ACE Classes

Let your journey begin with ACE!

https://aceclasses.fcps.edu
Welcome

to Fairfax County Public Schools Adult and Community Education (FCPS ACE). ACE has provided over 60 years of excellence in education. 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. Let your journey begin 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.

“Michel was a great teacher! This is the final class I needed to earn my medical insurance biller certificate and I feel so prepared for the exam and ready to enter the workplace!”

Alyssa Kelly
Medical Coding, Billing, and Reimbursement—Part 2

“Great intro to basics with good mix of teaching and homework. Nice lessons on culture as well. Instructor did a very good job.”

ACE Student
Introduction to Arabic

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
Layout Designer, Beth Godoy

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

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 ESL 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.

Trade and Industrial
Trade and Industrial 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 Trade and Industrial 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.
This was a very positive experience and provides encouragement to attend other ACE classes. The primary driver of this experience was the skill and professionalism of the instructor.”

William Chubb

Digital Art: Photoshop Basics

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

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.
BYOD—MacBook Tools and iPhone Backup | Course PR06003

Students will learn the basics of using the MacBook and software, including the use of Safari, iTunes, and iPhoto. Student will learn to access the photos stored on their iPhone via the MacBook and also to back up essential iPhone data to the computer. Students will need to bring their own MacBook. iPhone users will also need to bring their phone charger to class. 1 session @ 3 hrs.

$ 59 Tuition
$ 10 User Fee
$ 69 Total Cost

Microsoft Office Excel Workshop: Pivot Tables | Course PR01220

Using MS Office Excel, turn raw Excel data into a summary table, apply filter criteria, move fields around with the click of a mouse. Add, rearrange, or remove columns, see instant totals, format the table, and add a chart. Other features will be discussed as time permits. 1 session @ 3 hrs.

$ 123 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Excel 2013
$ 139 Total Cost

Office Etiquette | Course PRO9001

It has been said that you don't 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. No discounts. 1 session @ 3 hrs.

$ 109 Tuition
$ 5 User Fee
$ 114 Total Cost

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.

$ 123 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Word 2013 Advanced
$ 139 Total Cost

Microsoft Office Excel Workshop: Essentials 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.

$ 143 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Excel 2013
$ 159 Total Cost

Microsoft Office Word Workshop: Essentials Skills | Course PR01101

Using MS Office Word, 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

Microsoft Office PowerPoint Workshop: Slides, Transitions, and Animation | Course PR01301

Using MS Office PowerPoint, create presentation slides using text, images, and video. Learn to apply transitions and animations and print handouts. 1 session @ 3 hrs.

$ 129 Tuition
$ 10 User Fee
$ 4 Text: Quick Source Guide PowerPoint 2013
$ 143 Total Cost

Section 0030

9:00 am
Plum Center
F, June 16
Rm 110
Mary Ann Smith, MOS, instructor

Office and Information Technology
GENERAL

Become a Washington DC Tour Guide | Course BE01927
$229 Total Cost
See page 31 for course information and schedule.

Find a Local, State, or Federal Job by Using the Internet | Course BE01395
Explore numerous web sites to find local, state, and federal jobs of interest. Learn tips and tricks of how to get where you would like to go. Determine eligibility requirements, examine application process, and establish follow-through procedures. Taught in a computer lab. 1 session @ 3 hrs.
$ 54 Tuition
$ 15 User Fee
$ 69 Total Cost
Section 0030
Pimmit Hills Ctr
Th, June 8
Rm 115
Rosalind Levy, instructor

Landlord | 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.
$ 89 Tuition
$ 4 User Fee
$ 93 Total Cost
Section 0030
Pimmit Hills Ctr
W, June 14
Rm 161
Kathleen McDermott, JD, instructor
Section 0031
L. Braddock SS
Th, July 20
Rm H235
Kathleen McDermott, JD, instructor

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 DPOR. No discounts or refunds. 15 sessions @ 4 hrs each.
$ 275 Tuition
$ 56 Text: Modern RE Practice; VA RE Practice and Law Pkg
$ 331 Total Cost
Section 0030
Pimmit Hills Ctr
M, Tu W Th F, July 10-August 4
Rm 155
Bill Hardin, CRB, 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! Learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers ever! 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 0030
Woodson HS
1:00 pm
Rm G107
Sa, June 17
Staff, Instructor
Section 0031
Pimmit Hills Ctr
7:00 pm
Rm 115
M, June 19
Staff, Instructor

OFFICE ASSISTANT

For a complete list of required and elective courses, see page 6.

Business English Essentials I | Course BE01052
The first course in the trilogy of Business English courses. Level 1 emphasizes the eight parts of speech: nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections. Learn how to use informative and gerund phrases, as subjects and objects within sentences. Also, learn to use participial and prepositional phrases. 5 sessions @ 3 hrs each.
$ 229 Tuition
$ 1 User Fee
$ 97 Text: Basic English Review, 9th ed
$ 327 Total Cost
Section 0030
Marshall HS
Tu, Th, June 13-June 27
Rm C110
Kathy Barber, MA, instructor
Section 0031
Edison HS
M, W, July 10-July 24
Rm B133
Jeffrey Feinstein, 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.
$ 99 Tuition
$ 10 User Fee
$ 109 Total Cost
Section 0030
Plum Center
W, August 9-August 23
Rm 112
Bruce Robertson, MS, SPHR, instructor

ADMINISTRATIVE ASSISTANT

For a complete list of required and elective courses, see page 6.

Office Communication Skills | Course BE01061
Office Communication Skills is a practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 Cs of business writing. A MS PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each. Prereq: BE01052 Business English Essentials I
$ 179 Tuition
$ 20 User Fee
$ 199 Total Cost
Section 0030
L. Braddock SS
7:00 pm
Tu, June 13-June 27
Rm A213
Elizabeth McDowell, instructor
Section 0031
Plum Center
9:30 am
F, July 14-July 28
Rm 110
Robert Wise, instructor

Field Package | Course BE02021
Learn the key concepts of field television production. From pre-production planning to on-site preparation, all the 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 subjects 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 HDPro 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. Co-sponsored with Fairfax Public Access. No discounts/refunds. 8 sessions @ 3 hrs each.
$ 400 Tuition
$ 400 Total Cost
Section 0030
Fairfax Public Access (TV & Radio)
M, W, July 31-August 30
Rm TBD

Bill was one of the best teachers I have ever had. Without his instruction, there’s no way I would have passed any real estate exam.”
ACE Student
Virginia Principles of Real Estate
Certificate Programs in 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 Reg. & Fee ($75) 26
CT01416 | PC Basics 30
CT01402 | Windows File Management 30
CT01417 | Keyboarding —
BE01052 | Business English Essentials I 5
CT01285 | Microsoft Office Proficiency Workshop 12
CT01426 | MS Outlook —Basics 13
BE01393 | Résumé & Interview Clinic* 5

Administrative Assistant

Required Courses | Page
--- | ---
CE01016 | Certificate Reg. & Fee ($75) 26
CT01344 | MS Word —Intermediate 13
CT01442 | MS Excel —Intermediate —
BE01053 | Business English Essentials II —
BE01061 | Office Communication Skills 5
BE01098 | Dealing w/ Difficult People —Conflict and Mediation Skills 6
BE01904 | Business Etiquette I —
BE01393 | Résumé & Interview Clinic* 5

Electives (3 required)

CT01449 | MS Access—Basics 13
PR01701 | MS Office OneNote Workshop 4
CT01459 | MS PowerPoint—Basics 13
BE01380 | MS Publisher —
BE01400 | HR Management Fundamentals 7
BE01066 | Confident Public Speaking 14
BE01420 | Business Ethics I —
BE01513 | Essential Managerial Skills for HR Practices 8

EXECUTIVE ASSISTANT

Required Courses | Page
--- | ---
CE01019 | Certificate Reg. & Fee ($75) 26
CT01429 | MS Outlook —Intermediate 13
BE01055 | Business English Essentials —Effective Executive Writing —
BE01277 | Accounting for Non-Accountants 6
BE01350 | Desktop Publishing with Word —
BE01405 | HR Management in the 21st Century 8
BE01886 | Event Planning —
BE01393 | Résumé & Interview Clinic* 5

Electives (3 required)

BE01204 | Introduction to Project Management —
BE01407 | Maintaining a Positive Work Environment —
BE01410 | HR Law Overview —
BE01860 | Introduction to Public Relations —
CT01435 | Quickbooks Pro 2015 —Level 1 6
CT01445 | MS Excel —Advanced —
CT01585 | MS Excel Shortcuts and Tricks 13
BE01760 | Applied Marketing for Small Businesses —
BE01513 | Essential Managerial Skills for HR Practices 8

*Not required if previously taken.

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? 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.

$ 43 Tuition
$ 7 User Fee
$ 2 Text: MS Excel 2013: Part 1
$ 37 Total Cost

Section 0031
Rm 245 David Vigil MS, instructor
9:00 am
Centreville HS Tu Th, July 18-July 27
Rm 245
4 sessions @ 3 hrs each.

Look for our fall catalog starting July 31! Online registration for fall classes will begin July 28, and print catalogs will be mailed July 31.

Career Paths and ACE Certificate Programs

ACCOUNTING AND BOOKKEEPING

For a complete list of required and elective courses, see page 7.

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 spreadsheets and manage workbooks. Basic computer knowledge required to be successful in this course.

4 sessions @ 3 hrs each.

$ 229 Tuition
$ 15 User Fee
$ 26 Text: MS Excel 2013: Part 1
$ 270 Total Cost

Section 0030
Plum Center Sa, June 24-August 5
Rm 141
4 sessions @ 3 hrs each.

Fundamentals of Accounting—Part 2 | Course BE01261

Continuation of Part 1. New students purchasing books must e-mail aceonline@fcps.edu. Returning students must purchase Unique Global Imports and Working Papers—Chapters 17-24. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 16 sessions @ 2.5 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

$ 499 Tuition
$ 5 User Fee
$ 581 Total Cost

Section 0030
Plum Center M W, July 10-August 21
Rm 141
Wanda Patt, CPA, QBP Advisor, instructor
9:00 am
6 sessions @ 3 hrs each.

QuickBooks Pro 2015—Level 1 | Course CT01435

QuickBooks Pro 2015 teaches you how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards anyone working with data entry in QuickBooks. A general knowledge of accounting principles is required for this course. Purchase textbook separately. ISBN: 9781942417170. 7 sessions @ 3 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

$ 434 Tuition
$ 25 User Fee
$ 459 Total Cost

Section 0030
Plum Center Sa, June 24-August 5
Rm 117
Chandran Pillai, CPA, instructor
9:00 am
5 sessions @ 3 hrs each.
HUMAN RESOURCES MANAGEMENT

Human Resources Management Fundamentals | Course BE01400

Study what constitutes human resources management and why good human resources management is essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations. 4 sessions @ 3 hrs each.

$204 Tuition
$10 User Fee
$5 Text: Human Resources Management Fundamentals
$219 Total Cost

Section 0030
7:00 pm
Edison HS
Tu Th, June 20-June 29
Rm B133
Gina Lynch, MA, MS, instructor

HR Training the Workforce | Course BE01403

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.

$204 Tuition
$10 User Fee
$5 Text: FCPS BE01403 Training the Workforce
$219 Total Cost

Section 0030
7:00 pm
Edison HS
Tu Th, June 6-June 15
Rm B133
Gina Lynch, MA, MS, instructor

See page 47 for registration information.

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 Program Registration & Fee ($75) 26
BE08099 | Child Care Provider 7
HM01796 | Pediatric CPR and First Aid 18
BE01393 | Résumé and Interview Clinic 5

Recommended Page
BE08097 | Pre-Medication Training (PMAT) —
BE08098 | Child Care Provider Medication Admin
Training Pt 2: MAT Practical & Testing —

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
CE01000 | Certificate Program Registration & Fee ($75) 26
BE01260 | Fund. of Accounting—Part 1* —
BE01261 | Fund. of Accounting—Part 2 6
CT01416 | PC Basics* —
CT01402 | Windows—File Management 30
CT01417 | PC Basics: Keyboarding* —
CT01285 | Microsoft Office Proficiency Workshop 12
BE01661 | Office Communication Skills 5
CT01426 | MS Outlook—Basics 13
CT01442 | MS Excel—Intermediate —
CT01435 | QuickBooks—Pro 2015—Level 1 6
CT01436 | QuickBooks—Pro 2015—Level 2 —
BE01393 | Résumé and Interview Clinic 5

*Test out of these courses if you feel qualified. Call 703-658-2729 for test out opportunities.
The Human Resources Officer | Course BE01408
The course emphasizes the essential attributes of the HR officer; the position of the HR officer in the organization; and establishing, maintaining, and growing the HR office; key HR officer responsibilities; the HR officer's position within the community; what it takes to evaluate the effectiveness of an HR program; and the dynamically changing position of the HR officer. 4 sessions @ 3 hrs each.

$204  Tuition  
$ 10  User Fee  
$5  Text: The Human Resources Officer  
$219 Total Cost

Section 0030  
7:00 pm  
Plum Center  
Gina Lynch, MA, MS, instructor  
Rm 141

MANAGEMENT PRACTICES

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.

$ 79  Tuition  
$10  User Fee  
$ 89 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

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

$ 79  Tuition  
$10  User Fee  
$ 89 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

Exercising Managerial Control | Course BE01515
The functions of planning and controlling are closely related. Planning “sets the ship’s course,” and controlling “keeps it on course.” The supervisor sets the goals and seeks information on whether they are being reached as planned. In this course, topics include: the definition of managerial control and how it directly relates to planning; the characteristics of effective control systems and the three types of control systems; the four steps of the control process, different types of standards, and when to use management by exception. 1 session @ 4 hrs.

$ 79  Tuition  
$10  User Fee  
$ 89 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

Successful Delegation: Achieving Results Through Others | Course BE01512
Delegating effectively is a critical skill (that falls under the organizing function) that a manager or team lead should master for success on the job. It reduces a manager’s workload and develops employees’ skills, knowledge, job satisfaction, and commitment to the organization if handled correctly. Mastering delegation is also a key skill for those who want to advance to higher levels of management opportunity within an organization. Learn how to identify why managers fail to delegate; examine the concepts of responsibility, authority, and accountability; learn and apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can’t be delegated; and learn how to monitor progress without over managing. 1 session @ 7 hrs.

$ 99  Tuition  
$10  User Fee  
$109 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

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

$ 79  Tuition  
$10  User Fee  
$ 89 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

Exercising Managerial Control | Course BE01515
The functions of planning and controlling are closely related. Planning “sets the ship’s course,” and controlling “keeps it on course.” The supervisor sets the goals and seeks information on whether they are being reached as planned. In this course, topics include: the definition of managerial control and how it directly relates to planning; the characteristics of effective control systems and the three types of control systems; the four steps of the control process, different types of standards, and when to use management by exception. 1 session @ 4 hrs.

$ 79  Tuition  
$10  User Fee  
$ 89 Total Cost

Section 0030  
9:00 am  
Plum Center  
Sally Silberman, instructor  
Rm 116

Leading for Maximum Results | Course BE01514
The role of the leader is changing. This course increases awareness and builds leadership competencies so you can lead and manage others to produce maximum results. The class is highly interactive with experiential activities that include skill practices using real-life workplace case studies and facilitated group discussions. Topics include communication, motivation, performance management, conflict management, and managing change. You’ll complete a self-assessment to understand how your leadership, personality, and communication styles impact the workplace performance of others. 1 session @ 7 hrs.

$ 99  Tuition  
$10  User Fee  
$109 Total Cost

Section 0030  
9:00 am  
Plum Center  
Tehani Lopes Matthews, instructor  
Rm 116

Outstanding class! Just what I was looking for.”

