tailgate Game | Course HI03104

Rule the pre-game parking lot with these exciting, delicious, and easy-to-prepare dishes sure to please the entire gang. Also perfect for a spread when watching the game at home. 2 sessions @ 3 hrs each.

\$ 94 Tuition
\$ 47 User Fee
\$141 Total Cost

Section 0040 6:30 pm
Plum Center W, September 26-October 3
Rm 115 Brady, instructor

Cooking Basics 101 | Course HI06471

Take your daily meals beyond the microwave. Learn essential cooking techniques, practice knife skills, and gain confidence in the kitchen by preparing a three-course meal in each class. 3 sessions @ 3 hrs each.

\$152 Tuition
\$ 60 User Fee
\$212 Total Cost

Section 0040 6:30 pm
Plum Center F, October 12-October 26
Rm 115 Brady, instructor

Easy Gourmet Meals—One Step Further | Course HI03908

Every night can be gourmet meal night with those delicious and easy-to-prepare meals. Each session will feature two main dishes, along with vegetables and salads. Additional recipes will be provided. 3 sessions @ 3 hrs each.

\$152 Tuition
\$ 62 User Fee
\$214 Total Cost

Section 0040 6:30 pm
Plum Center Tu, November 27-December 11
Rm 115 Brady, instructor

Holiday in Sicily | Course HI03907

Hang on to summer for one more day by preparing and enjoying a full course meal featuring the cuisine of sunny Sicily. 1 session @ 3 hrs

\$ 72 Tuition
\$ 47 User Fee
\$119 Total Cost

Section 0040 10:00 am
Plum Center Sa, November 10
Rm 115 Brady, instructor

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 line, 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.

\$150 Tuition
\$167 User Fee
\$ 12 Text: *Design School*
\$329 Total Cost

Section 0040 6:30 pm
L. Braddock SS Th, September 27-October 18
Rm C151 Mason, instructor

Section 0041 10:00 am
Plum Center M, November 26-December 17
Rm 115 Mason, instructor

Floral Design 2—Basic | Course HI03375

Increase your knowledge and continue to improve your design skills with fresh flowers each week. Four new styles; round arrangement in a basket, elongated centerpiece, tropical floral arrangement, and European style arrangement; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.

\$149 Tuition
\$167 User Fee
\$316 Total Cost

Section 0040 10:00 am
Woodson HS Tu, October 23-November 13
Rm J103 Mason, instructor

Celebration Flowers in a Margarita Glass | Course HI03414

Create a floral centerpiece in an oversize Margarita class. The arrangement can be used to celebrate a birthday, anniversary or just because. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 47 User Fee
\$116 Total Cost

Section 0040 6:30 pm
Plum Center Tu, October 16
Rm 115 Mason, instructor

Fruit and Flowers Thanksgiving Centerpiece | Course HI03407

Create a centerpiece with fresh flowers, fresh fruit, and dried materials for a different Thanksgiving look. Bring floral shears, wire cutters, and scissors to class. 1 session @ 3 hrs.

\$ 62 Tuition
\$ 57 User Fee
\$119 Total Cost

Section 0040 6:30 pm
Plum Center Mo, November 19
Rm 115 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.

\$ 72 Tuition
\$ 87 User Fee
\$159 Total Cost

Section 0040 10:00 am
Plum Center Sa, December 1
Rm 115 Mason, instructor

Williamsburg Wreath | Course HI03381

Learn how to adorn a wreath of your own in the authentic Williamsburg style using seasonally appropriate fruits, flowers, nuts and the like. The effect is stunning! 1 session @ 3 hrs.

\$ 62 Tuition
\$ 57 User Fee
\$119 Total Cost

Section 0040 7:00 pm
Woodson HS Tu, December 4
Rm J103 Mason, instructor

Genealogy

Beginning Genealogical Research in the 21st Century | Course HI04768

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
L. Braddock SS Tu, September 18-October 9
Rm H228 Mason, instructor

NEW

Genealogy: Immigration and Naturalization | Course HI04786

Over the history of the United States the laws governing immigration and naturalization has changed many times. The laws will determine who immigrated to the U. S. and what records were kept to document their arrival. The laws also determined where and when immigrants could become naturalized citizens. What records will you find for your ancestors? 2 sessions @ 2.5 hrs each.

\$ 72 Tuition
\$ 7 User Fee
\$ 79 Total Cost

Section 0040 7:00 pm
Woodson HS M, November 5-November 12
Rm E201 Mason, instructor

“Instructor was very knowledgeable and clear in his instructions. He was also very entertaining.”

Margaret M.
Introduction to Floral Design 1—Basic



Genealogy: Navigating the National Archives | Course HI04770

This class will look beyond the basic (census, military, passenger, and naturalization records) holdings at the National Archives. The archives holds many other records for genealogists to research in their facilities around the United States. What might you find for your ancestors? 3 sessions @ 2.5 hrs each.

\$ 108 Tuition
\$ 1 User Fee
\$ 109 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, October 6-October 20
Rm H211 Mason, instructor

Your German Ancestors | Course HI04789

More people have German ancestors than any other ethnic group. Discuss when, why and where they came. Look on their impact on America. Discuss where records are regarding your ancestor, both in America and Germany. 3 sessions @ 2.5 hours each.

\$ 108 Tuition
\$ 5 User Fee
\$ 113 Total Cost

Section 0040 7:00 pm
Woodson HS Th, November 1-November 15
Rm A207 Dunfield, instructor

Your Irish Ancestors | Course HI04790

Discuss the history of Ireland and why the Irish came to America. Look at standard repositories and new records that have come on line regarding Irish Records. Discuss both Irish and Scotch-Irish Ancestors. 3 sessions @ 2 hrs each.

\$ 108 Tuition
\$ 5 User Fee
\$ 113 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, September 11-September 25
Rm H226 Dunfield, instructor

PERSONAL AND CREATIVE INTEREST

How to Become a YouTube Star | Course HI05115

Learn how to create and upload videos, and how to earn money on YouTube. Think you can make a viral video? Do you have an idea for skills that you want to teach on YouTube? This class will explain how to make the best video you can, “monetize” it on YouTube and ways to promote your YouTube “channel.” The course will also cover camera and audio techniques, editing, copyrighted music, and the ins and outs of YouTube’s online video system. Please note: A student should only enroll if they have a laptop/portable device on which editing software is installed such as Apple iMovie and Windows Movie Maker (free to install) that they can bring to class. Students will also need a video camera—a smartphone with camera is acceptable as are dedicated video cameras as well as the video feature on point-and-shoot cameras. 8 sessions @ 2 hrs each.

\$ 194 Tuition
\$ 27 User Fee
\$ 221 Total Cost

Section 0040 7:00 pm
L. Braddock SS Th, September 20-November 8
Rm H228 Kovacs, instructor

Bridge Made Easy | Course HI03024

Meet fun-loving people, escape work-a-day blues, exercise your mind! Discover the passion that is bridge and your life will never be the same. Learn to play bridge with dynamic PowerPoint presentations and interactive lessons. No textbooks. Play with friends or compete in tournaments. 8 sessions @ 3 hrs each.

\$ 254 Tuition
\$ 15 User Fee
\$ 269 Total Cost

Section 0040 6:00 pm
L. Braddock SS Th, September 13-November 1
Rm H213 DeAnda, instructor

Intermediate Bridge Made Easy | Course HI03125

Come and Practice! Supervised duplicate bridge play with short lessons. Keep up with modern bidding practices. Develop your bidding toolkit with commonly used conventions. Prerequisite: Bridge Made Easy or prior bridge experience. 6 sessions @ 3 hrs each.

