

Adult and Community  
Education Classes  
**SUMMER 2017**

# ACE Classes



**Let your journey begin with ACE!**



## 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** | ADULT AND  
COMMUNITY  
EDUCATION



## ACE Programs

### Apprenticeship

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

### Business and Information Technology

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

### Health and Medical

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

### Languages

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

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

### 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.



## GENERAL

### 4 Business and information technology

**Business career paths and ACE certificate programs:** accounting and bookkeeping; administrative assistant; applied marketing; child care; executive assistant; human resources management; management practices; nonprofit organization development; office assistant; small business management

**IT Career paths and ACE certificate programs:** computer support technician; web designer/developer

**Certification prep and computer training:** certification prep; computer graphics; office productivity software; Oracle database administration; program administration; programming; project management

#### Career exploration

**Professional development:** communication; personal growth; workplace training

#### Professional workplace skills and training

### 16 Online courses

information technology—applications; legal; medical; professional writing and communication

### 17 Health and medical

#### CPR and first aid

**Certifications and licensure:** certified nurse aide; emergency medical technician; pharmacy technician

**Professional development, career paths and ACE certificate programs:** professional development; clinical laboratory; dental careers; home and companion care; LPN prep; medical insurance biller; medical careers; newborn and postpartum caregiver; nutrition; veterinary assistant

*“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*

### 22 Apprenticeship, trade and industrial

#### Apprenticeship

**Career exploration:** automotive; contracting; electricity; HVAC-R; plumbing; property maintenance technician

**Continuing education/recertification:** electrician; gasfitters; HVAC-R; plumber

#### Professional development

#### VA licensure exam prep

### 26 Certificate programs

Available programs and registration form

### 27 World languages for adults

#### English for speakers of other languages (ESOL)

**Academic:** American sign language (ASL); Arabic; Chinese; French; German; Greek; Italian; Korean; Portuguese; Spanish

### 30 Adult enrichment and special interest

Computer; creative and personal interest; culinary (professional chef instructors); general; do-it-yourself; emergency preparedness; floral design; genealogy; nutrition; personal health matters; writing

### 38 K-12 classes

Driver education; study skills; language camps; summer camps; test prep

## SPECIAL INTEREST

### 41 Special events

Cinema series; needle arts; photography & media arts

### 42 Adult high school completion

Adult basic education; General Educational Development (GED)<sup>®</sup>; National External Diploma; Fairfax County Adult High School; Volunteer Learning Program

### 44 Information

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

### One-Stop Employment Centers

Adult and Community Education is a proud participant in Northern Virginia's workforce development system. See [www.myskillsource.org](http://www.myskillsource.org) for detailed information.

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





### Adobe Dreamweaver: Web Page Fundamentals | Course PR05001

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

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

**Section 0030** 9:00 am  
Pimmit Hills Ctr Tu, August 22  
Rm 123 Mary Ann Smith, MOS, instructor

### 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

**Section 0030** 12:30 pm  
Plum Center F, August 18  
Rm 110 Mary Ann Smith, MOS, instructor

### Improv for Success Workshop | Course PR09050

Imagine a critical meeting or presentation with clients, teachers, your organization's leadership, or with colleagues/classmates. You begin and your notes are not in the right order or you're asked a question about a topic on which you didn't prepare. What do you do? Panic? Stall for time? This two-hour, highly interactive workshop uses improvisational activities to help build more confidence in thinking on your feet and communicating in many situations. Experts agree that improvisation also helps to build skills in critical thinking, presentation, negotiation, articulating ideas, networking, team cohesion and collaboration, creativity...and much more. This is a fun and friendly environment to practice these skills and meet your own personal development goals. 1 session @ 2 hrs.

\$ 99 Tuition  
\$ 99 Total Cost

**Section 0030** 7:00 pm  
Woodson HS W, June 14  
Rm G120 Lori Muhlstein, MPA, instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr W, July 19  
Rm 160 Lori Muhlstein, MPA, instructor

**Section 0032** 1:00 pm  
Plum Center F, August 18  
Rm 148 Lori Muhlstein, MPA, instructor

### Learning to Use Your iPad/iPhone Workshop | Course PR06001

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

\$ 69 Tuition  
\$ 10 User Fee  
\$ 79 Total Cost

**Section 0030** 9:00 am  
Pimmit Hills Ctr Sa, July 29  
Rm 115 Mary Ann Smith, MOS, instructor

**Section 0031** 9:00 am  
Plum Center F, August 18  
Rm 110 Mary Ann Smith, MOS, instructor

## Professional Workplace Skills and Training

### Professional Development

Taking advantage of professional development opportunities is a requirement for one's career progression in the highly competitive marketplace of Northern Virginia. To ensure success, you need to continually improve existing skills as well as acquire new ones. The ACE Professional Development series of courses is designed to build on current skills and provide new learning options. Check us out, and allow ACE to help you reach your potential.