Karla Gentile

WordPress Blogging Workshop
**APPLIED MARKETING**

**WordPress Blogging Workshop | Course CT01759**
Learn why WordPress is the most popular platform in the world for bloggers. We will discuss WordPress.com and Wordpress.org, as well as how to acquire a domain and set up self-hosted blogs. We will explore free and inexpensive WordPress themes and popular third-party plug-ins, and learn how to set up and manage the back-end of a blog from the WordPress dashboard. This is a hands-on course designed for active bloggers. If you do not have a blog yet, you are still welcome to join us! This course is also recommended for entrepreneurs who would like to explore WordPress as an option for a self-hosted business website.
1 session @ 4 hrs.
$ 69 Tuition
$ 10 User Fee
$ 79 Total Cost

**Section 0030**
7:00 am
Plum Center
Sa, August 5
Rm 110
Melissa Shaw, PCM, instructor

**Marketing and Promotions for Small Business | Course BE01770**
This class is designed specifically for small to mid-sized businesses. You will learn about traditional and digital advertising and promotions, including strengths, weaknesses, and general cost/expenses of each. We will introduce the idea of marketing campaigns and marketing plans, and we will take a look at some examples of great marketing promotional campaigns from well-known brands. 4 sessions @ 2 hrs. each.
$ 129 Tuition
$ 10 User Fee
$ 139 Total Cost

**Section 0030**
9:00 am
L. Braddock SS
Tu Th, July 25-August 3
Rm H232
Melissa Shaw, PCM, instructor

**NONPROFIT ORGANIZATION DEVELOPMENT**

**Creating a Successful Business Plan | Course BE01879**
Learn the tools that assist in developing a successful plan to run your business effectively and efficiently. A well-defined plan will keep you on task, serve as a source for funds, aid decision-making, and drive your business forward. 3 sessions @ 3 hrs each.
$ 179 Tuition
$ 10 User Fee
$ 20 Text: The Secrets to Writing a Successful Business Plan
$ 209 Total Cost

**Section 0030**
7:00 pm
Chantilly HS
W, June 7-June 21
Rm 208
Joe Micari, MBA, instructor

**Grant Writing | Course BE01915**
Learn the skills you need to secure grants from foundations and corporations. Provides techniques and resources for locating the best prospects and for writing the basic components of a proposal. Find the answers to: How do I get a funder’s attention? What does a funder look for in a proposal? How do I write winning proposals? 2 sessions @ 2 hrs each.
$ 107 Tuition
$ 2 User Fee
$ 109 Total Cost

**Section 0030**
7:00 pm
Plum Center
Th, July 6-July 13
Rm 140
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.
$ 87 Tuition
$ 2 User Fee
$ 89 Total Cost

**Section 0030**
7:00 pm
Plum Center
W, June 21
Rm 140
Lynn O’Connell, instructor

**Introduction to Nonprofit Accounting and Finances | Course BE01918**
This workshop is essential for anyone interested in getting a better understanding of basic accounting principles and terminology focusing on the differences between for-profits and nonprofits. At the conclusion of the class, students will complete a short quiz to make sure they have mastered key terms and principles. In this workshop, students will learn why everyone in the nonprofit world, from board members to staff to donors, needs to have a basic understanding of financial reports and accounting terms; key differences in nonprofit organizational structures including tax-exempt status; basic accounting principles and unlocking the mystery of financial statements; internal controls and the importance of separation of duties when it comes to handling cash and preventing theft; and next steps...where you can learn more. 1 session @ 3 hrs.
$ 99 Tuition
$ 10 User Fee
$ 109 Total Cost

**Section 0030**
7:00 pm
Plum Center
Th, July 27
Rm 140
Robert Kraus, 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.
$419 Tuition
$20 User Fee
$439 Total Cost

**Section 0030**
7:00 pm
Plum Center
Tu Th, July 18-August 10
Rm 118
Arabinda Banik MS, instructor

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BE01872</td>
<td>The 3 R’s of Volunteerism</td>
</tr>
<tr>
<td>BE01879</td>
<td>Creating a Successful Business Plan</td>
</tr>
<tr>
<td>BE01910</td>
<td>Strategic Planning for Your Nonprofit</td>
</tr>
<tr>
<td>BE01913</td>
<td>Successful Fundraising</td>
</tr>
<tr>
<td>BE01886</td>
<td>Event Planning</td>
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**Electives (3 required)**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BE01871</td>
<td>Starting a Nonprofit</td>
</tr>
<tr>
<td>BE01915</td>
<td>Grant Writing</td>
</tr>
<tr>
<td>BE01918</td>
<td>Nonprofit Accounting &amp; Finances</td>
</tr>
<tr>
<td>BE01204</td>
<td>Introduction to Project Management</td>
</tr>
<tr>
<td>BE01387</td>
<td>Social Media Networking</td>
</tr>
</tbody>
</table>

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

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CE02010</td>
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<tr>
<td>CT01547</td>
<td>Oracle Basics</td>
</tr>
<tr>
<td>CT01551</td>
<td>Oracle Database Administration: Introduction</td>
</tr>
<tr>
<td>CT01552</td>
<td>Oracle Database Administration I</td>
</tr>
<tr>
<td>CT01553</td>
<td>Oracle Database Administration II</td>
</tr>
<tr>
<td>CT01488</td>
<td>Windows Server 2012</td>
</tr>
<tr>
<td>CT01556</td>
<td>Oracle Database Administration: Performance Tuning</td>
</tr>
<tr>
<td>CT01559</td>
<td>Oracle Data Warehousing</td>
</tr>
<tr>
<td>CT01640</td>
<td>Introduction to TCP/IP Networking</td>
</tr>
<tr>
<td>CT01641</td>
<td>Introduction to TCP/IP Networking II</td>
</tr>
<tr>
<td>CT01659</td>
<td>Linux Administration I</td>
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**Electives (3 required)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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</tr>
<tr>
<td>CT01559</td>
<td>Oracle Data Warehousing</td>
</tr>
</tbody>
</table>

Arabinda provided an excellent overview of Oracle basic and more.”
Patricia Marrero
*Oracle Basics*
**WEB DESIGNER/DEVELOPER**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE02020</td>
<td>Certificate Prog Registration &amp; Fee ($50)</td>
<td>26</td>
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<tr>
<td>CT01525</td>
<td>HTML 1*</td>
<td>11</td>
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<tr>
<td>CT01526</td>
<td>HTML 2*</td>
<td>11</td>
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<tr>
<td>CT01527</td>
<td>HTML 3</td>
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<tr>
<td>CT01541</td>
<td>Web Design w/Cascading Style Sheets (CSS) 1*</td>
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<td>CT01542</td>
<td>Web Design with CSS 2</td>
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<tr>
<td>CT01531</td>
<td>JavaScript: Building Interactive Web Sites</td>
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<tr>
<td>CT01550</td>
<td>Graphics for the Web</td>
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**Electives (2 required)**

<table>
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<tr>
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<tbody>
<tr>
<td>CT01462</td>
<td>Digital Art: Photoshop Basics</td>
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<tr>
<td>CT01463</td>
<td>Digital Art: Photoshop Intermediate</td>
<td>—</td>
</tr>
<tr>
<td>CT01529</td>
<td>Web Design with Adobe Dreamweaver</td>
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<tr>
<td>CT01530</td>
<td>HTML 5 for Mobile Websites and Devices</td>
<td>—</td>
</tr>
<tr>
<td>CT01536</td>
<td>Adobe Flash: Web Graphics &amp; Animation 1</td>
<td>—</td>
</tr>
<tr>
<td>CT01756</td>
<td>Intro to WordPress</td>
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</tr>
</tbody>
</table>

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

Courses are offered on a rotating basis. E-mail compt raining@fcps.edu for further information.

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**SMALL BUSINESS MANAGEMENT**

**Starting Your Own Business | Course BE01896**

Thousands start businesses every day. Success involves planning, maneuvering through bureaucratic hurdles, and finding customers. Learn how to be your own boss, set up your business operations, develop a marketing plan, and plan for growth. 3 sessions @ 2 hrs each.

$114 Tuition  
$5 User Fee  
$119 Total Cost

**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, and a comprehensive look at Oracle RAC, 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: 9781118664395 and 9780071799331. 7 sessions @ 3 hrs each.  
Prereq: CT01551 Oracle Database Administration—Introduction

$429 Tuition  
$20 User Fee  
$449 Total Cost

**Oracle Database Administration II | Course CT01553**

This course addresses such topics as: database architecture, configuring and recoverability, configuring backup specifications, and performing user-managed backup and recovery. Reviews how to use RMAN to create backups, perform recovery, and duplicate a database. Looks at performing tablespace point-in-time recovery and using flashback technology. Covers diagnosing the database, managing memory, managing resources, and automating tasks. The course covers the major topics in Exam 1Z0-063. Purchase textbook separately. ISBN: 9781118644072. 7 sessions @ 3 hrs each.  
Prereq: CT01551 Oracle Database Administration—Introduction

$429 Tuition  
$20 User Fee  
$449 Total Cost

**Creating a Successful Business Plan | Course BE01879**

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

$179 Tuition  
$10 User Fee  
$20 Text: The Secrets to Writing a Successful Business Plan  
$209 Total Cost

**Section 0030**  
7:00 pm  
Chantilly HS  
W. June 7-June 21  
Rm 208  
Joe Micari, MBA, instructor

**Section 0031**  
9:00 am  
Plum Center  
Sa. July 29-August 12  
Rm 150  
Tiffanie Kendrick, MBA, instructor

**Developing a Marketing Plan | Course BE01245**

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

$99 Tuition  
$10 User Fee  
$109 Total Cost

**Section 0030**  
7:00 pm  
Edison HS  
Tu. June 13-June 15  
Rm B129  
Robert Wise, instructor

**Section 0031**  
7:00 pm  
Woodson HS  
Tu. July 25-July 27  
Rm H211  
Tiffanie Kendrick, MBA, 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

$219 Tuition  
$20 User Fee  
$239 Total Cost

**Section 0030**  
7:00 pm  
Woodson HS  
W. July 12-August 2  
Rm E157  
Dr. Majid Imany, instructor

**Federal Income Tax for Small Business Owners | Course BE01275**

Learn what the IRS considers business income, business expenses (including IRS regulations on Section 179 expensing and depreciation, car and truck expenses, home office expenses, net operating losses, etc.), gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses. This course will also cover asset depreciation methods and the assets life/class per IRS regulations. 4 sessions @ 3 hrs each.  
Prereq: CT01416 PC Basics

$229 Tuition  
$7 User Fee  
$249 Total Cost

**Section 0030**  
7:00 pm  
Centreville HS  
M. July 10-July 19  
Rm 19  
Chandran Pillai, CPA, instructor
WEB DESIGNER/DEVELOPER

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.

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.

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: 118008189. 3 sessions @ 3 hrs each. Prereq: CT01525 HTML 1—Your First Website

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: 118008189. 3 sessions @ 3 hrs each. Prereq: CT01526 HTML 2—Enhancing Your Website

CERTIFICATION PREP COURSES

The certification exams are available at local authorized testing centers. ACE does not provide these exams. The courses listed below are recommended for exam preparation. Some courses are not offered every term.

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Page</th>
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<tbody>
<tr>
<td>MCTS Windows 7</td>
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<tr>
<td>CT01770</td>
<td>Windows 7: MCTS Prep Part 1</td>
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<tr>
<td>CT01771</td>
<td>Windows 7: MCTS Prep Part 2</td>
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<tr>
<td>CompTIA Network+</td>
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<td>Windows Server 2012 for Administrators</td>
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<td>Security+</td>
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<td>CT01465</td>
<td>A+: Troubleshooting Your Computer</td>
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<tr>
<td>CT01666</td>
<td>A+ Certification Prep</td>
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<tr>
<td>ISC2 Certified Information System Security Professional (CISSP)</td>
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<tr>
<td>CT01910</td>
<td>CISSP</td>
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</tbody>
</table>

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 you to create easily maintainable websites. Purchase textbook separately, ISBN: 118008189. 3 sessions @ 3 hrs each. Prereq: CT01525 HTML 1—Your First Website

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

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<td>CISSP</td>
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</tbody>
</table>
**Certified Information System Security Professional (CISSP) | Course CT01910**

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

$799 Tuition  
$30 User Fee  
$829 Total Cost

**Section 0030**  
7:00 pm  
Plum Center  
M W, June 19-July 31  
Rm 110  
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: 9781305090941. 11 sessions @ 3 hrs each.  
Prereq: CT01421 Windows 7

$629 Tuition  
$20 User Fee  
$649 Total Cost

**Section 0030**  
1:00 pm  
Plum Center  
Tu Th, June 13-July 20  
Rm 110  
Edward Gibson, 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, application security, user authentication, 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: 9781305090941. 11 sessions @ 3 hrs each.  
Prereq: CT01421 Windows 7

$629 Tuition  
$20 User Fee  
$649 Total Cost

**Section 0030**  
1:00 pm  
Plum Center  
Tu Th, June 13-July 20  
Rm 110  
Edward Gibson, instructor

**Windows 7: MCTS Prep Part 1 | Course CT01770**

$519 Total Cost  
See page 7 for course information and schedule.

**Windows 7: MCTS Prep Part 2 | Course CT01771**

$519 Total Cost  
See page 7 for course information and schedule.

**COMPUTER GRAPHICS**

**Graphics for the Web | Course CT01550**

$239 Total Cost  
See page 11 for course information and schedule.

**Adobe Photoshop/Photoshop Elements Workshop: Corrections and Enhancements | Course CT01661**

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.

$109 Tuition  
$15 User Fee  
$124 Total Cost

**Section 0030**  
7:00 pm  
Pimmit Hills Ctr  
Tu Th, August 22-August 24  
Rm 123  
Mary Ann Smith, MOS, instructor

**Digital Art: Photoshop Basics | Course CT01462**

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 of ways that the tools can be used. Tool shortcuts, navigating the Photoshop workspace, and correct use of the layering system will also be emphasized. Recommended book, ISBN: 9780321827333. 6 sessions @ 3 hrs each.

$299 Tuition  
$20 User Fee  
$319 Total Cost

**Section 0030**  
7:00 pm  
Pimmit Hills Ctr  
M W, June 12-June 28  
Rm 116  
Jessica Rossiter, instructor

**Section 0031**  
9:00 am  
Plum Center  
Sa, July 15-August 19  
Rm 205  
Dr. Majid Imany, instructor

**Adobe Illustrator Workshop—The Basics | Course CT02160**

Learn the basics of Adobe Illustrator in this introductory workshop. Become familiar with the user interface, tools and panels. Students will create a logo and a simple vector illustration. 2 sessions @ 6 hrs each.

$99 Tuition  
$15 User Fee  
$114 Total Cost

**Section 0030**  
7:00 pm  
Plum Center  
M W, August 21-August 23  
Rm 205  
Jessica Rossiter, 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.

$109 Tuition  
$15 User Fee  
$124 Total Cost

**Section 0030**  
7:00 pm  
M, July 17-July 24  
Rm E157  
Bryan Carvajal, instructor

**OFFICE PRODUCTIVITY SOFTWARE**

**Microsoft Office Proficiency Workshop | Course CT01285**

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

$429 Tuition  
$24 User Fee  
$469 Total Cost

**Section 0030**  
7:00 pm  
Edison HS  
M W, June 12-July 10  
Rm A127  
Wayne Shewmaker, MBA, MOS, instructor

**Section 0031**  
9:00 am  
Plum Center  
M Tu W Th, July 17-July 27  
Rm 118  
Wayne Shewmaker, MBA, MOS, instructor

**MS Word for Boomers | Course CT01328**

New to MS Word? For those who prefer a relaxed pace or do not have access to Word at home or office, this is the course for you. You will learn to produce letters, memos, set margins and tabs, move and copy text. Extra in-class lab time. Windows experience recommended. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

Prereq: CT01423 Windows Basics

$53 Tuition  
$6 User Fee  
$59 Total Cost

**Section 0030**  
10:00 am  
Plum Center  
Tu Th, July 11-July 13  
Rm 114  
Lisa Rosenberger, instructor

**Section 0031**  
12:00 pm  
Plum Center  
Tu W Th, July 18-July 19  
Rm 114  
Lisa Rosenberger, instructor

**MS Word—Basics | Course CT01342**

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

$229 Tuition  
$15 User Fee  
$270 Total Cost

**Section 0030**  
7:00 pm  
L. Braddock SS  
Tu Th, June 13-June 22  
Rm A212  
Wayne Shewmaker, MBA, MOS, instructor

**Section 0032**  
9:00 am  
Plum Center  
Tu Th, August 8-August 17  
Rm 110  
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.

<table>
<thead>
<tr>
<th>Section 0030</th>
<th>7:00 pm</th>
<th>Marshall HS</th>
<th>Th, July 13</th>
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<tbody>
<tr>
<td>Rm C101</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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<th>7:00 pm</th>
<th>Woodson HS</th>
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<tr>
<td>Rm E159</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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</table>

#### $120 Total Cost

**Program Administration**

**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.
Pre-req: CT01457 Oracle Basics

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<th>Tu, Th, June 6-June 29</th>
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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**$419 Total Cost**
### PROGRAMMING

**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

- $329 Tuition
- $15 User Fee
- $344 Total Cost

**Section 0030**

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<td>Alex Machina, instructor</td>
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</table>

### COMMUNICATION

**Confident Public Speaking | Course BE01066**

Whether you are speaking to a small group or to a filled auditorium, this class provides the tools you need to deliver your message clearly and with confidence. You will learn ways to overcome nervousness; have a technique for preparing messages that are meaningful for your audience; get tips for creating impactful visuals that support your message; and manage questions and answers. Most of all, you will have opportunities to practice both off-the-cuff and planned presentations. 4 sessions @ 2 hrs each.

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

**Section 0030**

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<td>Lori Muhlstein, MPA, instructor</td>
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### PERSONAL GROWTH

**Fundamentals of Personal Budgeting | Course BE01102**

Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2.5 hrs each.

- $94 Tuition
- $5 User Fee
- $99 Total Cost

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<td>Pimmit Hills Ctr</td>
<td>Martha Borowski, MBA, instructor</td>
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</table>

### PROFESSIONAL DEVELOPMENT

**Instructional Design for Classroom Training | Course BE03105**

Gain the skills you need to create effective corporate, government, and military training courses. Using the Instructional Systems Design (ISD) method, you will develop a full courseware suite, including facilitator guides, participant workbooks, and PowerPoint presentations. Learn to create engaging, active, and applied learning activities that meet stated learning outcomes. If you are an instructional designer, training coordinator, training instructor, or interested in pursuing a career in the field of instructional technology, this course may be right for you. 5 sessions @ 1.5 hrs each.

- $109 Tuition
- $10 User Fee
- $119 Total Cost

**Office Communication Skills | Course BE01061**

See page 5 for course information and schedule.

- $199 Total Cost

**Investing Fundamentals | Course BE01105**

Enter the world of investments and achieve your financial goals. Learn the basics of investing and investing vehicles such as stocks, bonds, and mutual funds. Course is geared to those interested in fundamentals. 4 sessions @ 2 hrs each.

- $94 Tuition
- $5 User Fee
- $99 Total Cost

**Section 0030**

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<td>Martha Borowski, MBA, instructor</td>
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</table>

**Strategic Financial Planning for Young Adults | Course BE01111**

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

- $99 Tuition
- $99 Total Cost

**Section 0030**

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<tbody>
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<td>Dr. Richard Curley, instructor</td>
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</table>

### BUSINESS AND INFORMATION TECHNOLOGY

**Financial Planning for Women | Course BE01117**

see page 31 for course information and schedule.

**Baby Boomer Retirement Planning | Course BE01152**

see page 31 for course information and schedule.

**First Time Home Buying Seminar | Course BE01178**

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

- $29 Tuition
- $29 Total Cost

**Section 0030**

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- $99 Tuition
- $99 Total Cost

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- $99 Tuition
- $99 Total Cost

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- $99 Tuition
- $99 Total Cost

**Section 0030**

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<tr>
<td>7:00 pm</td>
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<td>Dr. Richard Curley, instructor</td>
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### Other Courses

**Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088**

- $89 Total Cost

See page 6 for course information and schedule.

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*Sally Silberman is a very knowledgeable instructor who is extremely professional. The course content was excellent and the delivery was engaging. It was better than I had hoped for and provided me with exactly the kind of information that serves as a first step to exploring the field of coaching.*

*— Nancy Sajjadi  
*Introduction to Coaching*
Love and Money | Course BE01112

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

$ 49 Tuition
$ 49 Total Cost

Section 0030
9:00 am
Plum Center
Sa, August 12
Rm 140
Martha Borowski, MBA, instructor

Doing Business Globally | Course BE01461

Are you ready to conduct business internationally? Do you understand the culture? Learn the basics on how to assess a country, provide a global strategy, set up a team, establish your operations, understand the logistics process, and implement a realistic schedule and budget. 2 sessions @ 2.5 hrs each.