\$ 204 Tuition
\$ 15 User Fee
\$ 219 Total Cost

Section 0040 6:00 pm
Plum Center F, October 5-November 16
Rm TR1 DeAnda, instructor

Finding Travel Deals for Business and Pleasure | Course HI03103

Travel can still be affordable if you know how to find the deals. In this fun, interactive class you will discover the best Internet sites for planning and booking your next vacation or business trip. Find out ways to use the Internet to become a more informed traveler and how to get the best price on hotels, last-minute travel, airfare, tours, cruises, car rentals, and much more. Finally, we will learn from each other about great travel destinations and get trip planning advice. 1 session @ 2.5 hrs.

\$ 54 Tuition
\$ 5 User Fee
\$ 59 Total Cost

Section 0040 9:00 am
Plum Center Sa, November 3
Rm 150 Bruce Robertson, MS, SPHR, instructor

Getting Ready to Retire | Course HI06530

Getting Ready to Retire provides concrete suggestions, exercises, and discussions that help participants explore the important but overlooked non-financial challenges and opportunities of retirement, and make a happy and fulfilling transition. Topics covered include transition planning, daily activities, budgeting, health, and housing challenges. 1 session @ 4 hrs.

\$ 80 Tuition
\$ 5 User Fee
\$ 85 Total Cost

Section 0040 9:00 am
Plum Center Sa, October 27
Rm 202B Dessingue/Moran, instructors

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.

Putting the GO in your goals! | Course HI06556

Need a quick way to put focused action on what is important to you? This class provides the foundation for learning how to get where you want to go in life. You will learn how to create goals that work for you and a special process to get you there. Worksheets provided to keep you on track. 1 session @ 3 hrs each.

\$ 62 Tuition
\$ 5 User Fee
\$ 67 Total Cost

Section 0040 10:00 am
Plum Center Sa, December 8
Rm 202C Eileen Caroscio, CSC, RN, MSN, instructor

DIGITAL ARTS

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
L. Braddock SS Sa, September 22-September 29
Rm C151 Conry, instructor

Section 0041 10:00 am
Woodson HS Sa, November 10-November 17
Rm E205 Conry, instructor

Shoebox Solutions—Family Archives From “Shoebox” to DVD! | Course HI04033

This is a multimedia, hands-on production class where participants will have the opportunity to digitize their own personal family media: photos, videos, artwork and more. You will digitize items in class with equipment and software provided by the instructor. Digitized media provides easy storage and fun viewing for sharing on your personal computer or over internet. Media is transferred to USB or SD cards, external hard drives, or CD-DVD discs. Instructor will supply equipment and discuss high speed copying of pictures from old photo albums and digitizing from other sources such as 8mm movie film, 35mm slides, negatives, video tapes and more—all to digital media. 3 sessions @ 2.5 hours each.

\$ 120 Tuition
\$ 5 User Fee
\$ 125 Total Cost

Section 0042 6:30 pm
Chantilly HS W, September 12-September 26
Rm 278 Hunt, instructor

Section 0040 6:30 pm
Pimmit Hills Ctr Th, October 11-October 25
Rm 208 Hunt, instructor

Section 0041 10:00 am
Pimmit Hills Ctr Sa, November 3-November 17
Rm 159 Hunt, instructor



HISTORY

WHAT IF? A Historical Perspective | Course HIO3081

Combining creative writing and alternate history (what would the world look like if events turned out differently), this class is perfect for history buffs and short story writers. Students have a chance to share their ideas and engage in group discussion with like-minded people. 4 sessions @ 2.5 hrs each

\$ 129 Tuition
\$ 5 User Fee
\$ 134 Total Cost

Section 0040 6:30 pm
Plum Center F, September 21-October 12
Rm 148 Miller, instructor

World War II: A Military And Social History | Course HIO4031

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 @ 2.5 hrs each.

\$ 129 Tuition
\$ 15 User Fee
\$ 144 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu, September 25-October 16
Rm H251 Heffner, instructor

NEEDLE ARTS

NEW

Crochet Clinic for Beginners | Course HIO3303

Work on a current crochet project, plan out and start a new crochet project, or pick up a project again that you'd like to finish. Learn crochet terms, basic stitches, pattern reading, yarn types. Material: Bring crochet hook in size G (6), H (8), I (9), or J (10), scissors, tape measure. 4 sessions @ 3 hrs each.

\$ 172 Tuition
\$ 10 User Fee
\$ 182 Total Cost

Section 0040 10:00 am
Plum Center Tu, September 11-October 2
Rm 115 Holloway, instructor

NEW

Crochet Clinic, One Step Further | Course HIO3998

Learn combination crochet stitches, textured crochet stitches, crochet using multiple strands. Prerequisite: Able to crochet basic stitches and read patterns. 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. 4 sessions @ 3 hrs each.

\$ 172 Tuition
\$ 10 User Fee
\$ 182 Total Cost

Section 0040 10:00 am
Plum Center Tu, November 27-December 18
Rm 115 Holloway, instructor

Essential Skills for Beginning Knitters | Course HIO6540

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 on-line support sites will be addressed. 4 sessions @ 3 hrs each.

\$ 159 Tuition
\$ 20 User Fee
\$ 179 Total Cost

Section 0041 10:00 am
Plum Center F, September 14-October 5
Rm 115 Molnar-Grabowski, instructor

Section 0040 6:30 pm
Edison HS Tu, November 27-December 18
Rm B130 Molnar-Grabowski, instructor

NEW

Finish That Knitting Project! | Course HIO6549

Not sure where you are in your pattern, which bindoff to use or maybe you have forgotten some of the skills necessary to finish your project. Bring what you have and we will put together a plan of action. Bindoff as well as other techniques to help with future project planning and completion will be taught. 4 sessions @ 3 hrs each.

\$ 159 Tuition
\$ 15 User Fee
\$ 174 Total Cost

Section 0040 6:30 pm
Plum Center Tu, September 18-October 9
Rm TR1 Molnar-Grabowski, instructor

Knit Your Socks | Course HIO6031

Students will learn to knit socks from the cuff down, on double pointed needles. The focus of this class is the sock shaping and technique. A variety of interpretations will be explored as will a range of techniques. Materials to bring to class: 300 yards of light colored worsted weight yarn and size 7 or 8 double Pointed needles. 4 sessions @ 3 hrs each.

\$ 159 Tuition
\$ 5 User Fee
\$ 164 Total Cost

Section 0040 10:00 am
Plum Center F, October 26-November 16
Rm 202A Molnar-Grabowski, instructor

THE ARTS

ARCHITECTURE & DESIGN

Interior Design | Course HIO2054

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. Instructor, Rebecca Hubler, is a certified Aging in Place Specialist and a professional member of the American Society of Interior Designers. 4 sessions @ 3 hrs each

\$ 154 Tuition
\$ 5 User Fee
\$ 159 Total Cost

Section 0040 9:30 am
Woodson HS Sa, November 10-January 5
Rm E208 Hubler, instructor

At Home, In Home—Aging in Place | Course HIO6502

Learn ways to create a home environment that is beautiful, safe, and suitable for all; both young and old. Main topics include principles of Universal Design with a focusing on kitchen and bathroom design. 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 0040 9:30 am
Plum Center Sa, October 13-October 20
Rm 141 Hubler, instructor

MUSIC APPRECIATION

Classical Music Appreciation | Course HIO3768

Classical Era PLUS Orchestral Excursion. This lecture-based course is packed with music history and listening to selections of the composers' greatest hits. We will learn about the First Viennese School: Haydn, Mozart, Beethoven, and Schubert (as well as some of their contemporaries). Plus, the class will attend a performance by the Manassas Symphony Orchestra the night of the last session. NOTE: Cost of class includes ticket. 2 sessions @ 2.5 hrs each, plus time for concert.