*Now more than ever...lifelong learning is critical to success!*

### Microsoft Office Excel Workshop: Essential Skills | Course PR01201

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

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

**Section 0030** 8:30 am  
Plum Center F, June 23  
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

**Section 0031** 8:30 am  
Pimmit Hills Ctr Th, August 24  
Rm 116 Mary Ann Smith, MOS, instructor

### 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 Advanced*  
\$ 139 Total Cost

**Section 0030** 9:00 am  
Plum Center F, July 14  
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

### Microsoft Office OneNote Workshop: Managing Information | Course PR01701

Using MS OneNote, create notebooks, sections, section groups, pages, and subpages containing information from various sources such as Outlook, Excel, PowerPoint, and the Web. Features covered will include side notes, tables, tags, and hyperlinks. *No discounts.* 1 session @ 3 hrs.

\$ 129 Tuition  
\$ 4 User Fee  
\$ 6 Text: *Quick Source Guide OneNote 2013*  
\$ 139 Total Cost

**Section 0030** 9:00 am  
Plum Center Th, August 3  
Rm 114 Mary Ann Smith, MOS, instructor

### Microsoft Office Word Workshop: Essential Skills | Course PR01101

Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features as time permits. 1 session @ 4 hrs.

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

**Section 0030** 8:30 am  
Pimmit Hills Ctr Th, June 22  
Rm 123 Wayne Shewmaker, MBA, MOS, instructor

**Section 0031** 8:30 am  
Plum Center W, July 26  
Rm 114 Lisa Rosenberger, instructor

### Microsoft Office Word Workshop: Mail Merge Essentials | Course PR01150

Using MS Office Word, learn to merge Word with an Excel list to create various labels, name tags, and business letters. Learn tips for creating and formatting tables and performing table calculations. Other features will be discussed as time permits. 1 session @ 3 hrs.

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

**Section 0030** 1:00 pm  
Plum Center M, July 31  
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

### MS Office Outlook: Calendar, Meetings, and Tasks | Course PR01403

Using MS Office Outlook, learn to use the Outlook calendar features to create appointments and meetings; set permissions for calendar sharing; create tasks and assign tasks. *No discounts.* 1 session @ 3 hrs.

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

**Section 0030** 9:00 am  
Plum Center M, July 31  
Rm 118 Wayne Shewmaker, MBA, MOS, instructor

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

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

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

**Section 0030** 12:30 pm  
Plum Center Th, August 3  
Rm 114 Mary Ann Smith, MOS, instructor

### Office Etiquette | Course PR09001

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

**Section 0030** 9:00 am  
Plum Center F, June 16  
Rm 110 Lori Muhlstein, MPA, instructor

## Career Exploration

### BROADCAST PRODUCTION

#### Avid Media Composer Fundamentals (Video Editing) | Course BE02027

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

\$400 Tuition  
\$400 Total Cost

**Section 0030** 7:00 pm  
Fairfax Public Access (TV & Radio) M-W, July 31-August 30  
Rm TBD TBD, 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 items such as proper camerawork, lighting and audio recording techniques. This is a key course for those FPA students interested in using FPA field equipment to produce on location shows, field interviews and/or documentary projects. Upon completion students are certified in the use of FPA's field camera equipment and accessories, including our JVC HM600 & HM850 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.

\$285 Tuition  
\$285 Total Cost

**Section 0030** 7:00 pm  
Fairfax Public Access (TV & Radio) W, August 23-October 11  
Rm TBD TBD, instructor

**“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

### 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** 9:00 am  
Pimmit Hills Ctr Th, June 8  
Rm 115 Rosalind Levy, instructor

#### Landlording | Course BE01186

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

\$ 89 Tuition  
\$ 4 User Fee  
\$ 93 Total Cost

**Section 0030** 7:00 pm  
Pimmit Hills Ctr W, June 14  
Rm 161 Kathleen McDermott, JD, instructor

**Section 0031** 7:00 pm  
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 PSI. *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** 9:00 am  
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 out there! 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** 1:00 pm  
Woodson HS Sa, June 17  
Rm G107 Staff, instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr M, June 19  
Rm 115 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 infinitive 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** 7:00 pm  
Marshall HS Tu Th, June 13-June 27  
Rm C110 Kathy Barber, MA, instructor

**Section 0031** 7:00 pm  
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** 7:00 pm  
Plum Center W, June 7-June 21  
Rm 150 Bruce Robertson, MS, SPHR, instructor