$ 74 Tuition
$ 5 User Fee
$ 79 Total Cost

Section 0030
9:00 am
Plum Center
Sa, August 12-August 19
Rm 148
Tiffanie Kendrick, MBA, instructor

International Business Travel | Course BE01460

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

$ 74 Tuition
$ 5 User Fee
$ 79 Total Cost

Section 0030
7:00 pm
Edison HS
Tu Th, June 20-June 22
Rm B129
Tiffanie Kendrick, MBA, instructor

Section 0031
7:00 pm
Plum Center
Tu Th, August 15-August 17
Rm 104
Tiffanie Kendrick, MBA, 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.

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0030
9:00 am
Plum Center
Sa, July 29
Rm 116
Sally Silberman, instructor

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**Employee Training…**

**Customized Solutions**

**Is your business realizing its potential?**

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

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

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

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

**Employers:**

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

A glimpse of onsite customized Workplace Training programs...

**Business Writing**

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

**CPR and First Aid**

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

**Home and Companion Care**

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

**Communication for the Workplace**

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

**Customized Computer Training**

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

Contact Workplace Training at: 703-658-1223 or workplacetraining@fcps.edu.
Instructions
1) Enroll with our online course provider:
   • Visit:  www.coursecatalog.com/fairfax
   • Type the course name or number into the search tool.
   • If desired, view the full course outline.
   • Select “Add to Cart.”
   • Select a start date, then click on “Add Selected Item.”
   • Select “Proceed to Check Out” and complete form.
   • Select “Enroll” then “Confirm.”

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

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

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

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

Online Courses

Information Technology
Build a Mobile App for Your Small Business in One Hour | Course DL07121
Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112
Create HTML5 Games from Scratch | Course DL07117
IT Cloud Certificate Series | Course DL07219
Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144
The Best Online Typing Course | Course DL02880

Medical
Medical classes can be taken individually or as part of a medical certificate program. See page 17 for information regarding the medical certificate programs or call 703-658-1216/1244.

Bloodborne Pathogens | Course DL01010
Comprehensive Medical Transcription Training | Course DL01230
HIPAA Privacy Training & Certification Program | Course DL01240

Legal
Comprehensive Paralegal Program | Course DL01500

Professional Writing and Communication
Certificate in Technical Writing | Course DL03600
Efficient Reading: Improving Speed and Comprehension | Course DL04058
Writers at Work: A Review for Professionals Part I—Basics | Course DL04021
Writers at Work: A Review for Professionals Part II—Punctuation | Course DL04022
Writers at Work: A Review for Professionals Part III—Clear, Concise Writing | Course DL04023
Writers at Work: A Review for Professionals Part IV—Style | Course DL04024

Questions?
Please contact comptraining@fcps.edu
### Medical and Dental Certificate Programs

Most ACE programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or attain professional growth. For full program requirements you must register for a certificate program or request an introductory letter. Refer to page 26 for certificate program registration information. Students must notify the program manager when they are completing their final class.

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Page</th>
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<tbody>
<tr>
<td>HM01625 Heartsaver CPR AED First Aid OR</td>
<td>18</td>
</tr>
<tr>
<td>HM01695 Heartsaver CPR AED Plus</td>
<td>17</td>
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<tr>
<td>HM01626 First Aid</td>
<td>18</td>
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</table>

**HM01991 Strategies for Succeeding in Healthcare** 20

**HM01627 Mental Health First Aid** 19

**BE01393 Résumé and Interview Clinic** 5

**Plus 2 electives of your choice.**

### ELECTIVES:

All certificate programs require taking two electives. If a course is required for a program, it may not be used as an elective. Call 703-658-1216/1244 for questions regarding approval of electives.

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### DENTAL ADMINISTRATIVE OFFICE ASSISTANT

**Required Courses**

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<th>Required Courses</th>
<th>Page</th>
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<tr>
<td>CE01023</td>
<td>Dental Admin. Asst. Cert. Prog.</td>
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<tr>
<td>HM01645</td>
<td>Dental Office Administration Basics</td>
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<td>HM01646</td>
<td>Dentrix Basics</td>
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<tr>
<td>HM01748</td>
<td>Intro to Dental Coding and Billing</td>
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### DENTAL ASSISTANT COMPREHENSIVE*

**Required Courses**

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<td>HM01647</td>
<td>Dental Asst. Comprehensive</td>
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### MEDICAL ASSISTANT

**Required Courses**

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<tr>
<td>HM01601</td>
<td>Med. Term. w/Anatomy-Part 2</td>
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<tr>
<td>HM01614</td>
<td>EKG Interpretation</td>
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<tr>
<td>HM01615</td>
<td>Clinical Med. Office Proc.-Part 1</td>
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<td>HM01616</td>
<td>Clinical Med. Office Proc.-Part 2</td>
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<td>HM01620</td>
<td>Admin. Med. Office Proc.</td>
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<td>HM01638</td>
<td>Law &amp; Ethics</td>
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<tr>
<td>HM01765</td>
<td>Medical Assistant Exam Certification Prep</td>
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<tr>
<td>HM01606</td>
<td>NHA Certification Exam</td>
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**HM01601 | Med. Term. w/Anatomy-Part 2 | * |
| HM01671 | Medical Coding, Billing, 2 | * |
| HM01695 | Medical Insurance Billing | * |

### MEDICAL ADMINISTRATIVE ASSISTANT

**Required Courses**

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<td>HM01601</td>
<td>Med. Term. w/Anatomy-Part 2</td>
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<td>HM01651</td>
<td>Medical Coding, Billing, 1</td>
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<td>HM01652</td>
<td>Medical Coding, Billing, 2</td>
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<td>HM01695</td>
<td>Medical Insurance Billing</td>
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### MEDICAL INSURANCE BILLER

**Required Courses**

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<td>Medical Coding, Billing, 2</td>
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<td>Medical Insurance Billing</td>
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<td>HM01606</td>
<td>NHA Certification Exam</td>
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### VETERINARY ASSISTANT

**Required Courses**

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<td>Veterinary Asst Part 1</td>
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<td>HM01640</td>
<td>Veterinary Asst Part 2</td>
</tr>
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<td>HM01841</td>
<td>Veterinary Asst Part 3</td>
</tr>
<tr>
<td>HM01632</td>
<td>Pet. Emergencies</td>
</tr>
</tbody>
</table>

**Not offered this term.**

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New this summer: Fast-track, all-inclusive Dental Assistant Program. See page 20.

Coming soon: Patient Care Technician Certification Program.

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### CERTIFICATION OPPORTUNITIES FOR MEDICAL ASSISTANT, MEDICAL ADMINISTRATIVE, AND MEDICAL INSURANCE BILLER CERTIFICATE PROGRAM STUDENTS!

ACE is an approved provider with the National Healthcareer Association (NHA). Students who have successfully completed a certificate program with ACE and have a HS Diploma or GED® are eligible to sit for an NHA exam. Instructions on registering for the exam are provided at the conclusion of the program. Students are responsible for applying for and paying the certification exam fees. Upon successful completion of the certification exam, students obtain their Certified Clinical Medical Assistant, Certified Medical Administrative Assistant, or Certified Billing and Coding Specialist designation. More certification opportunities through NHA coming this fall!

Questions? Call 703-658-1216 or e-mail: healthmed@fcps.edu for certificate program information.

Follow us on Twitter @ACE_healthmed

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### CPR & First Aid

All information you need to be prepared for unexpected situations both at home and at work. Includes personal and career courses. Private classes available upon request. Four student minimum. Call 703-658-1244/1216 for details.

**Heartsaver CPR & AED—Adult, Child, Infant | Course HM01695**

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.

- $ 75 Tuition
- $ 8 User Fee
- Text: Heartsaver CPR AED Student Workbook 2015
- $101 Total Cost

**Section 0207 | L. Braddock HS**

<table>
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<tr>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Law, instructor</td>
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<td>Sa, May 13</td>
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**Section 0208 | ACE Herndon Learning Center**

<table>
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<th>Time</th>
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<tbody>
<tr>
<td>1:00 pm</td>
<td>Pellerin-Schaaf, instructor</td>
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**Section 0209 | Plum Center**

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<td>Messier, instructor</td>
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<td>Th, May 25</td>
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**Section 0210 | Plum Center**

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Cockley, instructor</td>
</tr>
<tr>
<td>Th, June 1</td>
<td></td>
</tr>
<tr>
<td>Rm 148</td>
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**Section 0300 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>7:00 pm</td>
<td>Young, instructor</td>
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<tr>
<td>Tu W, June 6-June 7</td>
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<td>Rm 119</td>
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**Section 0301 | Plum Center**

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Messier, instructor</td>
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<tr>
<td>M, June 12</td>
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<td>Rm 119</td>
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**Section 0302 | Plum Center**

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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>5:00 pm</td>
<td>Young, instructor</td>
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<tr>
<td>Tu, June 20</td>
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<td>Rm 119</td>
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**Section 0303 | Marshall HS**

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<th>Time</th>
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<tbody>
<tr>
<td>6:30 pm</td>
<td>Tatt, instructor</td>
</tr>
<tr>
<td>Tu, June 27-June 29</td>
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<tr>
<td>Rm Lib</td>
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**Section 0304 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>7:00 pm</td>
<td>Wright, instructor</td>
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<tr>
<td>W Th, July 5-July 6</td>
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<td>Rm 104</td>
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**Section 0305 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>12:00 pm</td>
<td>Sood, instructor</td>
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<tr>
<td>Su, July 9</td>
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<td>Rm 122</td>
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**Section 0306 | Edison HS**

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<th>Time</th>
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<tr>
<td>7:00 pm</td>
<td>Young, instructor</td>
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<tr>
<td>Tu W, July 18-July 19</td>
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**Section 0307 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>5:00 pm</td>
<td>Evans, instructor</td>
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<tr>
<td>M, July 24</td>
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<td>Rm 104</td>
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**Section 0308 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Messier, instructor</td>
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<tr>
<td>Th, July 27</td>
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<td>Rm 148</td>
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**Section 0309 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>5:00 pm</td>
<td>F, August 11</td>
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<tr>
<td>W, August 2</td>
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<td>Rm 119</td>
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**Section 0310 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>12:00 pm</td>
<td>Cockley, instructor</td>
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<tr>
<td>Su, August 6</td>
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<td>Rm 122</td>
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**Section 0311 | Plum Center**

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<th>Time</th>
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<tbody>
<tr>
<td>12:00 pm</td>
<td>Messier, instructor</td>
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<td>Th, August 17</td>
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**Section 0312 | Plum Center**

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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Messier, instructor</td>
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<tr>
<td>Th, August 17</td>
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<tr>
<td>Rm 119</td>
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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.
Health and Medical

Heartsaver First Aid CPR AED | Course HM01625
Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. American Heart Association certification card issued at end of class. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.
$118 Tuition
$10 User Fee
$22 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($20)
$150 Total Cost

Section 0024
Plum Center
Rm 148
9:00 am
W, May 17
Messer, instructor

Section 0025
ACE Herndon Learning Center
Rm 2
9:00 am
Sa, May 20
Pellerin-Schaaf, instructor

Section 0026
Plum Center
Rm 122
9:00 am
Sa, June 3
Cushman, instructor

Section 0030
Pimmit Hills Ctr
Rm LIB
9:00 am
Sa, June 17
Tartt, instructor

Section 0031
Plum Center
Rm 104
9:00 am
F, June 30
Wright, instructor

Section 0032
Woodson HS
Rm LIB
9:00 am
Sa, July 8
Messer, instructor

Section 0033
Plum Center
Rm 148
9:00 am
F, July 21
Carlson, instructor

Section 0034
ACE Herndon Learning Center
Rm 2
9:00 am
Sa, August 5
Pellerin-Schaaf, instructor

Section 0035
Plum Center
Rm 150
9:00 am
M, August 14
Carlson, instructor

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. 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.
$46 Tuition
$8 User Fee
$15 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid Student Workbook 2015 ($13)
$69 Total Cost

Section 0022
Pimmit Hills Ctr
Rm LIB
10:00 am
Sa, May 13
Tartt, instructor

Section 0023
Plum Center
Rm 104
6:30 pm
M, May 22
Zukosky, instructor

Section 0030
Plum Center
Rm 122
2:00 pm
F, June 9
Young, instructor

Section 0031
Plum Center
Rm 122
12:00 pm
Su, June 25
Sood, instructor

Section 0032
Herndon HS
Rm 131
6:30 pm
Th, July 13
Pellerin-Schaaf, instructor

Section 0033
Plum Center
Rm 122
1:00 pm
F, July 28
Staff, instructor

Section 0034
L. Braddock SS
Rm C163
10:00 am
Sa, August 12
Wright, instructor

Basic Life Support | Course HM01697
American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Certification card issued at class. Must be on time. Book required. Recommend book be picked up prior to class - call 703-658-1293/1244 for questions. 1 session @ 5 hrs.
$109 Tuition
$9 User Fee
$17 Text: BLS Provider Manual 2015
$135 Total Cost

Section 0022
Plum Center
Rm 104
9:00 am
Th, May 11
Coakley, instructor

Section 0023
Plum Center
Rm 116
9:00 am
F, May 26
Messer, instructor

Section 0030
Plum Center
Rm 122
4:30 pm
Tu, June 13
Wright, instructor

Section 0031
Plum Center
Rm 119
9:00 am
Sa, June 24
Cushman, instructor

Section 0032
Plum Center
Rm 104
9:00 am
M, July 10
Messer, instructor

Section 0033
Plum Center
Rm 119
9:00 am
Sa, July 29
Wright, instructor

Section 0034
Plum Center
Rm 119
9:00 am
Tu, August 8
Messer, instructor

Section 0035
Plum Center
Rm 122
9:00 am
Sa, August 19
Cushman, instructor

Heartcode BLS | Course HM01879
Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS. Class includes presentation of skills, group activity, and skills check off. Designed for those who have had Basic Life Support training in the past. No re-trains available until Fall 2017. Please see course HM01697 for full classes. Call 703-658-1244 with questions. 1 session @ 3 hrs.
$88 Tuition
$10 User Fee
$99 Total Cost

Section 0021
Plum Center
Rm 122
2:00 pm
F, May 12
Pellerin-Schaaf, instructor

Section 0030
Plum Center
Rm 104
1:00 pm
Tu, June 13
Wright, instructor

Section 0031
Plum Center
Rm 119
3:00 pm
M, July 10
Messer, instructor

Section 0032
Plum Center
Rm 122
2:30 pm
Tu, August 8
Messer, 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.
$115 Tuition
$10 User Fee
$22 Text: First Aid Student Supply Pack ($2); Heartsaver Pediatric First Aid CPR AED Stu Wk 2015 ($20)
$147 Total Cost

Section 0021
Plum Center
F, May 19
9:00 am
Rm 150
Carlson, instructor

Section 0022
Pimmit Hills Ctr
Sa, June 3
9:00 am
Rm LIB
Tartt, instructor

Section 0030
Woodson HS
Sa, June 17
9:00 am
Rm LIB
Messier, instructor

Section 0031
Plum Center
Sa, July 15
9:00 am
Rm 104
Wright, instructor

Section 0032
Plum Center
Th, August 10
9:00 am
Rm 150
Messier, instructor

NEW
Family and Friends CPR | Course HM01996
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 0030
Plum Center
M, June 5
6:30 pm
Rm 119
Messier, instructor

Section 0031
Plum Center
W, June 28
1:00 pm
Rm 119
Messier, instructor

Section 0032
Plum Center
F, July 14
9:00 am
Rm 119
Messier, instructor

Section 0033
Marshall HS
Th, July 20
7:00 pm
Rm Lib
Tartt, instructor

Section 0034
Plum Center
W, August 2
9:30 am
Rm 119
Messier, instructor

Section 0035
Plum Center
F, August 18
6:30 pm
Rm 119
Tartt, instructor

Heartsaver CPR, AED and First Aid in Spanish | Course HM01797
Class taught in Spanish. Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. American Heart Association certification card issued at end of class. Certification valid for 2 years. Must be on time! 1 session @ 7 hrs.
$119 Tuition
$10 User Fee
$22 Text: First Aid Student Supply Pack ($2); Spanish Heartsaver First Aid CPR AED ($20)
$151 Total Cost

Section 0030
Plum Center
Sa, June 24
9:00 am
Rm 150
Ortiz Parra, instructor

Section 0031
Plum Center
Sa, July 29
9:00 am
Rm 122
Ortiz Parra, instructor

Note:
The American Heart Association 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 AED CPR in Spanish | Course HM01798
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.
$ 76 Tuition
$ 8 User Fee
$ 20 Text: Spanish Heartsaver First Aid CPR AED
$ 104 Total Cost

Section 0021
9:00 am
Plum Center
Sa, May 13
Rm 141
Ortiz Parra, instructor

Section 0022
12:00 pm
Plum Center
Su, June 4
Rm 122
Reynolds, instructor

Section 0030
9:00 am
Plum Center
Sa, July 15
Rm 148
Faiyer, instructor

Section 0031
10:00 am
Plum Center
Sa, August 12
Rm 104
Ortiz Parra, instructor

Mental Health First Aid | Course HM01627
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 0020
5:00 pm
Plum Center
Tu, Th, June 20–June 22
Rm 140
Chisty & Marshall, instructors

Youth Mental Health First Aid | Course HM01922
Registration deadline—Two weeks before class start date.
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 0020
5:00 pm
Plum Center
Tu, Th, May 23–May 25
Rm 140
Naveda & Prenger, instructors

Mental Health First Aid in Spanish (PASM) | Course HM01962
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 in Spanish 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 0020
1:30 pm
Pimmit Hills Ctr
Tu, Th, June 27–June 29
Rm LIB

Section 0030
1:00 pm
ACE Herndon Learning Center
Tu, July 18–July 20
Rm TBD
Zeleta & Burgos, instructors

Certifications and Licensure

CERTIFIED NURSE AIDE
Approved program with the Commonwealth of Virginia. Certified Nurse Aide (CNA) | Course HM01780
Start your career ladder in nursing with our entry-level health care position as a certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each.
Prereq: HM01605 Placement Test—Certified Nurse Aide Program
$1299 Tuition
$0 Text: Mosby’s Essentials for Nursing Assistants, 5th ed
$1299 Total Cost

Section 0021
8:30 am
Plum Center
M W F, May 22–June 26
Rm 104
Albert, instructor

Section 0030
8:30 am
Plum Center
M W F, July 3–August 4
Rm 104
Albert, instructor

Certified Nurse Aide (CNA) Exam Prep | Course HM01781
Reviews skills needed for CNA licensure exam. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each.
$ 375 Tuition
$ 375 Total Cost

Section 0021
8:30 am
Plum Center
Tu, Th, June 20–June 22
Rm 104
Albert, instructor

Section 0030
8:30 am
Plum Center
Tu, August 1–August 3
Rm 104
Albert, instructor

EMERGENCY MEDICAL TECHNICIAN (EMT)
Licensure exam for Commonwealth of VA included with course. Emergency Medical Technician—Basic | Course HM01655
Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. Includes Basic Life Support Certification and 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text: Emergency Care provided.) Minimum age 16 with pre-admission approval. No tuition waivers. 24 evening sessions @ 3 hrs each plus 11 Saturdays.
$1015 Tuition
$ 45 User Fee
$1060 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
M W F, May 31–August 21
Rm SRCT
Mercer, instructor

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

PHARMACY TECHNICIAN
Students are eligible to sit for the national Pharmacy Technician Certification Board (PTCB) exam. 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. No tuition waivers. 20 sessions @ 2.5 hrs each.
$1179 Tuition
$1179 Total Cost

Section 0030
7:00 pm
Herdon HS
Tu, Th, May 16–July 25
Rm 133
Tanveer, instructor

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. No tuition waivers. 15 sessions @ 3.5 hrs each.
$1179 Tuition
$1179 Total Cost

Section 0030
9:00 am
Plum Center
M W F, July 3–August 4
Rm 110
Crbb, instructor

Pharmacy Technician Certification Board Exam Review | Course HM01932
Prepare to sit for the Pharmacy Technician Certification Board (PTCB) exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification Board (PTCB) exam with confidence. Successful completion of the PTCB exam provides national recognition and certification status to boost your career options. 2 sessions @ 5 hrs each.
$199 Tuition
$199 Total Cost

Section 0030
9:00 am
Plum Center
Sa, July 8–July 15
Rm 119
Bonner, instructor

Medical and Dental Careers
Classes can be taken individually or as part of a certificate program. See page 17 for information regarding the medical certificate programs or call 703-658-1216/1244.