\$ 125 Tuition
\$ 25 User Fee
\$ 150 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 20-October 27
Rm 112 Miller, 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.

CINEMA

NEW

The War in the West | Course HI06516

The following films reflecting WWII in the West will be shown: *When Trumpets Fade* is the Battle of the Hurtgen Forest. *Fury* shows the Allies as they make their final push into Germany. *The Night of the Generals* is an unusual WWII crime thriller. *Saving Private Ryan* is the film that inspired the world to remember. In *Dunkirk*, 400,000 men couldn't get home, so home came for them. Film critics hail *Das Boot* as one of the best movies ever made. Parts of *The Young Lions*, *Is Paris Burning?*, and *A Bridge Too Far* will also be featured. **No discounts or waivers.** 5 sessions @ 3 hrs each.

\$ 88 Tuition
\$ 8 User Fee
\$ 96 Total Cost

Section 0040 6:45 pm
Plum Center Tu, September 11-October 9
Rm 112 LeBlanc, instructor

Section 0041 6:45 pm
Plum Center Th, September 13-October 11
Rm 112 LeBlanc, instructor

NEW

In the Hands of The Enemy | Course HI06507

Survival and escape are the themes of these World War II film masterpieces: In *Empire of the Sun*, a young British boy is taken into Japanese captivity. *As Far as My Feet Will Carry Me* shows escape from Soviet captivity in Siberia. *Unbroken* is the harrowing tale of an American in Japanese imprisonment. *My Way* is an epic tale of a Korean's recapture and survival. *The One That Got Away* shows escape from British imprisonment. Parts of *Stalag 17*, *Hart's War*, *Colditz*, *The Great Escape*, and *The Bridge on the River Kwai* will also be featured. **No discounts or waivers.** 5 sessions @ 3 hrs each.

\$ 88 Tuition
\$ 8 User Fee
\$ 96 Total Cost

Section 0040 6:45 pm
Plum Center Tu, November 6-December 11
Rm 112 LeBlanc, instructor

Section 0041 6:45 pm
Plum Center Th, November 8-December 13
Rm 112 LeBlanc, instructor

The JFK Assassination & Oliver Stone: Truth & Fiction | Course HI06529

Author and researcher Don Jeffries analyzes the assassination of President John F. Kennedy, with special emphasis on Oliver Stone's controversial, groundbreaking, 1991 film "JFK". The Director's Cut of Stone's award-winning movie will be shown in its entirety. Learn about the myths and disinformation surrounding the assassination of President John F. Kennedy. The official story will be scrutinized, as well as all the evidence of conspiracy. Discover how the assassination impacted the decades that followed, its connection to other important events, and why it remains a significant issue in today's political world. 1 session @ 4 hrs.

\$ 64 Tuition
\$ 5 User Fee
\$ 69 Total Cost

Section 0040 9:30 am
Plum Center Sa, October 13
Rm 112 Jeffries, instructor

WRITING AND PUBLISHING

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, awaken your creativity and learn how to tap into it to write uniquely. Learn the value of reading as a writer and the basics of character development, dialogue/attribution, show v. tell, and more. Short reading and writing assignments each week. Marketing and publishing discussed. Contact Instructor with questions. 8 sessions @ 2 hrs each.

\$ 204 Tuition
\$ 5 User Fee
\$ 209 Total Cost

Section 0040 10:30 am
Pimmit Hills Ctr W, September 5-October 24
Rm 159 Page, instructor

NEW

Memoirs Workshop | Course HI04044

Bring your memoirs projects at any stage to this workshop and get constructive feedback from fellow writers and the Instructor. Contact Instructor with questions. 8 sessions @ 2 hrs each.

\$ 204 Tuition
\$ 5 User Fee
\$ 209 Total Cost

Section 0040 10:30 am
Pimmit Hills Ctr M, September 10-November 5
Rm 159 Page, instructor

NEW

The Fictive Dream: Keeping Readers Hooked | Course HI04025

Stop sabotaging your writing with bad habits and misused language that distract readers and mar the reading experience. Fiction and creative nonfiction. Contact Instructor with questions. 5 sessions @ 2 hrs each.

\$ 162 Tuition
\$ 5 User Fee
\$ 167 Total Cost

Section 0040 10:30 am
Pimmit Hills Ctr F, September 7-October 5
Rm 159 Page, instructor

NEW

Writing for Publication—What to Know | Course HI04036

In this class, you will learn how to approach editors with article pitches, how to make your pitch as effective as possible and how to write an article for publication. Monetize your writing skills! This class is less about writing and more about how to successfully approach an editor and maximize your chances of getting a "yes" instead of a "no." 2 sessions @ 2.5 hrs each.

\$ 67 Tuition
\$ 5 User Fee
\$ 72 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, October 16-October 23
Rm H225 Kovacs, instructor

Writing Treasured Stories and Memories | Course HI04026

Designed to help you identify stories you want to share with family, friends, or future generations. Exercises encourage using your creative skills (e.g., photography, music, drawing, voice recording) to enhance your stories. 3 sessions @ 2 hrs each

\$ 106 Tuition
\$ 5 User Fee
\$ 111 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 13-October 27
Rm 122 Stawarski, instructor

Instructor Spotlight



Abu Rafique

Abu B. Rafique is a 23 year old author from Burke, Virginia. He graduated from Lake Braddock Secondary School in 2013 and in 2015, he published his first book,

a collection of short stories titled 'Leave the Rice on the Windowsill'. Since then, he has published another collection of short stories, two collections of poetry, and one book of stories and poetry both. His second collection of stories, 'The Other Side of it All', was featured in the 2018 LA Times Festival of Books. He is regularly invited back throughout the year by the Creative Writing department at Lake Braddock Secondary to do workshops with the students. His classes combine elements of writing that are prominent in his own work as well as the elements he has learned over the years in various writing classes and writing centers

Creative Fiction on Your Fingertips | Course HI04028

In the Creative Fiction course, students will learn how to approach fictional story writing. They will be given examples of different forms of narration and writing, as well as dialogue writing and characterization skills. Students will be provided at least thirty minutes to an hour at the most every class to work on their stories and engage in peer editing, as well as one on one help with the instructor. 4 sessions @ 2.5 hrs each.

\$ 124 Tuition
\$ 10 User Fee
\$ 134 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, October 6-October 27
Rm H215 Rafique, instructor





World Language Questions

Q: How do I register?

A: Call 703-658-1201 to register by phone or see page 55 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 other personal commitments. 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.



Class logistics occasionally change after the catalog is printed. Check <https://aceclasses.fcps.edu> to confirm the location and start date of your class.

Foreign Language

AMERICAN SIGN LANGUAGE (ASL)

American Sign Language 100—Beginning 1 | Course FLO2560

Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.

\$292 Tuition
\$ 3 User Fee
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$335 Total Cost

Section 0040 7:00 pm
Plum Center Tu, September 11-November 13
Rm TR4 Hall, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Tu, September 25-November 27
Rm 161 Mohaghegh, instructor

American Sign Language 200—Beginning 2 | Course FLO2562

Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.

\$292 Tuition
\$ 3 User Fee
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$335 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 13-November 15
Rm TR4 Hall, instructor

ARABIC

Introduction to Arabic | Course FLO2618

An introductory course to Modern Standard Arabic. You will be gradually 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.

\$292 Tuition
\$ 3 User Fee
\$ 30 Text: *Mastering Arabic 1, 3rd ed*
\$325 Total Cost

Section 0040 7:00 pm
Bryant Ctr W, September 26-December 5
Rm 21 Sadeq, instructor

Section 0041 6:30 pm
Plum Center Th, October 4-December 13
Rm 202C Shokry, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.