Introduction to Health Care Careers | Course HM01751
Interested in a career in health care? Join us to discuss exciting career opportunities in the rapidly expanding health care field. Learn how to research current job trends, salaries, and educational requirements. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 1 session @ 3 hrs.
$ 39 Tuition
$ 39 Total Cost

Section 0031
12:00 pm
Pimmit Hills Ctr
Tu, August 1
Rm 155
Stevens, instructor

Section 0032
6:30 pm
Edison HS
W, August 9
Rm A125
Miser, instructor

Section 0033
9:00 am
Plum Center
Th, August 24
Rm 110
Mkhalevsky, instructor
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 variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 3.5 hrs each.

$ 86 Tuition
$ 2 User Fee
$ 61 Text: Job Readiness for Health Professionals, 2nd ed ($59); Strategies for Success in a Health Care Profession ($2)
$149 Total Cost

Section 0031
Marshall HS
6:00 pm
Th, July 13-July 20
Rm B102
Almeter, instructor

Section 0032
Plum Center
6:00 pm
Th, August 17-August 24
Rm 140
Almeter, instructor

LPN PREP

Building Blocks for a Career in Nursing | Course HM01926

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

$519 Tuition
$ 19 User Fee
$262 Text: An Integrated Approach to Health Sciences, 2nd ed
$800 Total Cost

Section 0020
ACE Herndon Learning Center
3:00 pm
F, May 12-July 21
Rm 180
Selim, instructor

Math for Medicine | Course HM01925

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

$294 Tuition
$ 68 Text: Math Skills for Health Professionals
$362 Total Cost

Section 0030
12:30 pm
Plum Center
Su, June 4-July 23
Rm 140
Lemarie, instructor

NEWBORN AND POSTPARTUM CAREGIVER

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 0030
9:30 am
Plum Center
Sa, July 15
Rm 122
Staff, instructor

MEDICAL ADMIN ASST AND MEDICAL ASST CERTIFICATIONS

Administrative Medical Office Procedures | Course HM01620

Comprehensive course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Stay current with new office practices in an evolving medical industry! Practice on medical office software programs commonly used in medical offices. 14 sessions @ 2.5 hrs each.

$480 Tuition
$ 12 User Fee
$243 Text: Medical Office Administration—A Worktext, 3rd ed ($104); SimChart for the Medical Office Learning... Workflow ($139)
$735 Total Cost

Section 0030
6:30 pm
Herndon HS
Tu, June 6-July 25
Rm 123
Walter, instructor

Section 0031
1:00 pm
Plum Center
F, June 23-September 22
Rm 114
Robertson, instructor

Medical Assistant Certification Exam Prep | Course HM01765

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

$107 Tuition
$ 75 User Fee
$182 Total Cost

Section 0030
10:00 am
Plum Center
Sa, July 29-August 12
Rm 140
Koons, 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 with questions. 1 session @ 4 hrs.

$ 45 Tuition
$ 45 Total Cost

Section 0030
6:00 pm
Plum Center
W, August 23
Rm 114
Miser, instructor

Section 0040
1:00 pm
Plum Center
Th, November 9
Rm 114
Stevens, instructor

EKG Interpretation | Course HM01614

In this course, students study the indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations and pertinent topics in cardiology will also be discussed. Class taught by Cardiac Nurse Practitioner. For more information on the medical certificate programs, call 703-658-2727. 4 sessions @ 2 hrs each.

$189 Tuition
$ 10 User Fee
$158 Text: Clinical Procedures for Medical Assistants, 9th ed
($141); EKG/ECG ($17)
$357 Total Cost

Section 0030
7:00 pm
Plum Center
Tu, July 18-August 8
Rm 104
Williams, instructor
NUTRITION

Childhood Nutrition | Course HM01953
Address your concerns about obesity, food allergies, and picky eaters with this overview of a childhood balanced diet that includes healthy meals, after school snacks. Session two includes preparation of healthy snacks. 1 session @ 2 hrs and 1 session @ 1.5 hrs.
$ 59 Tuition
$ 10 User Fee
$ 69 Total Cost
Section 0030
7:00 pm
Edison HS
M, June 12-June 14
Rm B129
Negron, instructor
Section 0031
7:00 pm
L. Braddock SS
W, July 19-July 26
Rm H215
Negron, instructor
Section 0032
9:00 am
Plum Center
Sa, August 19
Rm 104
Negron, instructor

Exercise and Sports Nutrition | Course HM01954
Power up your exercise routine by giving your body what it needs to reap the maximum benefit from your hard work.
Getting the right nutrition through a balanced diet effects your performance. Come calculate anthropometrics and plan a meal. 1 session @ 2 hrs.
$ 39 Tuition
$ 39 Total Cost
Section 0030
9:00 am
Plum Center
Sa, July 22
Rm 104
Negron, instructor

Guide to Nutrition Knowledge | Course HM01793
This course will provide non-nutritionists, particularly those working in the wellness field, with the latest evidenced based dietary resources. Topics covered: anthropometric data collection, label reading, food environment trends, fad diets, signs/symptoms of metabolic syndrome, MyPlate methods. At the end of the course students will be able to provide basic dietary information and identify misinformation and barriers to weight management. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0021
7:00 pm
Plum Center
M, May 15
Rm 104
Negron, instructor
Section 0030
9:00 am
L. Braddock SS
Sa, June 17
Rm H218
Negron, instructor

NEW

Know Your Veggies: Seasonal Produce | Course HM01819
Summer fruits and veggies—farmer’s markets! Come learn and explore local available produce and their nutrient value. Return in August for information on apple picking and pumpkin patch locations within driving distance of the metropolitan area! August and September classes will include local fall produce. 1 session @ 3 hrs.
$ 51 Tuition
$ 4 User Fee
$ 55 Total Cost
Section 0030
12:30 pm
Plum Center
Su, June 4
Rm 104
Negron, instructor
Section 0031
6:30 pm
Plum Center
Th, July 6
Rm 104
Negron, instructor
Section 0032
12:30 pm
Plum Center
Su, August 20
Rm 104
Negron, instructor

Veterinary Assistant Program—Part II | Course HM01640
Study small animal preventive medicine. This includes vaccines and associated diseases, heartworm, hematology, and dentistry. Course is valuable for dog/cat owners and those who work in veterinary clinics and boarding facilities. Very helpful to those interested in becoming licensed veterinary technicians. Part I is not a prerequisite to Part II. 8 sessions @ 4 hrs each.
$ 479 Tuition
$ 10 User Fee
$ 489 Total Cost
Section 0021
7:00 pm
Plum Center
M, W, June 5-July 19
Rm 104
Martin, instructor

Veterinary Assistant Program—Part III | Course HM01841
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. 5 sessions @ 4 hrs each.
$ 349 Tuition
$ 10 User Fee
$ 359 Total Cost
Section 0020
10:00 am
Plum Center
M, W, May 31-June 14
Rm 119
Martin, instructor
Section 0030
7:00 pm
Plum Center
M, W, July 24-August 23
Rm 104
Martin, instructor

Dog Training Theory and Techniques | Course HM01634
Not getting the results you had expected from your previous dog-training efforts? Better understand why past methods may not have worked and how to get positive results now by applying the techniques research studies have shown to be the most successful. This class explains animal learning theory so is valuable for veterinary professionals. Taught by certified dog trainer and behaviorist. 1 session @ 3 hrs.
$ 39 Tuition
$ 39 Total Cost
Section 0030
6:30 pm
Pimmit Hills Ctr
M, July 10
Rm 156
Peeler, instructor

Arthritis Management for Your Pet | Course HM01832
Millions of people in the US are affected by arthritis, but did you know your pets get it too? Arthritis often affects 60% of cats 6 years and older, and as many as 1 in 5 dogs over the age of 1 year. Pets with arthritis don’t tend to cry out in pain and signs can be difficult to recognize. Learn about the condition, signs of arthritis in dogs and cats, current therapies, and how you can help your pet. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0030
6:30 pm
Pimmit Hills Ctr
M, June 12-June 19
Rm 156
Peeler, instructor

Common Pet Medications | Course HM01840
Come and discuss some of the common pet medications given by veterinarians and how they differ from the medications your doctor may give you. Taught by a licensed veterinary technician. 1 session @ 3 hrs.
$ 45 Tuition
$ 45 Total Cost
Section 0030
12:00 pm
Plum Center
Su, July 9
Rm TBD
Martin, instructor
Section 0031
10:00 am
Plum Center
Tu, July 11
Rm TBD
Martin, instructor
Section 0032
12:00 pm
Plum Center
Su, July 23
Rm TBD
Martin, instructor
Section 0033
12:00 pm
Plum Center
Su, August 6
Rm TBD
Martin, instructor
Section 0034
10:00 am
Plum Center
Tu, August 22
Rm TBD
Martin, instructor
Section 0035
7:00 pm
Plum Center
Th, August 24
Rm 119
Martin, instructor

Am I Right for Fido? | Course HM01635
Want to be adopted by a dog? Trying to find the right match? Hear the pluses of owning a pet and explore the responsibilities. Focus on lifestyle factors, finding the right family for Fido, and financial concerns. Should Fido find his forever home as a puppy? Or maybe Fido needs a new family ’cause he’s older now and his family cannot care for him. Learn how to determine the best placement for Fido and you! Taught by a certified dog trainer and behaviorist. 1 session @ 3 hrs.
$ 29 Tuition
$ 29 Total Cost
Section 0030
6:30 pm
Pimmit Hills Ctr
M, August 14
Rm 156
Peeler, instructor
Apprenticeship

CREDIT-BY-EXAM *

A Credit-By-Exam (CBE) is designed to give advanced placement to students with prior training. CBEs are optional and most exams take 3 hours to complete. CBEs are for completion of apprenticeship related instruction only. NO CELL PHONES ALLOWED. Calculators permitted. You must bring government-issued photo ID to exam.

|$ 150| Tuition
|$ 150| Total Cost

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Barbering CBE | Course AP08861
Cosmetology CBE | Course AP08860
Building Maintenance 1 CBE | Course AP08808
Building Maintenance 2 CBE | Course AP08809
Building Maintenance 3 CBE | Course AP08810
Carpentry 1 CBE | Course AP08811
Carpentry 2 CBE | Course AP08812
Carpentry 3 CBE | Course AP08813
Electricity 1 CBE | Course AP08815
Electricity 2 CBE | Course AP08816
Electricity 3 CBE | Course AP08817
HVAC-R 1 CBE | Course AP08800
HVAC-R 2 CBE | Course AP08801
Optician 1 CBE | Course AP08838
Optician 2 CBE | Course AP08839
Plumbing 1 CBE | Course AP08845
Plumbing 2 CBE | Course AP08846
Plumbing 3 CBE | Course AP08847
Survey 1 CBE | Course AP08853

*To see the full range of credit-by-exam options this summer that cover all trades, see our online catalog or the apprenticeship class bulletin.

Trade and Industrial classes provide career exploration and basic training for job seekers to enhance their employability. Other trade and industry classes provide continuing education for licensed exam requirements for plumbing, electrical, and HVAC-R trades. Some classes, such as the CFC Certification and the 10 Hour OSHA safety class, provide related skills employers seek as they offer additional services to their clients. Students in our apprenticeship classes can use trade and industry classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to complement your career.

Auto Mechanics—Advanced | Course TI05313
This is a hands-on class where students will learn about various systems and develop skills for tasks you can then do at home. Students will diagnose and perform repairs on their own vehicle and learn what repairs are appropriate to do yourself. This course does not cover major repairs such as replacing pistons, pulling an engine or transmission work. Assistance is available as needed. Bring your project vehicle, any special tools and necessary parts to the first class, if possible. Most basic hand tools are provided. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

|$ 335| Tuition
|$ 30| User Fee
|$ 365| Total Cost

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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.

|$ 214| Tuition
|$ 25| User Fee
|$ 239| Total Cost

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Career Exploration—Trades

AUTOMOTIVE

Auto Body Repair—Personal Repair and Refinishing | Course TI05323
Learn the skills needed to properly repair automotive body/collision elements through live hands-on training overseen by an experienced industry technician/teacher. You will learn how to repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, plastic filler repair, automotive refinishing techniques, and panel alignment procedures. Students must provide personal hand tools, safety gear, parts and supplies for personal projects. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc). 10 sessions @ 4 hrs each.

|$ 397| Tuition
|$ 52| User Fee
|$ 449| Total Cost

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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. 5 sessions @ 3 hrs each.

|$ 208| Tuition
|$ 32| User Fee
|$ 49| Text: Troubleshooting and Repairing Major Appliances
|$ 289| Total Cost

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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.

|$ 75| Tuition
|$ 14| User Fee
|$ 89| Total Cost

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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 call 703-392-0900, ext. 102 or 131). The “Apprentice Action Form” is evidence of state registration. Those who are not Virginia-registered apprentices are also welcome to join electricity, plumbing, surveying, opticianry or HVAC-R classes to gain basic trade knowledge and to network with apprentices working in the occupation which can lead to employment opportunities.

Upon completion of the multi-year program, all students receive an FCPS completion certificate. State registered apprentices receive a State apprenticeship certificate for the Virginia Department of Labor and Industry upon successful completion of the full program. This 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.

Students taking only part of the program will receive 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.

Looking for Apprenticeship trade classes? These classes will be offered as part of our fall schedule. Please check back the first of August. Be sure to enroll in your class before August 31 to avoid a late fee.

Any person seeking credit from FCPS for previous training must take a credit-by-exam for each apprenticeship level they seek credit for. These tests are limited and only given in August.

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

Apprenticeship related instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. This training leads to journeyman licensing eligibility for electricians, HVAC-R technicians and plumbers.

Most apprenticeship classes are also open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade. State registration through your employer is required to attend our directed study classes. To become a state registered apprentice, have your employer call 703-392-0900, ext. 102, or 131.

Apprentices transferring in from other schools must take the credit-by-exams to get credit for previous training IF they want an FCPS certificate at graduation.
**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.

$223 Tuition  
$38 User Fee  
$8 Text: *Step By Step Guide to Room Finishing*  
$269 Total Cost

**Home Remodeling Basics | Course TI05173**

$385 Total Cost  
See page 36 for course information and schedule.

**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.

$90 Tuition  
$9 User Fee  
$99 Total Cost

**Permitting that Project | Course TI05186**

$49 Total Cost  
See page 36 for course information and schedule.

**What Do I Need for My Project? | Course TI05187**

Deciding what types of appliances, fixtures, or construction materials are needed for your project can be daunting because the wrong items cost you both time and money. Our instructor has worked many years in construction and will discuss the parameters you need to consider when selecting materials for your project. This will include: new NAEC energy efficiency guidelines in appliances, fixtures and facet types i.e. low-consumption/no-clog toilets, tankless or standard water heaters or no-flame copper or plastic water piping systems and other reliable technologies. Appliance, fixture and facets, various materials and products catalog handouts from vendors will be provided in class. 1 session @ 4 hrs.

$59 Tuition  
$59 Total Cost

**HVAC-R**

**Heating and Air Conditioning Systems | Course TI05582**

Learn principles of heating and air conditioning systems and how to make minor adjustments and repairs to them. 5 sessions @ 3 hrs each.

$223 Tuition  
$29 User Fee  
$27 Text: *Basic Refrigeration and Charging Procedures*  
$279 Total Cost

**Heating and Air Conditioning Systems | Course TI05582**

$289 Total Cost  
Residential Electrical

See page 37 for course information and schedule.

**Electrician Continuing Education | Course TI05275**

Comprehensive, three-hour review of the 2011 National Electric Code (NEC). Class fulfills the continuing education requirement for electricians 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 @ 1 hr.

$125 Tuition  
$2 User Fee  
$32 Text: *2012 International Electrical Code Updates*  
$159 Total Cost

**Continuing Education/Recertification**

**ELECTRICIAN**

**Electrician Continuing Education | Course TI05275**

Comprehensive, three-hour review of the 2012 International Mechanical Code. Class fulfills the continuing education requirement for HVAC-R/mechanical technicians 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. Must register at least one week before class start date. Workbook is required. 1 session @ 3 hrs.