Arabic 100—Beginning 1 | Course FLO2621

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: FLO2618 Introduction to Arabic

\$292 Tuition
\$ 3 User Fee
\$ 30 Text: *Mastering Arabic 1, 3rd ed*
\$325 Total Cost

Section 0040 7:00 pm
Edison HS Th, September 27-December 6
Rm B137 Sadeq, instructor

Section 0041 10:00 am
Plum Center W, October 3-December 12
Rm 202C Shokry, instructor

NEW

Arabic 300—Basics 3 | Course FLO2623

Deepen your appreciation and understanding of Arabic language, culture and customs as you practice your growing conversation and listening skills. 10 sessions @1.5 hrs each.

Prereq: FLO2622 Arabic 200—Beginning 2

\$295 Tuition
\$ 3 User Fee
\$ 30 Text: *Mastering Arabic 1, 3rd ed*
\$328 Total Cost

Section 0040 7:30 pm
L. Braddock SS Tu, September 11-November 13
Rm H216 Sadeq, instructor

CHINESE

Introduction to Chinese for Beginners | Course FLO2630

This introductory course is perfect for those who have had no previous exposure to Chinese. 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.

\$252 Tuition
\$ 3 User Fee
\$ 79 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$334 Total Cost

Section 0040 7:00 pm
Plum Center F, October 5-November 30
Rm 117 Seanor, instructor

Section 0041 10:00 am
Plum Center Sa, October 6-December 1
Rm 202C Hung, instructor

Chinese (Mandarin)—Beginning 2 | Course FLO2632

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: FLO2631 Chinese (Mandarin)—Beginning 1

\$252 Tuition
\$ 3 User Fee
\$ 79 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$334 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 20-November 8
Rm 207 Pai, instructor

FRENCH

French 100—Beginning 1 | Course FLO2671

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.

\$292 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$331 Total Cost

Section 0040 7:00 pm
Edison HS Tu, September 25-December 11
Rm B137 Newsome, instructor

Section 0041 10:00 am
Pimmit Hills Ctr Th, September 13-December 6
Rm 144 Shahin, instructor

Section 0042 7:00 pm
Plum Center W, September 12-December 12
Rm 147 Jackson, instructor

Section 0043 1:00 pm
Plum Center Th, September 20-December 13
Rm 202A Gaston, instructor

French 200—Beginning 2 | Course FLO2672

Consolidate proficiency in present tense, augment vocabulary, add pronouns, comparisons to your repertoire and increased conversational skills. 12 sessions @ 2 hrs each.

Prereq: FLO2671 French 100—Beginning 1

\$292 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$331 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Tu, September 11-November 27
Rm 159 Shahin, instructor

French 300—Beginning 3 | Course FLO2673

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: FLO2672 French 200—Beginning 2

\$292 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$331 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr M, September 10-December 3
Rm 161 Shahin, instructor

Section 0041 7:00 pm
L. Braddock SS Tu, September 11-December 4
Rm H210 Antoons, instructor

Section 0042 10:00 am
Plum Center Th, September 13-December 6
Rm 202A Gaston, instructor

French 320—Beginning 3 Conversation and Review | Course FLO2675

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: FLO2673 French 300—Beginning 3

\$292 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$331 Total Cost

Section 0040 7:00 pm
L. Braddock SS Th, September 13-November 15
Rm H210 Antoons, instructor

French 520—Intermediate 2 | Course FLO2682

Nous continuerons 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: FLO2681 French 500—Intermediate 1

\$292 Tuition
\$ 3 User Fee
\$ 15 Text: *Ultimate French Review and Practice, 3rd ed*
\$310 Total Cost

Section 0040 7:00 pm
Edison HS Th, October 4-December 13
Rm B135 Newsome, instructor

French 545—Revision | Course FLO2678

Revisons, apprenons, comprenons, continuons a parler français. 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: FLO2682 French 520—Intermediate 2

\$292 Tuition
\$ 3 User Fee
\$295 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr W, September 12-November 14
Rm 161 Shahin, instructor

Section 0041 10:00 am
Plum Center W, September 26-December 5
Rm 202A Gaston, instructor

“Excellent class—Mme. Newsome keeps the class interesting and lively. Handouts were very helpful. This is my first time and I am very impressed. I would like to continue taking French classes and will review the fall schedule.”

Bernadette I.
French Refresher Boot Camp



French 600—Conversation and Review | Course FLO2686

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: FLO2681 French 500—Intermediate 1

\$ 327 Tuition
\$ 4 User Fee
\$ 331 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 159

7:00 pm
Tu, October 2-December 11
Hengel, instructor

Section 0041
Plum Center
Rm TR4

12:30 pm
M, September 10-November 19
Molnar-Grabowski, instructor

French 680—Conversation et Lecture | Course FLO2690

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.

Prereq: FLO2686 French 600—Conversation and Review

\$ 327 Tuition
\$ 3 User Fee
\$ 330 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 156

12:30 pm
Th, October 11-December 20
Hengel, instructor

French 700—Conversation | Course FLO2685

Parler des sujets quotidiens et des actualités. Lire, discuter et analyser un nouveau livre choisi pour ce cours, et des articles extraits des revues et des journaux français. Faire des exercices de grammaire, et visiter la grammaire selon le besoin. Possibilités de donner des exposés. Niveau avancé. 10 sessions @ 2 hrs each.

Prereq: FLO2686 French 600—Conversation and Review

\$ 312 Tuition
\$ 3 User Fee
\$ 315 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 144

10:00 am
F, September 14-November 16
Shahin, instructor

NEW

French 710—Conversation | Course FLO2688

Parler de sujets quotidiens, lire et discuter d'articles divers. Faire quelques présentations sur un sujet de votre choix. 9 sessions @ 2 hrs each.

\$ 292 Tuition
\$ 3 User Fee
\$ 295 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 144

10:00 am
W, September 19-November 14
Morrissey, instructor

French 755—Conversation avancée | Course FLO2689

Ce cours vous guidera à la compréhension et à l'analyse de sujets pris de l'actualité mondiale et francophone. Les textes utilisés sont de difficulté variée et seront discutés en groupe. Vous aurez la chance de parler du quotidien. La grammaire s'adressera selon la nécessité. 6 sessions @ 2 hrs each.

Prereq: FLO2685 French 700—Conversation

\$ 189 Tuition
\$ 3 User Fee
\$ 192 Total Cost

Section 0040
Plum Center
Rm 202A

10:00 am
F, September 14-October 19
Gaston, instructor

Section 0041
Plum Center
Rm 200

10:00 am
F, November 2-December 14
Gaston, instructor

GERMAN

German 100—Beginning 1 | Course FLO2701

Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German.

12 sessions @ 2 hrs each.

\$ 297 Tuition
\$ 3 User Fee
\$ 25 Text: *German Complete Course The Basics*
\$ 325 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 144

12:30 pm
W, September 19-December 12
Anderson, A, instructor

Section 0041
Pimmit Hills Ctr
Rm SRCT

7:00 pm
Th, September 20-December 13
Anderson, A, instructor

Section 0042
Plum Center
Rm 200

7:15 pm
M, September 10-December 3
Long, instructor

German 200—Beginning 2 | Course FLO2702

Consolidate command of present tense, including separable and reflexive verbs. New grammar: the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.

Prereq: FLO2701 German 100—Beginning 1

\$ 322 Tuition
\$ 3 User Fee
\$ 25 Text: *German Complete Course The Basics*
\$ 350 Total Cost

Section 0040
Woodson HS
Rm A206

7:00 pm
Th, September 20-December 13
Manley, instructor

Section 0041
Pimmit Hills Ctr
Rm 144

7:00 pm
Tu, September 18-December 4
Anderson, A, instructor

Section 0042
Plum Center
Rm 141

7:15 pm
W, September 5-November 28
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.