$125 Tuition  
$2 User Fee  
$32 Text: *2012 International Mechanical Code Updates*  
$159 Total Cost

**Heating and Air Conditioning Systems | Course TI05582**

$223 Tuition  
$29 User Fee  
$27 Text: *Basic Refrigeration and Charging Procedures*  
$279 Total Cost

**Heating and Air Conditioning Systems | Course TI05582**

$289 Total Cost  
Residential Electrical

See page 37 for course information and schedule.

**GASFITTERS**

**Gasfitters Continuing Education | Course TI05278**

Comprehensive, one-hour review of the 2012 International Fuel Gas Code. Class fulfills the continuing education requirement for gasfitters 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 @ 1 hr.

$47 Tuition  
$6 User Fee  
$32 Text: *2012 International Fuel Gas Code Updates*  
$85 Total Cost

See page 36 for course information and schedule.

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**LOOK FOR OUR FALL CATALOG STARTING JULY 31!**

*Online registration for fall classes will begin July 28, and print catalogs will be mailed July 31.*
PLUMBER

Apprenticeship, Trade and Industrial—FCPS Adult and Community Education Summer 2017

Rm 112 McDonald, instructor

Plum Center Sa, August 5

Section 0030

$ 125 Tuition
$ 4 User Fee
$ 50 Text: 2012 International Plumbing Code Updates
$ 179 Total Cost

24-hour OSHA Upgrade | Course TI05599

20:00 am

$ 259 Tuition
$ 6 User Fee
$ 265 Total Cost

Section 0030

L. Braddock SS

Sa, July 15-August 5

Holmes, instructor

Faucets and Fixture Repairs | Course TI05667

This course is designed to assist technicians with the specific repairs of commonly used plumbing faucets and fixtures. The instructor will focus on finding the correct stem or cartridge replacement parts and give tips on effective repairs. The class will largely be hands-on using the manufacturer's installation literature, websites or YouTube presentations. We will be focusing on only the most commonly used products in the region. Students will provide their own hand tools. 4 sessions @ 3 hrs each.

$ 227 Tuition
$ 48 User Fee
$ 275 Total Cost

Section 0030

Pimmit Hills Ctr

Tu, July 11-August 1

Bessales, instructor

Waste and Vent Piping for the IPC | Course TI05680

An intensive review and examination of the sanitary waste vent drainage chapters in the plumbing code for both residential and commercial installations. You will examine best practices and specifically the code intent for any installation. International Plumbing Code Commentary required but not provided. One hour break for lunch on your own. 2 session @ 3.5 hrs each.

$ 147 Tuition
$ 12 User Fee
$ 159 Total Cost

Section 0030

L. Braddock SS

Sa, July 1-July 8

Holmes, instructor
Gas Fitter’s Installation for Natural Gas | Course TI05398
This is a lab-based course designed to prepare students for the installation of natural gas-piping systems and to augment study for natural gas fitting licensure. The ICC Fuel Gas Commentary will be required for this course as it is a greater resource for students. The NFPA-58 Liquid Petroleum Gas Code is not covered) 6 sessions @ 8 hrs each.

$400 Tuition
$20 User Fee
$144 Text: 2015 International Fuel Gas Code and Commentary
$569 Total Cost

Section 0030
Pimmit Hills Ctr
Sa, June 17-July 22
Rm 158
McDonald, 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. 8 sessions @ 3.25 hrs each.

$310 Tuition
$7 User Fee
$82 Text: 2015 International Mechanical Code
$399 Total Cost

Section 0030
Woodson HS
Th, June 22-August 10
Rm G107
Thomasian, instructor

Master Electrician’s Exam Prep | Course TI05418
Course includes topical study of NEC: general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. Bring the 2014 NEC. 10 sessions @ 3 hrs each.

$374 Tuition
$10 User Fee
$65 Text: Electrical NEC Exam Preparation 2014
$449 Total Cost

Section 0030
Woodson HS
Th, July 11-August 10
Rm TR1
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.

$189 Tuition
$5 User Fee
$65 Text: Electrical NEC Exam Preparation 2014
$259 Total Cost

Section 0030
Plum Center
Sa, July 29-August 5
Rm TR1
Black, 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 contractor’s license for Fairfax County and Virginia. Information applicable to general contracting, mechanical (HVAC), electrical, plumbing, and home improvement. 1 session @ 3 hrs.

$47 Tuition
$2 User Fee
$49 Total Cost

Section 0030
Plum Center
Tu, June 27
Rm 102
Lyons, instructor

Section 0031
Marshall HS
Tu, August 8
Rm C103
Lyons, 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 review the most current plumbing regulations related to ADA compliance. 8 sessions @ 3 hrs each.

$322 Tuition
$11 User Fee
$86 Text: 2015 International Plumbing Code
$419 Total Cost

Section 0030
Marshall HS
Tu, May 30-July 25
Rm C108
Cain, 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 9781619466240 required, but not included. 6 sessions @ 3 hrs each.

$248 Tuition
$6 User Fee
$245 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($18); Carpentry & Building Construction, 2nd ed ($99)
$499 Total Cost

Section 0030
Marshall HS
Tu W Th F, July 17-July 24
Rm C103
Shahkarami, instructor

VA Contractor’s Basic Business Course | Course TI05348
For all planning to obtain any contractor’s license. Those applying for an initial contractor’s license (Class A, B or C) in the Commonwealth of Virginia must complete an 8-hour business class approved by the Virginia Board for Contractors. This class fulfills that requirement if all required information is provided. You must bring a government issued ID to class. See enclosure for state data requirements. Course TI05351 should also be taken, especially for those seeking Class A or Class B licenses. Saturday class, 1 session @ 8 hrs.

$169 Tuition
$7 User Fee
$93 Text: NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
$269 Total Cost

Section 0030
Woodson HS
Tu, July 8
Rm G111
Chesnut, instructor

Section 0031
Woodson HS
Tu, August 12
Rm G111
Chesnut, instructor

VA Contractor’s License Exam Prep | Course TI05351
Especially important for everyone who is seeking the Class A or Class B VA contracting license. Also good for Class C contractors. Review contractor business concerns, including mechanic’s liens, labor laws, construction contracts, and risk management. PSI materials not used in class. Contents of TI05348 Contractors 8 hour Basic are not included. 5 sessions @ 3 hrs each.

Prereq: TI05438 VA Contractor’s Basic Business Course

$244 Tuition
$3 User Fee
$98 Text: NASCLA Contractors Guide, VA 8th ed ($71); TI05351 Workbook ($5); Virginia Class A & B Contractors Sample Questions ($22)
$345 Total Cost

Section 0030
Marshall HS
Tu W Th F, June 26-June 30
Rm C103
Shahkarami, instructor

PROPERTY MAINTENANCE TECHNICIAN
Refer to page 26 for registration information.
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 (NWWDB).

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
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<tbody>
<tr>
<td>TI05581</td>
<td>26</td>
</tr>
<tr>
<td>TI05582</td>
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Optional Courses

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<th>Page</th>
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<tbody>
<tr>
<td>TI05358</td>
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Have you completed the Property Maintenance Technician Certificate program? Are you looking for advanced training or to improve your skills in Plumbing, HVAC and Electricity? Watch for the Apprenticeship Program course offerings in the Fall ACE catalog or check out website in August.

VIRGINIA CONTRACTORS
Applying for your contractor’s license? In the Commonwealth of Virginia, you must complete an 8-hour basic business class as a part of the licensing process. The VA Contractor’s Basic Business Course (TI05348) fulfills this requirement. Classes are conveniently located—it couldn’t be easier. Please also consider our VA Contractor’s License Exam Prep course (TI05351) which goes beyond the basic course providing you with information needed to pass the class A or class B level exam (it is also good business knowledge for class C). We also offer the Building Contractor Technical Exam Prep course (TI05352) for those who will need to take the building technical exam.

Just getting your career started or considering starting your own business? Our Obtaining Trade and Contractors’ Licenses (TI05350) will lay out the road ahead so you can set your goal and plan your training for success.

For do-it-yourself trade classes, see pages 36-37.
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 required courses. This training will give you advantages in the job market. Including certificate program information on your résumé enhances your ability to gain new employment or to increase your chances for promotion.

■ Prerequisites
You must be able to read and write English and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see pages 42 and 43).

■ How to Register
Complete the Registration Form on page 47 for courses you wish to attend this term. To create a permanent record, return the Certificate Program Registration Form with $75 payment. Fee is non-refundable. Class records are retained once this fee is paid.

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

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

■ Test-outs available:
- Keyboarding, Course BE01300
- Mechanics of Written Communication, Course BE01303
- Personal Computer Basics, Course BE01309
- Medical Terminology, Course HM01604

CERTIFICATE PROGRAM E-MAIL ADDRESS
■ 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 Administrative Assistant, Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, and Veterinary Assistant

■ tradeandindustry@fcps.edu
  Property Maintenance Technician

CERTIFICATE PROGRAM REGISTRATION FORM
Want to register for a class? See page 47.

ACE PARTICIPANT ID NUMBER

FIRST NAME ____________ MI ____________ LAST NAME ____________

STREET ADDRESS ____________ APT # ____________

CITY ____________ STATE ____________ ZIP CODE ____________

HOME PHONE ____________ BUSINESS PHONE ____________ E-MAIL ADDRESS ____________

CERTIFICATE PROGRAM REGISTRATION FEE—$75
Class records are retained once this fee is paid.

PAYMENT METHOD (check one):  □ MasterCard □ VISA □ Check

CARD NUMBER _______ _______ _______ _______

CARDHOLDER’S SIGNATURE ____________________________ EXPIRATION DATE (MONTH, YEAR) _______ _______

PLEASE PRINT CARDHOLDER’S NAME CLEARLY (AS IT APPEARS ON CARD)

CARDHOLDER’S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE) ____________________________

□ male □ female □ Check if change of address

Enroll me in the following program:

CERTIFICATE PROGRAMS

- □ CE01000 Accounting Assistant | 7
- □ CE01016 Administrative Assistant | 6
- □ CE01048 Childcare Provider | 7
- □ CE02000 Computer Support Technician | 7
- □ CE01023 Dental Administrative Assistant | 17
- □ CE01022 Dental Assistant | 17
- □ CE01019 Executive Assistant | 6
- □ CE01018 Human Resources Management | 8
- □ CE01500 Management Practices | 8
- □ CE01004 Medical Administrative Assistant | 17
- □ CE01002 Medical Assistant | 17
- □ CE01020 Medical Insurance Biller | 17
- □ CE01056 Nonprofit Organization Development | 9
- □ CE01015 Office Assistant | 6
- □ CE02010 Oracle Database Administration | 9
- □ CE01006 Property Maintenance Technician | 25
- □ CE01053 Small Business Management | 10
- □ CE01050 Veterinary Assistant | 17
- □ CE02020 Web Designer/Developer | 10

No refunds/transfers for certificate program fees.

Please consider making a tax-deductible donation to the ACE Scholarship fund. See page 46.
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 September 2017. Please contact our office closer to that time for dates, times, and locations of classes and tests.

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

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

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

English for Speakers of Other Languages (ESOL)

Summer 2017

Classes start July 5, 2017 and end August 11, 2017

<table>
<thead>
<tr>
<th>Class Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<td>M-F</td>
<td>9 am-12:30 pm</td>
<td>28 cls</td>
<td>$20</td>
<td>$190</td>
<td>$31</td>
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<td>Testing: 6/26, 6 PM</td>
<td>M&amp;W</td>
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<td>Woodson High School</td>
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</tbody>
</table>

Reservations are not required for testing.

No registration will take place during the testing sessions.
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

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.
World Language Questions

Q: How do I register?
A: Call 703-658-1201 to register by phone or see page 47 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 textbook 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.

Class logistics occasionally change after the catalog is printed. Check https://aceclasses.fcps.edu to confirm the location and start date of your class.

Academic

AMERICAN SIGN LANGUAGE (ASL)

American Sign Language 100—Beginning 1 | Course FL02560
Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.

$249 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$292 Total Cost

Section 0030
7:15 pm
Plum Center
Tu Th, July 11-August 10
(Meets twice a week.)
Rm TR4
Hall, instructor

Section 0031
7:15 pm
Woodson HS
Tu Th, June 22-July 27
(Meets twice a week.)
Rm G105
Drake, instructor

American Sign Language 200—Beginning 2 | Course FL02562
Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.

$249 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$292 Total Cost

Section 0030
7:15 pm
Plum Center
W F, July 12-August 11
(Meets twice a week.)
Rm TR4
Hall, instructor

ARABIC

Introduction to Arabic | Course FL02618
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. 10 sessions @ 2 hours each.

$249 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$282 Total Cost

Section 0030
6:30 pm
Plum Center
Th, July 6-September 7
Rm 147
Shokry, Instructor

Arabic 100—Beginning 1 | Course FL02621
The course is designed to build up your Arabic vocabulary by presenting basic language function in different life situations. You will review the Alphabet, vowels, and sight words. Learn gradually about Arabic parts of speech and prepositions. This will help you start reading and writing simple words and sentences. You will also learn about the culture and some colloquial dialects. 10 sessions @ 2 hours each.

Prereq: FL02618 Introduction to Arabic

$249 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$282 Total Cost

Section 0030
10:00 am
Plum Center
W, June 28-August 30
Rm 148
Shokry, Instructor
World Languages for Adults

**CHINESE**

**Introduction to Chinese for Beginners | Course FL02630**

This introductory course is perfect for those who have had no previous exposure to Chinese. You will build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 8 sessions @ 2 hrs each.

**FRENCH**

**French Refresher Boot Camp | Course FL05514**

Are you ready to learn French? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week of classes where you will build skills and gain confidence quickly, without stress! After this intensive week, you'll be comfortably to tackle an academic class at the appropriate level. A great introductory class for beginners. 5 sessions @ 2 hrs each.

**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.

**GERMAN**

**German Grammar Boot Camp | Course FL06503**

Intensive review to improve your German grammar. Section 0030 for beginners. Section 0031 for advanced students. 5 sessions @ 2 hrs each.

**KOREAN**

**Korean—Beginning 1—Introduction to Korean for Beginners | Course FL02800**

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.

**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. 

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For more information, visit the FCPS Adult and Community Education website at [www.fcps.edu/aces](http://www.fcps.edu/aces).
PORTUGUESE

Portuguese 200—Beginning 2 (Brazilian) | Course FL02821
Practice using regular verbs and irregular verbs in the present and past tense. Learn to communicate effectively in both spoken and written Portuguese through a variety of guided and open-ended activities and assignments. Master your pronunciation and new vocabulary through music and videos. Join us for a fun class! 8 sessions @ 2 hrs each. Prereq: FL02820 Portuguese 100—Beginning 1 (Brazilian)

$189 Tuition
$ 3 User Fee
$ 72 Text: Aquarela Portuguese for Foreigners
$264 Total Cost

Section 0030
Plum Center
7:00 pm
Tu, June 8-July 6
(Meets twice a week.)
Rm 141

Juanita, instructor

Spanish

Spanish Language Boot Camp | Course FL06513
Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you’ll be comfortably able to tackle an academic class at the appropriate level. 5 sessions @ 2 hrs each.

$157 Tuition
$ 3 User Fee
$160 Total Cost

Section 0030
Plum Center
10:00 am
M Tu W Th F, July 24-July 28
Rm 116

Reiff, instructor

Section 0031
Pimmit Hills Ctr
10:30 am
M Tu W Th F, July 17-July 21
Rm 115

Carvalho, instructor

Section 0032
Pimmit Hills Ctr
12:30 pm
M Tu W Th F, July 31-August 4
Rm 115

Carvalho, instructor

Section 0033
Plum Center
12:30 pm
M Tu W Th F, July 17-July 21
Rm 102

Hollis, instructor

Section 0034
Plum Center
12:15 pm
M Tu W Th F, August 28-September 1
Rm TR4

Roberts, instructor

NEW

Spanish Language Boot Camp—Advance Level | Course FC06400
Este curso te ayudará a fortalecer la gramática del español y facilitará tus habilidades de conversación. 5 sessions @ 2 hrs each.

$169 Tuition
$ 3 User Fee
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$187 Total Cost

Section 0030
Plum Center
1:00 pm
M Tu W Th F, August 14-August 18
Rm TR4

Roberts, instructor

NEW

Spanish Language Boot Camp—Native Spanish Speakers | Course FC06321
Este curso transformará tu español social hablado por un español más educado y profesional. Los hablantes nativos de español pueden mejorar sus oportunidades de trabajo y medida que refinan su español. 5 sessions @ 2 hrs each.

$169 Tuition
$ 5 User Fee
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$189 Total Cost

Section 0030
Plum Center
1:00 pm
M Tu W Th F, July 31-August 4
Rm TR4

Roberts, instructor

Computer

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.