German 300—Beginning 3 | Course FLO2703

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: FLO2702 German 200—Beginning 2

\$ 322 Tuition
\$ 3 User Fee
\$ 25 Text: *German Complete Course The Basics*
\$ 350 Total Cost

Section 0040
Plum Center
Rm 140

7:15 pm
Tu, September 11-November 27
Long, instructor

German 500—Intermediate 1 | Course FLO2709

Build on the foundation developed in the beginning classes. Expand grammar and vocabulary to augment conversation, reading and writing skills. Each term will focus on a theme related to German culture, literature or current events. Material will be provided by instructor.

12 sessions @ 2 hrs each.

Prereq: FLO2704 German 400—Beginning 4

\$ 342 Tuition
\$ 3 User Fee
\$ 345 Total Cost

Section 0040
Plum Center
Rm 122

7:15 pm
Th, September 6-November 29
Long, instructor

German 750—Konversation fuer Fortgeschrittene | Course FLO2717

Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu ueben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstaerken. 8 sessions @ 2 hrs each.

\$ 245 Tuition
\$ 3 User Fee
\$ 248 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 206

10:00 am
W, September 26-November 14
Anderson, A, instructor

German 755—Konversation für Fortgeschrittene | Course FLO2715

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.

\$ 342 Tuition
\$ 3 User Fee
\$ 345 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 159

7:15 pm
Th, September 6-November 29
Wright, instructor

Section 0041
Plum Center
Rm 112

10:00 am
Th, September 6-November 29
Wright, instructor

Follow us on Social Media!

Twitter: @FCPS_ACE

facebook.com/fcpsACE/



GREEK

Greek—Beginning 1 | Course FL02725

Build conversation and comprehension as you augment vocabulary and develop grammar foundation. One previous Greek course required. 10 sessions @ 2 hrs each.

Prereq: FL02724 Introduction to Greek for Beginners and Travelers

\$312 Tuition
\$ 3 User Fee
\$315 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 15-November 17
Rm 148 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.

\$292 Tuition
\$ 3 User Fee
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*
\$326 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, October 3-December 12
Rm 160 Bucelli, 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. 10 sessions @ 2 hrs each.

\$292 Tuition
\$ 3 User Fee
\$ 42 Text: *Complete Italian*
\$337 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, October 9-December 11
Rm H215 Oddo, instructor

Section 0041 9:00 am
Pimmit Hills Ctr Sa, September 29-December 8
Rm 144 Baietti, instructor

Italian 200—Beginning 2 | Course FL02772

Practice conversing on everyday subjects and learn to talk about past events. New grammar: present perfect tense. 12 sessions @ 2 hrs each.

Prereq: FL02771 Italian 100—Beginning 1

\$292 Tuition
\$ 3 User Fee
\$ 42 Text: *Complete Italian*
\$337 Total Cost

Section 0040 7:00 pm
Plum Center W, September 12-November 14
Rm 200 Politano, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Th, September 27-December 6
Rm 210 Bucelli, instructor

Italian 250—A che punto siamo? | Course FL02758

Review grammar, build vocabulary, and practice conversational skills. For students with one or two previous courses or equivalent of one semester of college Italian. 8 sessions @ 2 hrs each.

Prereq: FL02772 Italian 200—Beginning 2

\$212 Tuition
\$ 3 User Fee
\$ 42 Text: *Complete Italian*
\$257 Total Cost

Section 0040 1:00 pm
Pimmit Hills Ctr Th, October 11-December 6
Rm 160 Fiorito, C, instructor

NEW

Italian 500—Beginning/Intermediate Conversation | Course FL02767

Know a little Italian? Improve conversational skills with this class for intermediate students. 10 sessions @ 2 hrs each.

Prereq: FL02774 Italian 400—Beginning 4

\$292 Tuition
\$ 3 User Fee
\$295 Total Cost

Section 0040 12:30 pm
Pimmit Hills Ctr M, October 15-December 17
Rm 144 Hengel, instructor

Italian 522—Intermediate 2 | Course FL02776

Continue to improve oral communication and expand upon all aspects of grammar in a wide range of everyday situations. Improve knowledge of Italian vocabulary, structure, and culture. 12 sessions @ 2 hrs each.

Prereq: FL02775 Italian 510—Intermediate 1

\$342 Tuition
\$ 3 User Fee
\$345 Total Cost

Section 0040 2:00 pm
Plum Center Tu, September 18-December 4
Rm 202C 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. 10 sessions @ 2 hrs each.

Prereq: FL02776 Italian 522—Intermediate 2

\$312 Tuition
\$ 3 User Fee
\$315 Total Cost

Section 0040 7:00 pm
L. Braddock SS Th, October 11-December 20
Rm H215 Oddo, instructor

Italian 600—Advanced Conversation | Course FL02781

Conversazione italiana intermedia e avanzata per gli studenti che vogliono approfondire la propria conoscenza della lingua e acquisire maggiore accuratezza nel parlare. Delucidazioni grammaticali quando necessarie. Il materiale usato in classe sarà fornito dall'istruttore" 12 sessions @ 2 hrs each.

Prereq: FL02780 Italian 580—Advanced Conversation

\$342 Tuition
\$ 3 User Fee
\$345 Total Cost

Section 0040 12:15 pm
Plum Center W, September 19-December 5
Rm 200 Moore, instructor

Italian 675—Advanced Conversation | Course FL02754

Corso di conversazione avanzata per studenti che vogliono mantenere o migliorare la loro padronanza della lingua italiana. Ripasso occasionale di grammatica quando necessario. 10 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature

\$292 Tuition
\$ 3 User Fee
\$295 Total Cost

Section 0040 7:15 pm
Pimmit Hills Ctr Tu, October 2-December 11
Rm 207 Faraone, instructor

Italian 700—Advanced Conversation | Course FL03800

Conversazione in lingua italiana avanzata su temi che esplorano il quotidiano, la cultura e l'attualità. Gli studenti a turno scelgono un argomento da presentare e discutere con i compagni la settimana successiva. Ripasso della grammatica su argomenti scelti dagli studenti. Some grammar material provided by the instructor. 12 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature

\$342 Tuition
\$ 3 User Fee
\$345 Total Cost

Section 0040 10:00 am
Plum Center W, September 19-December 5
Rm 200 Moore, instructor

“The instructor is wonderful. She is knowledgeable, patient, supportive. The class is fun as well as educational.”

Linda C.

Italian 210—A che punto siamo?



JAPANESE

Japanese for Beginners and Travelers | Course FLO2784

This course is for those who have not had any or very little exposure to Japanese. Survival language skills will help you take your first steps to learning this beautiful language. Learn the basics in 10 great sessions @ 2 hrs each.

\$ 312 Tuition
\$ 3 User Fee
\$ 315 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, September 18-November 20
Rm H213 Mercado, instructor

Japanese 100—Beginning 1 | Course FLO2785

Introduction to Japanese alphabets and sounds to be able to start reading simple sentences while learning basic grammar. 10 sessions @ 2 hrs each.

\$ 292 Tuition
\$ 3 User Fee
\$ 25 Text: *Japanese for Busy People I, Kana Version, 3rd ed*
\$ 320 Total Cost

Section 0040 7:00 pm
Chantilly HS Th, September 27-December 6
Rm 271 Kurimoto, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Th, September 13-November 15
Rm 161 Toba, instructor

Japanese 300—Beginning 3 | Course FLO2787

Advance the use of the grammar skills as you build vocabulary. Develop new skills to use tenses in affirmative and negative forms in both verbs and adjectives. Listening and conversation skills will be reinforced through out the lessons while reading and writing continue to grow. 10 sessions @ 2 hrs each.