$ 64 Tuition
$ 10 User Fee
$ 5 Text: FCPS CT01416 Personal Computer Basics
$ 79 Total Cost

Section 0030
Plum Center
7:00 pm
Tu, June 6-August 29
Rm 102B

Hollis, instructor

Section 0032
Woodson HS
7:00 pm
Tu, June 13-July 25
(Meets twice a week.)
Rm G111

Eugenio Fernandez, instructor

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

$ 59 Tuition
$ 10 User Fee
$ 69 Total Cost

Section 0030
L. Braddock SS
7:00 pm
M, W, August 7-August 9
Rm 117

Chandran Pillai, CPA

Section 0031
Herndon HS
7:00 pm
Tu, June 27-June 29
Rm 173

Felecia Wilson, instructor

Section 0032
Woodson HS
7:00 pm
W, June 28-July 5
Rm E157

Bryan Carvajal, instructor

Section 0033
Woodson HS
7:00 pm
Tu, July 11-July 13
Rm E157

Dr. Majid Imany, instructor

Section 0034
Pimmit Hills Ctr
7:00 pm
Tu, July 25-July 27
Rm 123

Mary Ann Smith, MOS, instructor

Section 0035
Plum Center
7:00 pm
M, W, August 7-August 9
Rm 117

Chandran Pillai, CPA
Windows 10 | Course CT01432
Recommended for anyone using a PC! Learn about the new Windows 10 features. Inexperienced users, as well as those new to the Windows Operating System will benefit from this class. 3 sessions @ 3 hrs each.
$ 104 Tuition
$ 20 User Fee
$ 23 Text: Teach Yourself VISUALLY Windows 10
$ 147 Total Cost

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.
$ 64 Tuition
$ 5 User Fee
$ 69 Total Cost

Financial Planning for Women | Course BE01117
Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.
$ 84 Tuition
$ 10 User Fee
$ 94 Total Cost

First Time Home Buying Seminar | Course BE01178
Buying a home can be a daunting task, especially for the first-time home buyer. This seminar provides information on how to find a mortgage and what lending programs are available. Learn about choosing an agent, the process of submitting an offer, negotiating terms, and what to expect once an offer is accepted or rejected. Participants will learn about home appraisals, why you need a home inspection, what occurs after a contract is ratified, and the settlement process. 1 session @ 2 hrs.
$ 29 Tuition
$ 29 Total Cost

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. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.
$ 99 Tuition
$ 22 User Fee
$ 121 Total Cost

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 how much benefits you receive. 1 session @ 1.5 hrs.
$ 29 Tuition
$ 29 Total Cost

See page 31

Creative and Personal Interest
Facebook for Boomers | Course BE01750
Learn how to use Facebook to stay in touch with friends and family, and to see your kids’ and grandkids’ photos, updates, and more. You will learn how to adjust privacy settings, and we will discuss who can see photos and other updates you share. Learn how to share pictures, check in to locations, and use Messenger to private chats. This class is adaptable for Boomers (and others) using Apple or Android/PC operating systems on computers, tablets, or mobile phones for Facebook. 1 session @ 3 hrs.
$ 44 Tuition
$ 5 User Fee
$ 49 Total Cost

First Time Home Buying Seminar | Course BE01178
Buying a home can be a daunting task, especially for the first-time home buyer. This seminar provides information on how to find a mortgage and what lending programs are available. Learn about choosing an agent, the process of submitting an offer, negotiating terms, and what to expect once an offer is accepted or rejected. Participants will learn about home appraisals, why you need a home inspection, what occurs after a contract is ratified, and the settlement process. 1 session @ 2 hrs.
$ 29 Tuition
$ 29 Total Cost

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. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.
$ 99 Tuition
$ 22 User Fee
$ 121 Total Cost

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.
$ 29 Tuition
$ 29 Total Cost

Getting Ready to Retire | Course HI06530
Designed for individuals within 1-3 years of anticipated retirement, this class will discuss key non-financial aspects of retirement and, through practical exercises, will explore retirement’s challenges and opportunities. It will also explain the benefits of forming a retirement decision group to assist in retirement planning. Participants will leave with a step-by-step guide for forming their own groups. 1 session @ 4 hrs.
$ 78 Tuition
$ 5 User Fee
$ 83 Total Cost

See page 47 for registration information.
NEW
WHAT IF? A Historical Perspective | Course HI03081
We have all wondered how our lives could have turned out differently, if only... Such what-if scenarios pertain to turning points in history as well. How might America looked if George Washington were killed at Yorktown by a sniper's bullet? What would have been the fate of the Middle East if the Mongols and Crusaders forged an alliance? Would the Roman Republic have been saved if Sulla had killed the young Julius Caesar, as he was inclined to do? Such are the possible topics covered by this course. Students will prepare a short paper to be shared each week, with a lively discussion to follow. No advance knowledge is required, as there will be brainstorming during class with ample time for development of the paper at home. Further, the form of the paper is up to the student. Past examples include short stories, essays, newspaper articles, obituaries, and stream-of-consciousness. Students are encouraged to contribute with fun ideas for scenarios. 4 sessions @ 2.5 hrs each.
$ 79 Tuition
$ 5 User Fee
$ 84 Total Cost

Section 0030
Plum Center
F, June 16-July 7
Rm 116
Miller, instructor

Section 0031
Marshall HS
Th, July 13-August 3
Rm C104
Miller, instructor

NEW
Classical Music Appreciation | Course HI03768
Enhance your joy of classical music through knowledge. Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren’t sure who wrote it or the story behind it. In this two-session course the lecture will range from early pioneer Josquin des Prez to Baroque heavy-hitters such as Handel, Vivaldi, and the prolific (in many ways) Bach pioneer Josquin des Prez to Baroque heavy-hitters such as Handel, Vivaldi, and the prolific (in many ways) Bach movement. Discover some of the most surprising art you can apply to enhance your living space. Make your home reflect your personal style and interests. 4 sessions @ 3 hrs each.
$ 79 Tuition
$ 5 User Fee
$ 84 Total Cost

Section 0030
Woodson HS
Sa, June 17-June 24
Rm G105
Hubler, instructor

Section 0030
Woodson HS
Sa, July 15-August 5
Rm G120
Hubler, instructor

NEW
Unresolved Mysteries | Course HI06548
Author Donald Jeffries discusses historical and scientific mysteries. This class will focus on the continuing questions surrounding the Victorian-era murders by the self-described Jack the Ripper. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 10 User Fee
$ 99 Total Cost

Section 0030
Woodson HS
Sa, July 8-July 15
Rm G113
Jeffries, instructor

NEW
A Window into Latin American Art | Course HI03129
This four-session class will introduce the art lover or person interested in Latin America to the work of 12 major artists from six different countries. You may have heard of Diego Rivera, Frida Kahlo, Fernando Botero, and perhaps Oswaldo Guayasamín, but in this class you will also meet the art of Antonio Berni, Rosemerry Mamani, Eduardo Kingman, Beatrice Milhazes, and others. Learn about Mexican muralism, imaginary realism, and the indigenous movement. Discover some of the most surprising art you have never seen or heard of from our own hemisphere. 4 sessions @ 2.5 hrs each.
$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0030
Pimmit Hills Ctr
W, June 28-July 19
Rm 156
Heffron, instructor

Section 0031
Plum Center
F, June 30-July 21
Rm 148
Heffron, instructor

Instructor Spotlight

Bob Heffron recently retired after nearly 35 years in the telecommunications industry. Bob brings an enthusiasm for engaging people in discussion, challenging them to learn and helping them to explore their potential. He has traveled in Europe and Asia as part of his business career and spent time in Germany while in the military. His enthusiasm for history and continuing learning is the foundation of his work at ACE. He continues to apply his past experiences in preparing to meet new students.

NEW
World War II: A Military And Social History | Course HI04031
This course on WW2 is designed for those interested in learning more about the war from a very broad perspective. Causes of WW2: 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. WW2 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. WW2 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 would focus on activities and events, political, economic and social in the US during the war years. 20 Personalities of WW2: This final section will allow the participants to discuss individuals from the war. 4 sessions @ 3.5 hours each.
$ 149 Tuition
$ 15 User Fee
$ 164 Total Cost

Section 0030
Pimmit Hills Ctr
W, June 28-July 19
Rm 156
Heffron, instructor

Section 0031
Plum Center
F, June 30-July 21
Rm 148
Heffron, instructor

NEW
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.
$ 49 Tuition
$ 5 User Fee
$ 54 Total Cost

Section 0030
Plum Center
Sa, June 24
Rm 116
Bruce Robertson, MS, SPHR, instructor

Section 0030
Plum Center
Sa, August 12-August 19
Rm 112
Miller, instructor

NEW
Introduction to key principles of interior design that you can apply to enhance your living space. Make your home reflect your personal style and interests. 4 sessions @ 3 hrs each.
$ 149 Tuition
$ 5 User Fee
$ 154 Total Cost

Section 0030
Woodson HS
Sa, June 17-June 24
Rm G105
Hubler, instructor

Section 0030
Woodson HS
Sa, July 15-August 5
Rm G120
Hubler, instructor

Classical Music Appreciation 102
Excellent and enjoyable class. Very interesting. Teacher was extremely well-prepared and knowledgeable on this subject. It was a very good experience.”
Brooke Koons

Brooke Koons
**Healthy and Delicious Thai Food | Course HI06409**

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.

- $59 Tuition
- $42 User Fee
- $101 Total Cost

**Section 0030**
- 10:00 am
- Plum Center
- Sa, August 5
- Rm 115

**NEW**

**One Ingredient, Myriad Ways: Beans | Course HI03801**

From soybeans to fava, from black to snow peas; beans and peas are a staple of food the world over. In this 2-class series be inspired with freshness in appetizers, entrees, and side items. Beans and peas—great for your body and great for your mouth! 2 sessions @ 3 hrs each.

- $59 Tuition
- $42 User Fee
- $111 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- Tu, July 11-July 18
- Rm 115

**NEW**

**One Ingredient, Myriad Ways: Berries | Course HI03859**

What’s more classic in the summer than fresh berries? In this 2-class series we will take those vitamin packed fruits to a new level and make your whole day better with infusions of fresh berries! Appetizers, entrees, side items, and desserts will be explored. 2 sessions @ 3 hrs each.

- $59 Tuition
- $42 User Fee
- $111 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- Tu, June 13-June 20
- Rm 115

**NEW**

**One Ingredient, Myriad Ways: Summer Squashes | Course HI03822**

The end of the summer brings a bloom of wonderful garden grown squashes. Now you have an opportunity to plan for winter with freezing our summer’s bounty and explore yummy ways to incorporate squash into all your meals! 2 sessions @ 3 hrs each.

- $59 Tuition
- $42 User Fee
- $111 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- Tu, July 25-August 1
- Rm 115

**NEW**

**One Ingredient, Myriad Ways: Beans | Course HI03801**

From soybeans to fava, from black to snow peas; beans and peas are a staple of food the world over. In this 2-class series be inspired with freshness in appetizers, entrees, and side items. Beans and peas—great for your body and great for your mouth! 2 sessions @ 3 hrs each.

- $59 Tuition
- $42 User Fee
- $111 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- Tu, July 11-July 18
- Rm 115
NEW
Cook, Talk, Learn in French...Pies & Tarts | Course HI06404
Learn the basic techniques to make the perfect pie crust each and every time. Learn about making frangipane and pate brisee. Make apple pie, onion tart, quiches, tomato and fruit tarts. 1 session @ 3 hrs.
- $ 59 Tuition
- $ 32 User Fee
- $ 91 Total Cost

Section 0030
Plum Center
M, June 26
Rm 115
Gaston, instructor

NEW
French Pies & Tarts | Course HI03831
Learn the basic techniques to make the perfect pie crust each and every time. Learn about making frangipane and pate brisee. Make apple pie, onion tart, quiches, tomato and fruit tarts. 1 session @ 3 hrs.
- $ 59 Tuition
- $ 32 User Fee
- $ 91 Total Cost

Section 0030
Plum Center
Tu, June 6
Rm 115
Gaston, instructor

NEW
Cook, Talk, Learn in French...Soups & Salads | Course HI03904
Create salads and soups to entice every mood. Learn to make fresh and delicious salad dressings and salads to compliment each other such as Salad Nicoise, and various vinaigrettes. We will preparing a variety of cold and warm soups. 1 session @ 3 hrs.
- $ 59 Tuition
- $ 32 User Fee
- $ 91 Total Cost

Section 0030
Plum Center
Tu, June 13
Rm 115
Gaston, instructor

NEW
Soups & Salads with Chef Gaston | Course HI06072
Create salads and soups to entice every mood. Learn to make fresh and delicious salad dressings and salads to compliment each other such as Salad Nicoise, and various vinaigrettes. Variety of cold and warm soups will be prepared. 1 session @ 3 hrs each.
- $ 59 Tuition
- $ 32 User Fee
- $ 91 Total Cost

Section 0030
Plum Center
Tu, August 8
Rm 115
Gaston, 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.
CAKE DECORATING

Cake Decorating—Intermediate | Course HI03921

Build on basic skills with hands-on practice. Create beautiful borders, basketweave, life-like petal flowers, and more. Materials list provided in class. Please Note: The book purchased will be used for the Beginners as well as the Intermediate cake decorating classes. 5 sessions @ 2.5 hrs each.

$ 145 Tuition
$ 27 User Fee
$ 30 Text: Step-by-Step Cake Decorating
$ 202 Total Cost

Section 0030
7:00 pm
Herndon HS Tu, June 27-August 1
Rm 147
De Bernardinis, instructor

NEW

Funky Summertime Flowers and Bug Cookies | Course HI03972

These are colorful and fun and a great way to celebrate spring or summer. Bring 3” round cookies to class as well as a large box to transport cookies home. Decorating supplies will be provided in class. 1 session @ 3 hrs.

$ 59 Tuition
$ 22 User Fee
$ 81 Total Cost

Section 0030
6:30 pm
Herndon HS Tu, June 13
Rm 147
Spinks, instructor

COOK, TALK, LEARN...IN A FOREIGN LANGUAGE

NEW

Cook, Talk, Learn in Italian...Handmade Pasta | Course HI06424

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes. On the menu: Ham and mozzarella panzerotti, orechiette and broccoli, garlic and parsley meat rolls, potatoes with rosemary. Please note: Class will be held in introductory level Italian, with support in English as required. 1 session @ 3 hrs each.

$ 59 Tuition
$ 32 User Fee
$ 91 Total Cost

Section 0030
6:30 pm
Plum Center W, June 21
Rm 115
De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...Gnocchi & Meatballs | Course HI03804

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes. On the menu: potatoes gnocchi with basil pesto, meatballs with bell peppers sauce, potatoes and rosemary and pineapple tiramisu. Note: Class will be held in introductory level Italian, with support in English as required. 1 session @ 3 hrs each.

$ 59 Tuition
$ 32 User Fee
$ 91 Total Cost

Section 0030
6:30 pm
Plum Center F, July 14
Rm 115
De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...Onion Pie & Tuna Meatballs | Course HI03803

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes. On the menu: red onion pie, tuna and ricotta balls, streamer potatoes and lemon ricotta. Note: Class will be held in introductory level Italian with support in English as required. 1 session @ 3 hrs each. 1 session @ 3 hours

$ 59 Tuition
$ 32 User Fee
$ 91 Total Cost

Section 0030
10:00 am
Woodson HS Sa, July 8
Rm J103
De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...Stuffed Tomatoes & Meatballs | Course HI06060

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes. On the menu: tomato filled with tuna sauce and hardboiled egg, one pot penne with zucchini, lemon chicken balls, and strawberry tiramisu. Note: Class will be held in introductory level Italian, with support in English as required. 1 session @ 3 hrs each.

$ 59 Tuition
$ 50 User Fee
$ 109 Total Cost

Section 0030
6:30 pm
Woodson HS Th, June 29
Rm J103
De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...Handmade Pasta & Meatball Skewers | Course HI06519

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes: pasta with broccoli and gorgonzola cheese, meat ball skewers, bell peppers with crumbs, and orange cookies. Note: Class will be held in introductory level Italian, with support in the English language as required. 1 session @ 3 hrs each.

$ 59 Tuition
$ 32 User Fee
$ 91 Total Cost

Section 0030
6:30 pm
Plum Center W, July 5
Rm 115
De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...German Pastry Baking | Course HI06303

Learn how to bake pastry from scratch like a German grandmother! Whether it is traditional sweet yeast rolls or a juicy Apfelstrudel, discover the art of classic German baking. For added authentic inspiration this class will be taught in German with support in English. 2 sessions @ 3 hours each

$ 99 Tuition
$ 37 User Fee
$ 136 Total Cost

Section 0030
9:30 am
Plum Center Sa, June 17-June 24
Rm 115
Hofstetter, instructor

NEW

Cook, Talk, Learn in Italian.....Fried Pizza & Linguini | Course HI03935

Cooking for creating a delicious meal to use at home: it will know that food is one of the greatest pleasures in Italy. In each session we will prepare a variety of Italian dishes. On the menu: Fry pizza with parmesan, one pot tomato linguini, sauté’ broccoli & cookies. Please note: Class will be held in introductory level Italian with support in the English language as required. 1 session @ 3 hrs.

$ 59 Tuition
$ 32 User Fee
$ 91 Total Cost

Section 0030
6:30 pm
Plum Center W, June 14
Rm 115
De Bernardinis, instructor

Nutrition courses available.
See page 21.

Personal Health Matters

HEALTH AND FAMILY MATTERS

The following courses are designed for your personal health and the health of your family.

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.

$ 49 Tuition
$ 49 Total Cost

Section 0030
9:00 am
Plum Center Sa, June 24
Rm 140
Hammer, instructor

Care for A Loving 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. Call 703-658-2727 for details. 3 sessions @ 2.5 hrs each.

$ 99 Tuition
$ 99 Total Cost

Section 0020
6:30 pm
Plum Center Tu, May 9-May 23
Rm 147
Cushman, instructor

Section 0030
6:30 pm
Plum Center W, August 1-August 15
Rm 147
Cushman, instructor

Polypharmacy | Course HM01736

$ 49 Total Cost

See page 20 for course information and schedule.
CPR & First Aid classes (Heartsaver CPR AED, First Aid (presented in English or Spanish), Pediatric CPR & First Aid, Mental Health First Aid) available on page 17-19.

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, both 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 each.

Do-It-Yourself

Auto Body Repair—Personal Repair and Refinishing | Course TI05323
$449 Total Cost
See page 22 for course information and schedule.

Auto Mechanics—Advanced | Course TI05313
$365 Total Cost
See page 22 for course information and schedule.

Auto Mechanics—Beginning: Sunday Class | Course TI05311
$239 Total Cost
See page 22 for course information and schedule.

Bathroom Design Seminar | Course TI05162
Professional architect discusses newest methods and materials for bathrooms; cost, decorating, latest fixtures. 1 session @ 3 hrs.

Diabetes Medication Management | Course HM01756
Take the lead in your diabetes care and master the skills of diabetes management. Class will define what diabetes is, how to monitor your progress, insulin administration, understanding laboratory results, and correcting high and low blood sugars. Learn how diabetic medications work while integrating exercise and preventing diabetic complications. Methods for changing healthy behaviors effectively are presented along with a question and answer session. Taught by a pharmacist. 1 session @ 2 hrs each.

Do-It-Yourself Plumbing | Course TI05190
Repair and maintain faucets, valves, toilets, and clogged drains. 3 sessions @ 3 hrs each.

Home Remodeling Basics | Course TI05173
This is for do-it-yourself enthusiasts consisting of three hours spent on layout; six hours on wall framing; three hours on electrical; six hours on drywall; and six hours on trim. Includes lab demos and some hands on opportunities. 8 sessions @ 3 hrs each.

Home Remodeling Basics | Course TI05173

Kitchen Design Seminar | Course TI05161
Professional architect discusses space planning, equipment, building materials, code requirements, and cost. Determine whether to do it yourself or use a professional. 1 session @ 3 hrs.

Permitting that Project | Course TI05186
A three-hour class on the who, what, where, why, and how of construction permits in the Virginia metro area (Fairfax, Arlington and Prince William Counties, in addition to the cities of Alexandria, Fairfax, and Manassas). 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.
Residential Electrical—The Basics | Course TI05199

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

$236 Tuition
$53 User Fee
$289 Total Cost

Section 0030
Pimmit Hills Ctr 8:30 am
M Tu W, June 26-June 28
Rm 158
Kasulaitis, 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.

$97 Tuition
$2 User Fee
$99 Total Cost

Section 0030
Plum Center 8:30 am
Sa, June 10
Rm TR3
Wilson, Instructor

Section 0031
Pimmit Hills Ctr 8:30 am
Sa, July 29
Rm 156
Wilson, Instructor

Floral Design

Bring floral snips or shears to class. Register at least five days in advance of class for purchase of materials.

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. Please note: It is not prerequisite to attend Floral Design 1 before attending Floral Design 2. 4 sessions @ 3 hrs each.

$149 Tuition
$157 User Fee
$306 Total Cost

Section 0030
Rm A104 Bailey, instructor
Marshall HS Th, June 22-July 27
Section 0031
Rm C163
L. Braddock SS W, June 26-June 28

Writing

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You’ll begin with learning how to view the world around you creatively, then move on to the value of reading as a writer. We’ll cover a technique a week: character development, dialogue, plotting, show v. tell, and more. You will have a short reading and a writing assignment each week. Both fiction and nonfiction are covered with an emphasis on fiction. Marketing and the business of publishing will be explored. 8 sessions @ 2 hrs each.

$179 Tuition
$5 User Fee
$184 Total Cost

Section 0030
Pimmit Hills Ctr 10:30 am
Sa, June 17-August 5
Rm 159
Page, instructor

Day Writers | Course HI04019

Take a little time for yourself and come join this midday group for writers who have already begun or who want to begin writing and who would like some help and guidance in a non-hurried, relaxed atmosphere of support and encouragement. Every level of writer, from beginning to advanced, and every type of writing, both fiction and nonfiction—literary, mainstream, mystery, thriller, sci-fi, romance, young adult, memoirs, essays, poetry, and more. The business of marketing and publishing will also be explored. 8 sessions @ 2 hrs each.

$179 Tuition
$5 User Fee
$184 Total Cost

Section 0030
Pimmit Hills Ctr 11:30 am
W, June 7-August 2
Rm 158
Page, Instructor

Genealogy

NEW
Introduction to Genealogy | Course HI04807

Explore your interest in finding your ancestors. This class is for those who may have an interest in learning about their ancestors, but are not sure. Is everything for your ancestors online and if not how do you find out about them. 2 sessions @ 2 hrs each.

$98 Tuition
$5 User Fee
$103 Total Cost

Section 0030
Woodson HS 7:00 pm
W, July 12-July 19
Rm G111
Mason, Instructor

NEW
Genealogy: Introduction to Military Records | Course HI04780

From the Revolutionary War to Vietnam, many of our ancestors served in the military. As a result of their service many records were created including their compiled service records, pension files and in some cases bounty land awarded for their service. These records may found in one of several facilities and some may also be accessed online. 3 sessions @ 2.5 hrs each.

$108 Tuition
$5 User Fee
$113 Total Cost

Section 0030
Woodson HS 7:00 pm
M, July 10-July 24
Rm G120
Mason, Instructor

Genealogy: Probate Records | Course HI04798

Probate records play a critical part in researching the lives of our ancestors. Wills, Administrations, Estate Inventories, and Guardianship records contain very valuable information about our ancestors. They may be complicated to understand and must be carefully examined. 2 sessions @ 2.5 hrs each.

$98 Tuition
$5 User Fee
$103 Total Cost

Section 0030
Woodson HS 7:00 pm
M, July 21-August 11
Rm G113
Mason, Instructor
Summer Camps—Elementary

Chess Tips and Strategies Camp | Course SC03040
The Chess Tips and Strategies Camp is appropriate for all levels of chess players—from the very beginner to the very experienced. Campers will be grouped according to skill level. Master players will teach tips and strategies with friendly competitions throughout the camp. The goal of the camp is for campers to learn but in a fun, relaxed environment. Current grades 1 to 6. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$164 Tuition | $164 Total Cost

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Hart, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Hart, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Hart, instructor

Course SC03090
Children are digital natives who seek to learn more! This camp is designed to provide students in current grades 3 to 5 with hands-on sessions in fields such as 3D modeling, page layout and design, web development, illustration and many other aspects of computer graphics. Exposing elementary students to software and teaching them some basic skills will hopefully jump start and encourage their interest in computer graphics and the desire to learn more on their own. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$219 Tuition | $219 Total Cost

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Rossiter, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Carvajal, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Carvajal, instructor

Section 7031
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 31-August 4
Carvajal, instructor

Creative Writing Camp | Course SC03030
Students will learn how to write a story with their own idea as well as collaborating with other students to write a group story. Through activities and games they will learn how to paint a picture with words. As they are having fun using their imaginations, they will learn how to write good sentences filled with details. Grades 4 to 7. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$149 Tuition | $159 Total Cost

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F Sa, July 10-July 14
Goodman, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Goodman, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Goodman, instructor

Section 7031
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 31-August 4
Goodman, instructor

Culinary Adventures Camp | Course SC03010
Cooking is fascinating to most children. Students will learn that healthy and nutritious choices can also mean delicious. They will explore the world through foods and experience a variety of engaging, active, FUN hands-on activities, cooking, and eating experiences. Students will also have age appropriate discussions about kitchen and equipment safety, handling food safely, and the importance of food presentation. To ensure a positive and safe experience for students, class size is limited to no more than 12. Camp curriculum is designed for current grades 3 to 5. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$219 Tuition | $30 User Fee | $249 Total Cost

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Brown, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Mason, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Mason, instructor

Section 7031
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 31-August 4
Brown, instructor

Immersion Camps

Attending a Language Immersion camp can improve a child’s language skills as campers absorb the culture of the country by participating in language learning group activities, playing favorite games and sports, and learning about dances, songs and cooking. These language camps operate on the principle of total immersion (language spoken throughout class), which allows the campers to hear the language at all times. PARTICIPANTS SHOULD ALREADY HAVE BASIC UNDERSTANDING OF THE LANGUAGE. Designed for current grades 1 to 5. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$169 Tuition | $25 User Fee | $194 Total Cost

Chinese Language Immersion Camp | Course SC33071

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Boose, instructor

French Language Immersion Camp | Course SC33061

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Staff, instructor

German Language Immersion Camp | Course SC33081

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Elsisi, instructor

Japanese Language Immersion Camp | Course SC33091

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Kurimoto, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Kurimoto, instructor

Spanish Language Immersion Camp | Course SC33051

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Fajardo, instructor

FLEX Camps

Foreign Language Experience Camp is a world language introduction/enrichment camp for current grades 1 to 5. Through stories, games, activities, food, crafts, and music, children start to experience a world language and its cultures. Students will learn basic foreign language vocabulary and phrases and will gain an understanding of other cultures and countries. Call 703-658-1201 to register and request a $25 discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$169 Tuition | $25 User Fee | $194 Total Cost

French FLEX Camp | Course SC13061

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Staff, instructor

Spanish FLEX Camp | Course SC13051

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Fajardo, instructor

French Language Immersion Camp | Course SC33061

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Staff, instructor

Sign Language FLEX Camp | Course SC13041

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Staff, instructor

Learning Across the U.S.A. for Grades 1-8

This course is designed for English Speakers of Other Languages (ESOL) students with beginning to advanced proficiency in English. While learning English, students will explore the United States (U.S.), experience American culture and gain knowledge for success in U.S. schools. The language of science and social studies will be incorporated into fun activities to enhance students’ reading, writing, speaking and listening skills. Each week will explore a different part of the U.S. Call 703-658-1201 to register and request a $25 per student discount for 2 students in the same family. 5 sessions @ 3 hrs each.

$169 Tuition | $25 User Fee | $194 Total Cost

Learning English Across the U.S.A.—Grades 1 to 3 | Course SC03000

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Rodgers, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Rodgers, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Rodgers, instructor

Learning English Across the U.S.A.—Grades 4 to 6 | Course SC03001

Section 7010
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 10-July 14
Staff, instructor

Section 7017
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Staff, instructor

Section 7024
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 24-July 28
Staff, instructor

Learning English Across the U.S.A.—Grades 7 and 8 | Course SS06875

Section 1200
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 17-July 21
Staff, instructor

Section 1400
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 31-August 4
Rodgers, instructor
Summer Camps—Secondary

7th Grade Jumpstart: TJ Test Prep | Course TX04001

The summer 7th Grade Jumpstart: Thomas Jefferson Test Prep classes are being offered to rising 7th grade students during the 2017-2018 school year. Participants should have strong mathematical reasoning and problem-solving skills appropriate to viable candidacy for admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction focuses on admissions test-related mathematical and verbal reasoning, essay writing, and study strategies. Participation in this seminar does not constitute application, admission, or acceptance to TJHSST. Applying to TJHSST is a separate process. 10 sessions @ 2 hrs each.

$289 Tuition
$ 50 Text: Non-Negotiable Skills, Level 1 ($37); TJ Admissions Test Student Handbook ($15)

$339 Total Cost
Section 1100
L. Braddock SS M Tu W Th F, July 10-July 21
Rm TBD Staff, instructor

Section 1300
L. Braddock SS M Tu W Th F, July 24-August 4
Rm TBD Staff, instructor

Advanced Keyboarding for Teens | Course SS07669

Master the keyboard through touch typing. No more pecking for keys! This class will increase accuracy and speed by practicing the proper keyboarding techniques. The student should be familiar with the computer keyboard since this is a fast, self-paced, condensed course. 5 sessions @ 3 hrs each.

$225 Tuition
$225 Total Cost
Section 1100
L. Braddock SS M Tu W Th F, July 10-July 21
Rm TBD Staff, instructor

Section 1300
L. Braddock SS M Tu W Th F, July 24-July 28
Rm TBD Lisa Rosenberger, instructor

Computer Graphics for Teens | Course SS06890

This camp is designed to provide students with hands-on sessions in fields such as 3D modeling, page layout and design, web development, illustration, and many other aspects of computer graphics. By the end of the class, students will know how to make an animated 3D demo program, while also understanding the basic principles of how realistic computer images are generated. 5 sessions @ 3 hrs each.

$239 Tuition
$239 Total Cost
Section 1300
L. Braddock SS M Tu W Th F, July 24-July 28
Rm TBD Jessica Rossiter, instructor

Section 1100
L. Braddock SS M Tu W Th F, July 31-August 4
Rm TBD Jessica Rossiter, instructor

Introduction to Filmmaking | Course SS08002

Interested in filmmaking? If you’ve never enrolled in a film course, here’s a great opportunity—we’ll start with studying the history of film (from the silent to the talkies), as well as cinematic analysis. We’ll also create storyboards, learn screenplay format, and other techniques of cinema (i.e. editing, lighting, camera angles, etc.). By the final class, you’ll be presenting your own short film project. 5 sessions @ 3 hrs each.

$249 Tuition
$249 Total Cost
Section 0100
L. Braddock SS M Tu W Th F, July 10-July 14
Rm H215 Kinsolving, instructor

Section 0200
L. Braddock SS M Tu W Th F, July 24-July 28
Rm H215 Kinsolving, instructor

An Introduction to Cooking for Teens | Course SS06810

This class is a perfect way to introduce your budding Junior Chef to different cooking techniques. From learning to make perfect creamy scrambled eggs, gourmet French toast, cakes, soups, stews to fresh cakes, we not only cook yummy eats using different cooking techniques but delve deeper into the scientific principles behind foods we love! We use fresh and seasonal produce so we eat the food we love and it’s good for us! This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who have a passion for good food and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$235 Tuition
$ 40 User Fee
$275 Total Cost
Section 0005
L. Braddock SS M Tu W Th F, July 10-July 14
Rm C176 Gaston, instructor

Section 0010
L. Braddock SS M Tu W Th F, July 24-July 28
Rm TBD Das, instructor

Cooking for Teens, One Step Further | Course SS06815

As a continuation of our 'Cooking class for Teens' series, this class is a perfect way to further hone skills of budding Junior Chef at home! We use different cooking techniques and delve deeper into food chemistry and scientific principles behind foods we love! Make delicious quiches, gourmet grilled cheese sandwiches, summer soups, sauces, stews and baked moisture desserts like pots de crème with fresh summer fruit. This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who are comfortable in the kitchen and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$235 Tuition
$ 40 User Fee
$275 Total Cost
Section 0015
L. Braddock SS M Tu W Th F, July 31-August 4
Rm TBD Das, instructor

Effective Study Skills for Teens (Grades 6-9) | Course SS07624

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.

$201 Tuition
$ 18 Text: Effective Study Skills for Teens Workbook
$219 Total Cost
Section 1100
2:30 pm
L. Braddock SS M Tu W Th F, July 10-July 14
Rm TBD Staff, instructor

Section 1200
2:30 pm
L. Braddock SS M Tu W Th F, July 17-July 21
Rm TBD Staff, instructor

Section 1400
2:30 pm
L. Braddock SS M Tu W Th F, July 31-August 4
Rm TBD Staff, instructor

Fundamental Skills of Algebra | Course SS07646

Covers order of operation, algebraic properties, real numbers, scientific notations, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 10 sessions @ 2 hrs each.

$245 Tuition
$ 30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)
$275 Total Cost
Section 1300
2:30 pm
L. Braddock SS M Tu W Th F, July 24-August 4
Rm TBD Staff, instructor

Introduction to Geometry | Course SS07650

Strengthen math skills for SOLs while reviewing algebraic concepts. Explore properties of triangles, quadrilaterals, lines, angles, polygons, and the vocabulary for geometry. 10 sessions @ 2 hrs each.

$256 Tuition
$ 20 Text: Barron’s E-Z Geometry
$275 Total Cost
Section 1100
2:30 pm
L. Braddock SS M Tu W Th F, July 10-July 21
Rm TBD Staff, instructor

Introduction to Pre-Calculus | Course SS07653

Course begins with a review of algebra, equations and functions and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 10 sessions @ 2 hrs each.

$242 Tuition
$ 27 Text: Precalculus - Crash Course ($12); Precalculus Workbook ($15)
$269 Total Cost
Section 1300
2:30 pm
L. Braddock SS M Tu W Th F, July 24-August 4
Rm TBD Staff, instructor

Introductory Keyboarding for Teens | Course SS07668

Become familiar with the computer keyboard: locate alphabetic and numeric keys. Emphasis is on mastering the keyboard through touch typing. 10 sessions @ 2 hrs each.

$225 Tuition
$ 60 Text: Century 21 Computer Keyboarding ($60); Introductory Keyboarding for Teens ($0)
$285 Total Cost
Section 1100
2:30 pm
L. Braddock SS M Tu W Th F, July 10-July 21
Rm TBD Lisa Rosenberger, instructor

See page 47 for registration information.
Leadership Skills for Teens | Course SS08001
Open to students in grades 8-11, inspires today's youth the opportunity to develop leadership skills essential to their success in the 21st century. Introduction to the fundamentals of leadership and designed to give students the understanding of their unique leadership strengths and objectives. Opportunity to learn through readings, exercises, and discussions. 5 sessions @ 3 hrs each.
$299 Tuition
$10 Text: Leadership Skills for Teens
$293 Total Cost

Section 1300
L. Braddock SS Rm TBD
M Tu W Th F, July 24-July 28
Hedenberg, instructor

Section 1400
L. Braddock SS Rm TBD
M Tu W Th F, July 31-August 4
Hedenberg, instructor

Spanish Immersion for Teens | Course SS06870
Students who participate in total immersion classes can jumpstart and greatly improve their understanding of a foreign language. They will build conversation abilities while they expand their vocabulary and strengthen their grammatical foundation. This class operates on the principle of total immersion which allows for greater exposure to the language. 10 sessions @ 3 hrs each.
$300 Tuition
$25 User Fee
$325 Total Cost

Section 1100
L. Braddock SS Rm TBD
M Tu W Th F, July 10-July 21
Bauman, instructor

Young Writer’s Workshop (Grades 6-8) | Course SS07639
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.
$199 Tuition
$26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Handbook ($15)
$225 Total Cost

Section 1100
L. Braddock SS Rm TBD
M Tu W Th F, July 10-July 14
Staff, instructor

Section 1300
L. Braddock SS Rm TBD
M Tu W Th F, July 24-July 28
Staff, instructor

Test Prep—Online

PSAT Test Preparation | Course SS07000
The in-class instruction curriculum 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.
$322 Tuition
$73 Text: Victory for the PSAT Tests, 5th ed
$395 Total Cost

Section 1300
L. Braddock SS Rm TBD
M Tu W Th F, July 24-August 4
Staff, instructor

SAT Test Preparation | Course SS08000
Students begin the course with a four-hour pretest using full-length, retired SAT tests and receive a detailed analysis showing strengths and weaknesses. Five math and five verbal classes are offered for 2 hours each. A four-hour post-test will provide improvement feedback. 10 sessions @ 2 hrs each.
$532 Tuition
$73 Text: Victory for SAT, 12th ed
$605 Total Cost

Section 1300
L. Braddock SS Rm TBD
M Tu W Th F, July 24-August 4
Staff, instructor

SAT Pre Test Schedule
Plum Center Rm MULT
1:00 pm-5:00 pm
Su, June 25

SAT Post Test Schedule
Plum Center Rm MULT
1:00 pm-5:00 pm
Su, August 13

Test Prep—Online

ACT Preparation—ONLINE | Course SM08200
The full 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.
$449 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.
$449 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.
$199 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 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. Call 703-385-2727.

$315 Tuition
$315 Total Cost
May 18-26
May 30-June 7
June 8-15
June 26-July 5
July 6-14
July 17-25
July 27-August 4
August 7-15
August 16-24
August 28-September 6
September 7-15

For up-to-date information about the driver education program, follow us on Twitter @ACE_Driver_ed

Instructor was very thorough and gave clear instructions to my child about the task that would be accomplished each day. On the last day I was given a run down of what to expect and if I had questions, please contact him. A BIG help.”