Prereq: FLO2786 Japanese 200—Beginning 2

\$ 372 Tuition
\$ 3 User Fee
\$ 25 Text: *Japanese for Busy People I, Kana Version, 3rd ed*
\$ 400 Total Cost

Section 0040 7:00 pm
Chantilly HS W, September 26-December 5
Rm 272 Kurimoto, instructor

KOREAN

Korean—Beginning 1—Introduction to Korean for Beginners | Course FLO2800

Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes traveler's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc. 10 sessions @ 2 hrs each.

\$ 292 Tuition
\$ 3 User Fee
\$ 24 Text: *Read & Speak Korean for Beginners, 3rd ed*
\$ 319 Total Cost

Section 0040 7:00 pm
Woodson HS Th, October 4-December 13
Rm A204 Tudor, instructor

RUSSIAN

Russian 100—Beginning 1 | Course FLO2835

This course will teach you the basics of the Russian language in an interactive and entertaining manner. You will learn how to introduce yourself, how to ask for directions, how to buy groceries, and how to find the nearest hotel. The course is ideal for anyone who plans to travel to a Russian-speaking country or who simply wants to be able to chat with the hundreds of Russian speakers living in the Washington area. 10 sessions @ 2 hrs each.

\$ 292 Tuition
\$ 3 User Fee
\$ 37 Text: *RB1 and CD (\$10); Russian Complete Course The Basics (\$27)*
\$ 332 Total Cost

Section 0040 10:00 am
Plum Center Tu, October 2-December 4
Rm 200 Jackson, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Th, September 13-November 15
Rm 144 Reissaus, instructor

Russian 300—Beginning 3 | Course FLO2837

Extend vocabulary to feel comfortable talking about everyday life. Students will be asked to complete a brief exercise that will draw upon and reinforce their grasp of vocabulary and basic sentence structure. 10 sessions @ 2 hrs each.

Prereq: FLO2836 Russian 200—Beginning 2

\$ 312 Tuition
\$ 3 User Fee
\$ 315 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 19-December 5
Rm 144 Colley, instructor

SPANISH

Introduction to Spanish for Beginners and Travelers Part 1 | Course FLO2848

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.

\$ 292 Tuition
\$ 3 User Fee
\$ 23 Text: *Learn Spanish The Fast and Fun Way, 4th ed*
\$ 318 Total Cost

Section 0040 6:45 pm
Bryant Ctr M, September 10-November 19
Rm 22 Nader, instructor

Section 0041 2:00 pm
Pimmit Hills Ctr F, September 28-December 7
Rm 155 Estevez, 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 100—Beginning 1 | Course FLO2861

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.

\$ 292 Tuition
\$ 3 User Fee
\$ 41 Text: *Complete Spanish (\$22); Complete Spanish Step-By-Step (\$19)*
\$ 336 Total Cost

Section 0040 10:30 am
Pimmit Hills Ctr Sa, September 22-December 15
Rm 154 Rios, instructor

Section 0041 7:15 pm
Chantilly HS Th, September 13-December 6
Rm 274 Smith, instructor

Section 0042 7:00 pm
L. Braddock SS Tu Th, September 11-October 18
Rm H212 Staff, instructor

Section 0043 7:00 pm
Bryant Ctr Tu, September 11-November 27
Rm 8 Peralta Rocha, instructor

Section 0044 7:00 pm
Edison HS Th, September 20-December 13
Rm B121 Texidor, instructor

Section 0046 10:30 am
Plum Center F, September 21-December 14
Rm 112 Roberts, instructor

Section 0047 12:00 pm
Plum Center Su, September 16-December 9
Rm 150 Hull McCaffrey, instructor

Section 0048 7:00 pm
Plum Center F, September 14-December 7
Rm 141 Williams, instructor

Section 0050 1:00 pm
Pimmit Hills Ctr W, September 19-December 12
Rm 154 Staff, instructor

NEW

Spanish 101—Review Special for Beginners | Course FLO2851

Review irregular verbs (including “ser/estar” and “conocer/saber”), present tense, prepositions (“por y para”), and other grammar points as necessary. 4 sessions @ 2 hrs each.

Prereq: FLO2861 Spanish 100—Beginning 1

\$ 115 Tuition
\$ 3 User Fee
\$ 118 Total Cost

Section 0040 6:45 pm
Bryant Ctr Tu, October 16-November 6
Rm 22 Nader, instructor

Spanish 120—Review Special for Beginners | Course FLO2850

This course is offered to students that need to reinforce and practice all the verbs and grammar learned in Spanish 100. The instructor will determine the specific review needs of the students at the beginning of the course. 8 sessions @ 2 hrs each.

Prereq: FLO2861 Spanish 100—Beginning 1

\$ 195 Tuition
\$ 3 User Fee
\$ 22 Text: *Complete Spanish*
\$ 220 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, November 6-December 4
Rm H214 Staff, instructor



Spanish 200—Beginning 2 | Course FLO2862

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: FLO2861 Spanish 100—Beginning 1

\$ 292 Tuition
 \$ 3 User Fee
 \$ 41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)
 \$ 336 Total Cost

Section 0040 1:00 pm
 Pimmit Hills Ctr Sa, September 22-December 15
 Rm 155 Rios, instructor

Section 0041 7:15 pm
 Chantilly HS Tu, September 11-November 27
 Rm 272 Smith, instructor

Section 0042 7:00 pm
 Bryant Ctr W, September 12-December 5
 Rm 8 Staff, instructor

Section 0043 7:00 pm
 Plum Center W, September 19-December 12
 Rm 202A Texidor, instructor

Section 0044 7:00 pm
 Edison HS Tu, September 18-December 4
 Rm B129 Hull McCaffrey, instructor

Section 0045 7:00 pm
 Woodson HS Tu, September 18-December 4
 Rm D209 Mutterperl, instructor

Section 0046 2:00 pm
 Plum Center Su, September 16-December 9
 Rm 148 Hull McCaffrey, instructor

Section 0047 1:00 pm
 Plum Center Tu, September 18-December 4
 Rm TR4 Roberts, instructor

Spanish 300—Beginning 3 | Course FLO2863

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: FLO2862 Spanish 200—Beginning 2

\$ 292 Tuition
 \$ 3 User Fee
 \$ 41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)
 \$ 336 Total Cost

Section 0040 10:00 am
 Pimmit Hills Ctr W, September 19-December 12
 Rm 158 Roberts, instructor

Section 0041 1:00 pm
 Plum Center F, September 21-December 14
 Rm 112 Roberts, instructor

Spanish 310—¡Refresquemos la memoria! | Course FLO2866

Revisemos lo aprendido... Practice conversational skills as you review present, present progressive, imperfect, preterit, and past progressive tenses. Broaden your vocabulary as you practice reading and writing, and review grammar according to the needs of the students. 10 sessions @ 2 hrs each.

Prereq: FLO2863 Spanish 300—Beginning 3

\$ 292 Tuition
 \$ 3 User Fee
 \$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*
 \$ 310 Total Cost

Section 0040 7:00 pm
 L. Braddock SS Tu Th, September 11-October 11
 Rm H214 Correa Ibarra, instructor

Spanish 400—Beginning 4 | Course FLO2864

Hone in on your conversation and grammar skills. Review the preterit, conjugate more irregulars 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: FLO2863 Spanish 300—Beginning 3

\$ 292 Tuition
 \$ 3 User Fee
 \$ 37 Text: *Complete Spanish* (\$22); *Ultimate Spanish Review & Practice, 3rd ed* (\$15)
 \$ 332 Total Cost

Section 0040 10:30 am
 Plum Center M, September 17-December 10
 Rm 200 Roberts, instructor

Section 0041 7:00 pm
 Woodson HS Th, September 13-December 6
 Rm A205 Eugenio Fernandez, instructor

Section 0042 7:00 pm
 L. Braddock SS Tu Th, October 23-December 4
 Rm H212 Correa Ibarra, instructor

Spanish 420—Beginning 4 Review and Conversation | Course FLO2860

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: FLO2864 Spanish 400—Beginning 4

\$ 292 Tuition
 \$ 3 User Fee
 \$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*
 \$ 310 Total Cost

Section 0040 7:00 pm
 Woodson HS Tu, September 18-November 20
 Rm D206 Eugenio Fernandez, instructor

Spanish 510—Refresher Intermediate | Course FLO2854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.

Prereq: FLO2860 Spanish 420—Beginning 4 Review and Conversation

\$ 312 Tuition
 \$ 3 User Fee
 \$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*
 \$ 330 Total Cost

Section 0040 1:00 pm
 Plum Center M, September 17-November 26
 Rm 200 Roberts, instructor

Section 0041 7:00 pm
 Pimmit Hills Ctr Th, September 27-December 6
 Rm 206 Roberts, instructor

NEW

Spanish 520—Intermediate 2 | Course FLO2869

Hone grammar skills and expand vocabulary through conversation. For intermediate students. 10 sessions @ 2 hrs each.

Prereq: FLO2868 Spanish 500—Intermediate

\$ 312 Tuition
 \$ 3 User Fee
 \$ 315 Total Cost

Section 0040 12:30 pm
 Plum Center Th, September 27-December 6
 Rm 202A Roberts, instructor

Spanish 580—Conversation and Review | Course FLO2871

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.

\$ 312 Tuition
 \$ 3 User Fee
 \$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*
 \$ 330 Total Cost

Section 0040 10:30 am
 Plum Center Tu, September 18-November 20
 Rm 202A Roberts, instructor

Section 0041 12:15 pm
 Pimmit Hills Ctr Th, September 6-November 8
 Rm 159 Salas, instructor

Spanish 750—Seminario-Panel: Estudios avanzados | Course FLO2873

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.

\$ 372 Tuition
 \$ 3 User Fee
 \$ 375 Total Cost

Section 0040 6:45 pm
 Bryant Ctr W, September 26-December 5
 Rm 22 Nader, instructor

“I looked forward to every single class. I knew I was going to learn something and have fun while doing so.”

Judith C.
 Spanish 500—Intermediate



GLOBAL PLUS language classes 2018-19!

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 K, 1-3 or grades 4-6 and receive 1 hour of instruction per week, before or after school, for 8, 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.

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 4300 9:00 am
L. Braddock SS Sa, October 13-January 12
Rm H251 Staff, instructor

Section 4100 9:00 am
Pimmit Hills Ctr Sa, October 13-November 10
Rm 144 Staff, instructor

Section 4200 9:00 am
Plum Center Sa, October 20-November 17
Rm 202A Staff, instructor

Section 4020 12:30 pm
Plum Center Sa, October 20-November 17
Rm 148 Staff, instructor

Section 4030 1:00 pm
Plum Center Su, November 11-December 16
Rm 202B 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. 5 sessions @ 4 hrs each.

\$255 Tuition
\$ 30 Text: *Fundamental Skills of Algebra I Workbook* (\$15);
Painless Algebra, 4th ed (\$15)
\$285 Total Cost

Section 4200 1:00 pm
Plum Center Su, October 14-November 11
Rm 200 Obando Munoz, instructor

Section 4100 1:00 pm
Pimmit Hills Ctr Sa, October 20-November 17
Rm 206 Obando Munoz, instructor

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 4100 9:00 am
Pimmit Hills Ctr Sa, October 20-November 17
Rm 206 Staff, instructor

Fun Physics for Teens | Course SS08005

Are you interested to learn more about the forces that govern the universe? This camp is an introduction to many interesting topics that arise in physics courses, and includes numerous hands-on experiments and demonstrations. We will explore fundamental topics such as 2D and 3D kinematics, the 4 forces of the universe, energy and power, electricity, and electromagnetism—and will also be briefly introduced to advanced topics such as space-time theory, cosmology, and quantum physics. Camp will be part lecture/demonstration, and part hands-on experiments that will introduce student to collecting reliable data and analyzing it—while reinforcing important concepts learned during lecture. Experiments include building circuits and other fun activities! 5 sessions @ 3 hrs each.

\$260 Tuition
\$ 15 User Fee
\$275 Total Cost

Section 4000 1:00 pm
Plum Center Su, November 4-December 9
Rm 102 Obando Munoz, 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 4200 6:30 pm
Edison HS Tu Th, September 4-October 4
Rm B130 Staff, instructor

Section 4100 6:30 pm
Woodson HS Tu Th, September 4-October 9
Rm D202 Staff, instructor

Section 4500 9:00 am
L. Braddock SS Sa, September 8-October 6
Rm H250 Staff, instructor

Section 4300 9:30 am
Pimmit Hills Ctr Sa, September 8-October 6
Rm 159 Staff, instructor

Section 2400 12:30 pm
Plum Center Sa, September 8-October 6
Rm 150 Staff, instructor

Section 4020 6:30 pm
Plum Center M Tu W Th F, September 24-October 5
Rm 205 Staff, instructor

SAT Math Victory | Course SM08110

Have you been preparing for the SAT and find that you are weak in mathematics? College applications are just around the corner, and a mathematics specific course may be just what you need to raise your score. 8 sessions @ 2.5 hrs each.

\$292 Tuition
\$ 73 Text: *Cambridge SAT Math Victory, 12th ed*
\$365 Total Cost

Section 4020 1:00 pm
Plum Center Sa, October 20-November 17
Rm 147 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 6:30 pm
Plum Center Tu Th, October 9-November 1
Rm 200 Staff, instructor

Section 4100 9:30 am
L. Braddock SS Sa, October 13-January 5
Rm H252 Staff, instructor

Section 4200 9:30 am
Pimmit Hills Ctr Sa, October 20-November 10
Rm 207 Staff, instructor

Section 4030 1:00 pm
Plum Center Su, October 28-November 18
Rm 117 Staff, instructor

Thomas Jefferson Admissions Test Preparation Fall Seminar | Course TX02000

The fall test prep seminar course is offered to students in grades 7-8 desiring admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction emphasizes the Mathematical Quant-Q and ACT-Aspire Reading and Science test. Course participation constitutes neither admission nor acceptance to TJHSST. Applying to TJHSST is a separate process. Math—5 sessions @ 3 hrs each. Verbal—5 sessions @ 2 hrs each. Materials are included. **Reduced tuition is not available.**

\$361 Tuition
\$ 81 Text: *Non-Negotiable Skills, Level 2* (\$61); *TJ Math Test Prep Workbook* (\$20)
\$442 Total Cost

Section 4200 6:30 pm
Chantilly HS Tu Th, October 2-November 8
Rm 154 Staff, instructor

Section 4300 6:00 pm
Pimmit Hills Ctr Tu Th, October 9-November 8
Rm 200 Staff, instructor

Section 4500 6:30 pm
Edison HS Tu Th, October 9-November 8
Rm B126 Staff, instructor

Section 4400 9:30 am
L. Braddock SS Sa, October 13-January 12
Rm H250 Staff, instructor

Section 4600 9:30 am
Woodson HS Sa, October 13-November 10
Rm E206 Staff, instructor

Section 4100 12:00 pm
Plum Center Su, October 14-November 11
Rm 122 Staff, instructor

Section 4020 6:00 pm
Plum Center M W F, October 15-November 12
Rm 112 Staff, instructor

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 4 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) before the start of class. Email drivered@fcps.edu or call 703-658-2727.