Parent of ACE Student

Behind-the-Wheel Driver Training
Photography & Media Arts

Shoebox Solutions—Family Pictures From “Shoebox” to DVD! | Course HI04033
Class participants will have the opportunity to bring any and all of their family photos, 8mm movie film, old videotapes, albums, artwork, music and any sound recordings to class. Intent of the class is to review all kinds of personal family “treasures” and to develop a graphic storyboard as a basis for program organization. Media (photos, movies, videos, etc.) will be digitized in class and prepared for inclusion in a DVD program (DVD media disc) for easy and fun viewing and sharing. Possibilities for sharing include via internet services (many), USB devices, and DVD disc. 3 sessions @ 2.5 hours each.

$119 Tuition
$ 5 User Fee
$124 Total Cost

Section 0030
Plum Center
Rm 112
LeBlanc, instructor
Plum Center Tu, June 20-July 25
Section 0031
Woodson HS
Rm G120
LeBlanc, instructor
Woodson HS Th, July 20-August 3

Take Winning Sports Photos | Course HI06545
Break away from point and shoot/automatic photography. Learn how to improve your sports photography by understanding more about your camera, and sports photography techniques—handling low light, fast action. Gain insight into the different types of cameras and lenses and how they can help your photography. Learn about extra gear, shot planning, and positioning. Learning about key DSLR or mirrorless camera features will help you improve your sports photography. 1 session @ 3 hrs.

$ 79 Tuition
$ 17 User Fee
$ 96 Total Cost

Section 0030
Plum Center
Rm 116
LeBlanc, instructor
Plum Center Th, June 22-July 27

Cinema

American Comedy Classics | Course HI06552
American comedies incite laughter around the world, and this summer World Film will present some of the best of them. Best in Show is a hilarious spoof of national dog shows. The Coen Brothers score with The Big Lebowski starring Jeff Bridges. Identity confusion creates a comedic mayhem in Happy Texas, and NASCAR is skewered in Talladega Nights: The Ballad of Ricky Bobby. A Funny Thing Happened On The Way To The Forum is a madcap romp that went from Broadway to the screen. Election parodies the pitfalls of high school politics. And finally, Blazing Saddles is Mel Brooks’ classic and outrageous western romp. No tuition discounts. 5 sessions @ 3 hrs each.

$86 Tuition | $7 User Fee | $93 Total Cost

Section 0030
Plum Center
Rm 112
LeBlanc, instructor
Plum Center Tu, June 27-July 18

Section 0031
Woodson HS
Rm G120
LeBlanc, instructor
Woodson HS Th, July 20-August 3

Dystopian Future Worlds | Course HI06551
World Film presents classic films of frightening future worlds where language and facts are suppressed. 1984 starring John Hurt and Richard Burton is the film adaptation of George Orwell’s novel. The world of alternative thoughts is controlled in George Lucas’ first film THX 1138. In Gattaca, citizens have the alternative to be genetically superior by “pre-ordered DNA. Alternative thoughts are censored in Fahrenheit 451 by a government that bans and burns books. In Brazil, a controlling bureaucracy in a retro-future world makes citizens an enemy of the state. No tuition discounts. 5 sessions @ 3 hrs each.

$86 Tuition | $7 User Fee | $93 Total Cost

Section 0030
Plum Center
Rm 112
LeBlanc, instructor
Plum Center Tu, June 27-July 18

Section 0031
Woodson HS
Rm G120
LeBlanc, instructor
Woodson HS Th, July 20-August 3

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, ground-breaking, 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.

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

Section 0020
Plum Center
Rm 112
Jeffries, instructor
Plum Center Sa, August 26

Needle Arts

A Knitter’s Box of Tricks | Course HI06544
“Why does the pattern want me to do it that way? Can I change that?” This class is for the intermediate knitter in an effort to expand the knitter's skillset and to teach alternative ways of shaping and pattern alterations. Knitters will learn a number of techniques to include: the basics of short row shaping, pairing decreases and increases, a variety of cast-on and cast-off methods and when to use which, and we will discuss obstacles that challenge knitters. Materials required: light-colored worsted weight yarn and size 8 needles to practice techniques, index cards and a pencil. 4 sessions @ 3 hrs each.

$126 Tuition
$ 18 User Fee
$144 Total Cost

Section 0030
Plum Center
Rm 150
Molnar-Grabowski, instructor
Plum Center F, July 14-August 4

Essential Skills for Beginning Knitters | Course HI06540
Knit one, purl two; yes, it’s that easy to begin crafting your own creations. As we take you from yarn selection and pattern reading to casting on, you’ll be knitting, purling, doing increases and decreases, changing gauge, and then binding off so you will be ready to knit basic items using a pattern. Social knitting and the use of on-line support sites will be addressed. 4 sessions @ 3 hrs each.

$123 Tuition
$ 20 User Fee
$143 Total Cost

Section 0030
Plum Center
Rm 150
Molnar-Grabowski, instructor
Plum Center F, June 9-June 30

How to Crochet Granny Squares | Course HI06550
Make colorful pillow covers, scarves, bags or even a blanket from a ball of yarn and a hook. Wherever you are in your crochet journey, if you are a beginner or an intermediate crocheter, this class will help you to learn how to crochet the classic granny square. As you practice stitches, read patterns, and understand the effects of color combination, you will crochet granny squares and learn how to piece them together into a small project. We will also point to the resources you might need to expand upon the classic granny square and to take it to the next level. Materials: light to worsted weight yarn (#3-4) in three colors, leftovers are good, crochet hook size 7-1-9 (4, 5-5, 5 mm). 4 sessions @ 3 hrs each.

$142 Tuition
$ 5 User Fee
$147 Total Cost

Section 0030
Woodson HS
Sa, July 8-July 29
Woodson HS Sa, August 5-August 18

Genealogy classes located on page 37.
ADULT HIGH SCHOOL COMPLETION

ADULT BASIC EDUCATION CLASSES

These classes help you with Language Arts (reading and writing) and Math. They help you improve your skills so you can do high school work for the Adult High School, GED®, and NEDP. They also help you to pass the NOVA placement tests. Computer skills are practiced in all these classes. Call for information on classes.

For more information:
- For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
- For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
- For classes in Central Fairfax, contact Ann Wyllie at abwyllie@fcps.edu or call 703-506-2252.

GENERAL EDUCATIONAL DEVELOPMENT—GED®

The GED® test is a computerized standardized test. It provides a Certificate of General Educational Development, which is equal to a high school diploma for most colleges and some branches of the military. The GED® Test is in four sections: Language Arts (reading and writing), Science, Social Studies, and Mathematics. For more information, contact Ann Wyllie at 703-506-2252 or abwyllie@fcps.edu. If you have high school level skills, GED® preparation classes help you get ready to take the GED® test. The GED Ready™ (practice test) is offered at every location. Please contact the specialist in the area near your home. Log into www.ged.com for GED testing schedule. New classes start in September.

For more information:
- For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
- For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
- For classes in Central Fairfax, or for GED® practice tests, contact Ann Wyllie at abwyllie@fcps.edu or call 703-506-2252.

FAIRFAX COUNTY ADULT HIGH SCHOOL—FCAHS

FCAHS is a high school completion program for Fairfax County residents 18 years of age and older. It offers all courses necessary for the Adult high school diploma.

Classes are offered at four sites including Bryant High School, Pimmit Alternative School, South Lakes High School, and Woodson High School. Information about the programs at each site is listed below.
- Bryant High School, Alexandria
  Tuesdays & Thursdays, 5:00 p.m.–8:30 p.m.
- Pimmit Alternative, Falls Church
  Monday through Friday, 9:00 a.m.–3:15 p.m.
- South Lakes High School, Reston
  Tuesdays & Thursdays, 5:00 p.m.–8:30 p.m.
- Woodson High School, Fairfax
  Monday through Thursday, 4:30 p.m.–9:00 p.m.

FCAHS enables students to:
- Take up to six courses, depending on the site, taught by certified Fairfax County Public Schools teachers.
- Take courses using a personalized, blended learning model.

How to get started:
- Obtain a copy of your transcript, immunization records, and testing records, then make a registration appointment. Classes begin in August and end in June with enrollment windows throughout the school year.
- To make a registration appointment, please call 703-503-6442 to speak with the Registrar.
- All FCAHS classes begin August 28, 2017.

Additional Academic Support and Resources for Enrolled Participants

Tutors: Individual or Small Study Groups

Volunteer tutors can help you improve your academic skills which can lead to higher achievement in your program. You can meet with a tutor individually in a public library that’s convenient for you, on a day and a time that are convenient for you. You can also attend small study groups with other adult learners.

How to get started? Contact the Volunteer Learning Program at 703-503-6412 or e-mail VLP@fcps.edu. There is no fee if you are enrolled in an adult high school option or adult basic education class.

College and Career Specialist

Your next goal is college, a job, or a better job. The college and career specialist can help you with career exploration, college planning, and job search skill development. There are college and career fairs, speaker panels, and workshops at different locations.

National External Diploma Program (NEDP), see page 43.
NATIONAL EXTERNAL DIPLOMA PROGRAM
Fairfax County Adult High School

*An alternative path to your high school diploma

Tel: 703-503-2580

NEDP is a nationally recognized high school completion program and is one of the three high school completion options in Fairfax County. If you are a self-directed adult who would like to discuss whether NEDP is right for you, call us or contact us via e-mail to make an appointment for an information session.

“This program is not only a well thought-out program, but a life-changing learning experience. I guarantee that at the end of the day, you will have gained so much more than what you put in.”—NEDP Graduate

Who We Are

NEDP is a high school completion option for adults age 18 or older. The curriculum includes assignments and projects that are done independently at home. Assignments and in-office checks are evaluated by an assessor during weekly office appointments.

NEDP is an online program with individual in-person appointments once a week. There is also an opportunity for learners to work with tutors at each location.

NEDP is an adult diploma program that is designed to be completed within nine to twelve months.

The Right Fit

NEDP is a good match for adults who can take charge of their education and have learned to manage their time to get the work done.

NEDP is good match for adults who can answer the following questions with a YES:

- Are you willing to devote four or more hours per week to complete your work?
- Are you persistent in getting the work done even when you hit a bump in the road?
- Are you self-directed and can you work without a teacher?

Our Story

The National External Diploma Program has been part of Fairfax County Public Schools for nearly thirty-five years. It is one of the three ways available in the county to earn a high school credential, along with the adult high school and the GED. We have helped hundreds of learners of all ages obtain a high school diploma!

The Advantages

NEDP has many advantages. Because the program is online, you can work on it whenever it is convenient for you. There are no classes to attend and you can choose a time during the week to meet with your assessor. Morning, evening and Saturday appointments are available.

While in the program, there are tutors available to provide support when you need a little extra help getting past a roadblock.

NEDP offers three locations to meet your assessor: Fairfax, Alexandria and Herndon.

Contact Us

NEDP
9517 Main Street #3 Fairfax, VA 22031
(703) 503-2580
rlberlin@fcps.edu
Visit us on the web: www.fcps.edu/adulths
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**Clases en español**

Heartsaver AED CPR en español | 19
Mental Health First Aid in Spanish | 19
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. Information about closings is communicated in these ways:

- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via e-mail to News You Choose subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

ACE follows FCPS decisions regarding cancellation of classes due to emergencies or inclement weather with only one exception. The exception is if FCPS has a 1 or 2 hour delayed opening in the morning. ACE classes will still begin on time.

If classes are canceled, please attend the next regularly scheduled session of your class and you will be notified about when the make up class will be held; if this was the last or the only session of your class, you will be contacted by phone or e-mail about the make up class. If classes are canceled due to inclement weather, the Plum Center registration office closes as conditions warrant.

To receive e-mail notification of school closings, visit www.fcps.edu and sign up for News You Choose.
Information

STUDENT SERVICES
- Educational information and referral
- Course selection assistance
- Payment plans by appointment
- Accommodations
- Underage waivers for students under 18

For more information, call Student Services:
Plum Center | 703-658-2709

CONTACT US

For more information
ESOL | 703-658-2777
General Information | 703-658-1200
Marketing/publications | 703-658-2797
Program Information | 703-658-2727
Registration assistance
Online | Phone-in | 703-658-1201

Assistance in other languages
Spanish | 571-423-4950
Korean | 571-423-4951
Arabic | 571-423-4952

24-hour information line
Recorded information for your convenience.
General information | 703-658-1200

HELPING OTHERS

ACE Training and Scholarship Foundation
The Foundation is a non-profit 501(c)(3) organization created to provide tuition assistance to low-income students enrolling in career classes offered by ACE.

We appreciate the Foundation’s recognition of ACE adult education programs as a valuable resource to the community and gratefully acknowledge the support of its donors.

For information on how you or your organization can make a donation and help Fairfax County invest in its workers and build community through lifelong learning, visit www.ace-foundation.org.

Teaching for ACE
We welcome great teachers and new course ideas. Visit: https://www.fcps.edu/node/31451 for information on part-time teaching opportunities.

Policies

REGISTRATION
Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate a form or download one from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”). See registration form for all registration options.

Confirmation
Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first class unless notified otherwise by ACE staff.

Payment
Include payment with your registration. Only one ACE discount or coupon may be used per purchase.

Note: When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

You authorize us to collect a $35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check: full name, street address, and phone numbers.

Textbooks & Materials
If you need a textbook, you must register at least 10 days before the class start date in order to guarantee delivery to the first class session.

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 28.

User Fees
User fees contribute to expenses unique to program/course and may include any of the following: instructor and student supplies, equipment maintenance and replacement, computer or specialized lab fees, instructor support and development, transcripts and certificates, and facility fees.

ACE WELCOMES ALL
ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disabilities Act, contact Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier). ACE will make every attempt to provide reasonable accommodations; however, failure to request an accommodation within the specified time frame may limit our ability to fulfill your request. Call 703-658-2709 or email educationalcounseling@fcps.edu.

Under 18?
Adult education classes are for students 18 years and older, unless otherwise specified. In some instances, exceptions may be approved. Contact Student Services at 703-658-2709 for information about an underage waiver. Requests require two weeks advance notice.

Non-FCPS students under 18 must submit additional documentation along with their completed registration form and payment.

Over 62?
Fairfax County residents 62 years of age or older may opt for a 25 percent tuition discount on the tuition fee (textbooks and user fees are excluded). The birth date/year must be provided on your registration form to be eligible.

Fairfax County residents 62 years of age or older who suffer a financial hardship may apply for a full tuition waiver. The waiver may be used for one class per term. All textbook and user fees must be paid. To obtain an application for a waiver, call 703-658-1201 at least two weeks prior to the class start date or download an application from www.fcps.edu/registration/adult-and-community-education-registration.
Submit your registration together with the waiver application and appropriate payment.

No senior adult waivers are allowed for ESOL, online classes, or for certain other courses as noted.

REFUNDS

Traditional Classes
You will automatically receive a refund when a class is full or canceled.

For any other refunds or cancelations, your written request must be received two business days prior to the class start date. You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”) or send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

Refund requests may be e-mailed, mailed, or faxed:
acerefundrequest@fcps.edu
Adult and Community Education, Dept. F
6815 Edsall Road
Springfield, VA 22151
703-658-2748 - fax

Driver Education Classes
Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

Online Classes
Online classes have a unique refund policy. Visit www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Refund Process”) for information.

A $15 withdrawal fee is assessed for each refund.
Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

Class dates are subject to change due to school closings and cancellations. See page 45 for information.
### Summer 2017 Registration Form

#### Six Ways to Register

**ONLINE**
Register anytime by visiting [https://aceclasses.fcps.edu](https://aceclasses.fcps.edu)

**PHONE**
703-658-1201
Monday–Friday, 9 am–5 pm

**FAX**
Fax your completed form (including credit card information) to 703-658-1251.

**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.)

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Subtotal

Fairfax County Senior Tuition Discount
(textbooks and user fees are excluded)

ACE Scholarship Fund

TOTAL (pay this amount)

---

- I am a first-time registrant
- male
- female
- Check if change of address

- I'd like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.
  I have added $ _______________ to my total.

ACE Participant ID Number

---

FIRST NAME MI LAST NAME

---

STREET ADDRESS APT # CITY STATE ZIP CODE

---

HOME PHONE BUSINESS PHONE E-MAIL ADDRESS

---

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

---

CARDHOLDER'S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE)

---

**Customer Service**

Phone: 703-658-1201 (M-F, 9 am-5 pm)
FAX: 703-658-1251
E-mail: aceclasses@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, May 29
M–Tu, July 3 and 4

**HOURS WILL CHANGE:**
F, June 2, 9 am–11 am

---

Directions to FCPS locations are available at [http://www.fcps.edu](http://www.fcps.edu)
No FCPS operating funds were used in the printing or mailing of this catalog.

Look for our fall catalog after July 31!

See inside for these and more summer learning opportunities!

Adobe Illustrator Workshop—The Basics  Page 12
Am I Right for Fido?  Page 21
American Comedy Classics (Cinema)  Page 41
Become a Washington DC Tour Guide  Page 31
Chess Tips and Strategies Camp  Page 38
Classical Music Appreciation  Page 32
Cooking for Teens, One Step Further  Page 39
Delicious Eats With Ricotta Cheese  Page 34
Facebook for Boomers  Page 31
Family and Friends CPR  Page 18
French Pies & Tarts  Page 34
Funky Summertime Flowers and Bug Cookies  Page 35
Introduction to Coaching  Page 15
Introduction to Podcasts  Page 11
Know Your Veggies: Seasonal Produce  Page 21
One Ingredient, Myriad Ways: Beans  Page 33
Shoebox Solutions—Family Pictures From "Shoebox" to DVD!  Page 41
Spanish Language Bootcamp—Advanced  Page 30
Strategic Financial Planning for Young Adults  Page 14
Summer Fun With Flowers  Page 37
Summer Salads  Page 33
What Do I Need for My Project?  Page 23
WordPress Blogging Workshop  Page 9

Support the ACE Training and Scholarship Foundation!
The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the Adult Community Education (ACE) program in Fairfax County Public Schools (FCPS).

Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

Visit www.ace-foundation.org