\$329 Tuition
\$329 Total Cost
September 17-25
September 27-October 5
October 9-17
October 18-26
October 29-November 6
November 8-16
November 19-30
December 3-11
December 13-21
December 26-January 4
January 7-15

For up-to-date information about the driver education program, follow us on Twitter @ACE_Driver_ed



Fairfax County PARKS

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>

703-324-8563 • TTY 703-803 3354





A

ACE foundation | 54
 Accommodations | 54
 Accounting | 5, 9
 Administrative assistant | 4
 Adult high school completion | 36
 Air conditioning | 27, 30
 Alzheimer's disease | 14
 American sign language | 44
 Animal studies | 34
 Apprenticeship | 28-32
 Arabic language | 44, 45
 Auto care and repair | 33
 Autism awareness | 15

B

Baking and pastry arts | 38
 Blueprint reading | 26
 Broadcast production | 8
 Builders license prep | 26
 Building maintenance | 26-33
 Business and Management | 8-13

C

Certificate programs and test-outs | 4-7
 Certified nurse aide | 19
 Child care provider | 5
 Chinese language | 45
 Cinema (Film) | 43
 Communications
 Speaking | 9
 Writing | 9, 35, 36, 43
 Computer support technician | 5
 Computers (see information technology)
 Construction trade training | 26-33
 Continuing education (trade licenses) | 27, 28
 Contracting | 26
 Cooking | 38-40
 Crochet | 42
 CPR | 16, 17
 Culinary arts | 38-40

D

Database design | 6, 22
 Dental careers | 6, 18, 19
 Dialysis technician | 19
 Digital arts | 42
 Do It Yourself | 33
 Driver Education | 51
 Drywall | 26, 33

E

Electrical/electricity | 27, 29, 33
 EKG technician | 19
 Email | 24
 Emergency medical technician | 19
 Employment centers (one-stop) | 3
 English for speakers of other languages | 36, 37
 English for the workplace | 7
 Executive assistant | 5

F

Film (Cinema) | 43
 Financial planning | 12, 13
 First aid | 16, 17
 Floral design | 40
 French language | 45, 46

G

GED | 36
 Genealogy | 40, 41
 German language | 46
 Greek language | 47

H

Healthcare and dental | 14-20
 Heating and air conditioning | 27, 30
 High school completion | 36
 History | 42
 Home repairs | 26-33
 House and home
 Floral design | 40
 Home design/improvement | 33, 42
 Human resources management | 5, 10, 11
 HVAC | 27, 30

I

Information technology
 A+ | 21
 Adobe | 8, 22
 Certification prep | 21
 Computer basics | 21
 Computer graphics | 22
 Computer support technician | 5
 Database design | 6, 22
 Email | 24
 Keyboarding | 35
 Microsoft® office applications
 (Access, Excel, Office, Outlook,
 PowerPoint, Word) | 23, 24
 Networking | 23
 Oracle, PL/SQL | 22
 Programming | 25
 Web design | 6, 25
 Windows 10 | 21
 Interior design | 42
 Italian language | 47

J

Japanese language | 48

K

Keyboarding | 35
 Kids and teens | 50-51
 K-6
 World language | 50
 6-12
 Driver education | 51
 Online classes | 51
 SAT test prep | 50, 51
 Study skills | 50
 TJ admissions test prep | 51
 Test prep | 50
 Knitting | 42
 Korean language | 48

L

Languages (see world language or sign language)
 Legal | 35
 Licensing prep (trades) | 26-28
 Locations | 53

M

Management practices | 5, 10, 11
 Marketing | 12
 Medical/medical careers | 14-20, 34
 Medical transcription | 35
 Mental health first aid | 17
 Music appreciation | 42

N

Needle arts | 42
 Networking, computer | 23
 Newborn and postpartum caregiver | 20
 Nonprofit organization development | 5, 12
 Nurse aide | 19
 Nutrition | 15

O

Office assistant | 4
 Online courses | 35-36, 51
 Ophthalmic assistant | 20
 Oracle and database design | 6, 22

P

Paralegal | 35
 Patient care technician | 6
 Payment plans | 54
 Pharmacy technician | 20
 Phlebotomy | 20
 Photographic arts | 42
 Plumbing | 28, 31, 32, 33
 Programming | 25
 Property maintenance technician | 7

R

Real estate | 12
 Registration | 55
 Résumé clinic | 10
 Russian language | 48

S

SAT test prep | 50, 51
 School closings | 53
 Sign language (ASL) | 44
 Small business | 6, 10
 Spanish language | 48, 49
 Student services: accommodations,
 course selection assistance,
 payment plans, and underage
 waiver request | 54

T

Tax preparation | 9
 TJ admissions test prep | 51
 Trades and industry | 26-33

U

Underage waiver request | 54

V

Veterinary pursuits | 34
 Virginia trade license renewal | 27, 28

W

Web design | 6, 25
 Workplace training | 7
 World languages and culture | 35-38
 Arabic | 44, 45
 Chinese | 45
 French | 45, 46
 German | 46
 Greek | 47
 Italian | 47
 Japanese | 48
 Korean | 48
 Russian | 48
 Spanish | 48, 49
 Writing and publishing | 35, 36, 43

Clases en español

Heartsaver AED CPR en español | 17
 Heartsaver CPR, AED and first aid | 17
 Mental health first aid in Spanish | 17

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

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, contact: acefoundation@fcps.edu.

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.



Class dates are subject to change due to school closings and cancellations. See **page 53** for information.

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 44.

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.

Visit: www.fcps.edu/registration/adult-and-community-education-registration for additional information.

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 cancellations, your written request must be received by 5:00 pm EST, **three** 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 emailed or mailed:

acerefundrequest@fcps.edu

Adult and Community Education, Dept. F

7510 Lisle Avenue

Falls Church, VA 22043

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. Email drivered@fcps.edu or 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 (*applies to ALL classes—traditional, driver education, and online*). Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

Fall 2018 Registration Form

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 3
 W-F, November 21-23
 M-F, December 24-28
 M-T, December 31-January 1

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees	User Fee	Total Fees
					\$	\$	\$	\$

- 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.

Subtotal _____
 Fairfax County Senior Tuition Discount
(textbooks and user fees are excluded) _____
 ACE Scholarship Fund _____
TOTAL (pay this amount) _____

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) _____



Directions to FCPS locations are available at
<http://www.fcps.edu>

Adult and Community Education
Fairfax County Public Schools
7510 Lisle Avenue
Falls Church, VA 22043

NONPROFIT.ORG
U.S. POSTAGE

PAID

MERRIFIELD, VA
PERMIT NO. 6378

****ECRWSS****
POSTAL CUSTOMER



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 3!

Look for these classes and more inside!

All About Meatballs & More	Page 38	It Only Takes a Minute	Page 16
All About Rice & Risotto	Page 38	Italian 500—Beginning/Intermediate Conversation	Page 47
Arabic 300—Basics 3	Page 45	Lasagna is Served	Page 38
At Home With the Mediterranean Diet— A UNESCO Heritage	Page 39	Memoirs Workshop	Page 43
A Chef's Life—Are You Ready for Life in the Kitchen?	Page 38	Nutrition and Weight Management	Page 15
Crochet Clinic for Beginners	Page 42	The Old World Holiday Desserts	Page 39
Crochet Clinic, One Step Further	Page 42	Spanish 101—Review Special for Beginners	Page 48
The Fictive Dream: Keeping Readers Hooked Finish that Knitting Project!	Page 43 Page 42	Spanish 520—Intermediate 2	Page 49
French 710—Conversation	Page 46	Stollen and Fruit Bread	Page 38
Genealogy: Immigration and Naturalization	Page 40	The United States of Thanksgiving Feast	Page 39
In the Hands of the Enemy	Page 43	Up Your Tailgate Game	Page 40
		The War in the West	Page 43
		Writing for Publication—What to Know	Page 43

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.

For more information, contact acefoundation@fcps.edu.