**Section 0031** 9:00 am  
Pimmit Hills Ctr Tu W Th, June 13-June 15  
Rm 123 Rosalind Levy, instructor

**Section 0033** 7:00 pm  
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 C's 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** 7:00 pm  
L. Braddock SS Tu, June 13-June 27  
Rm A213 Elizabeth McDowell, instructor

**Section 0031** 9:30 am  
Plum Center F, July 14-July 28  
Rm 110 Robert Wise, instructor





## 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 Prog. Registration & 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 and Interview Clinic	5

### ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01016   Certificate Prog. Registration & Fee (\$75)	26
CT01344   MS Word—Intermediate	13
CT01442   MS Excel—Intermediate	—
BE01053   Business English Essentials II	—
BE01061   Office Communication Skills	5
BE01088   Dealing w/Difficult People—Conflict and Mediation Skills	6
BE01904   Business Etiquette I	—
BE01393   Résumé and 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

### 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.

\$ 87 Tuition  
\$ 2 User Fee  
\$ 89 Total Cost

**Section 0030** 7:00 pm  
Woodson HS W, June 28  
Rm G120 Eric Assur, MA, instructor

**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.**

### EXECUTIVE ASSISTANT

Required Courses	Page
CE01019   Certificate Prog. Registration & 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.*

### EXECUTIVE ASSISTANT

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

### Accounting for Non-Accountants | Course BE01277

Accounting for non-accountants is the must-have course for all who have never taken an accounting class, are mystified by accounting language, and have no clue about balance sheets, income statements, or statements of cash flows. Whether you own a business, plan on starting one, or need to brush up on accounting, this is the course for you. *No discounts.* 4 sessions @ 3 hrs each.

\$229 Tuition  
\$ 7 User Fee  
\$ 13 Text: *Accounting for Non-Accountants, 3rd ed*  
\$249 Total Cost

**Section 0030** 7:00 pm  
Chantilly HS Tu Th, June 20-June 29  
Rm 271 Wanda Patt, CPA, QB Pro Advisor, instructor

**Section 0031** 7:00 pm  
Marshall HS Tu Th, July 18-July 27  
Rm B103 Christopher Inglese, CPA, MS (Tax), instructor

## 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 worksheets 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** 9:00 am  
Plum Center Tu Th, June 6-June 15  
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

**Section 0031** 7:00 pm  
L. Braddock SS Tu Th, June 27-July 11  
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

**Section 0032** 7:00 pm  
Centreville HS Tu Th, July 18-July 27  
Rm 245 David Vigil MS, instructor

### Fundamentals of Accounting—Part 2 | Course BE01261

Continuation of Part 1. New students purchasing books must e-mail [aceonline@fcps.edu](mailto: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](http://www.aipb.org)). 16 sessions @ 2.5 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

\$499 Tuition  
\$ 5 User Fee  
\$ 77 Text: *Century 21 Accounting Unique Global Imports 9th ed (\$39); Century 21 Accounting Working Papers 17-24 9th ed (\$38)*  
\$581 Total Cost

**Section 0030** 7:00 pm  
Plum Center M W, July 10-August 21  
Rm 141 Wanda Patt, CPA, QB Pro Advisor, instructor

### QuickBooks Pro 2015—Level 1 | Course CT01435

QuickBooks Level 1 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** 9:00 am  
Plum Center Sa, June 24-August 5  
Rm 117 Chandran Pillai, CPA, instructor



## FAST TRACK PROGRAMS

### Fast Track Bookkeeping and Accounting | Course BE01264

Acquire basic bookkeeping and recordkeeping skills. Enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). In this intense class, the accounting cycle (knowledge side) will be followed by QuickBooks Pro (skills side). Nice class for anyone interested in the field including entrepreneurs. *No discounts/refunds.* 15 sessions @ 3 hrs each.

\$579 Tuition  
\$ 35 User Fee  
\$ 20 Text: *Barron's E-Z Accounting 5th ed*  
\$634 Total Cost

**Section 0030** 7:00 pm  
Herndon HS Tu Th, June 13-August 3  
Rm 108 Chandran Pillai, CPA, instructor

## CHILD CARE

For a complete list of required courses, see right.

### Child Care Provider Program | Course BE08099

Envision a better future for children and a brighter one for you, too. With a Child Day Care Provider certificate, students will be ready to work in day care centers, preschools, home-based centers, and playgroups. Learn about educational games, child growth, development and behavior, scheduling, age-appropriate activities, nutrition, nurturing, socialization and more. *No discounts/waivers.* The course totals 52 hours and the number of class sessions varies.

\$729 Tuition  
\$ 12 User Fee  
\$ 68 Text: *Essentials for Working with Young Children, 2nd ed* (\$63); *Standards for Licensed Child Day Centers* (\$5)  
\$809 Total Cost

**Section 0030** 7:00 pm  
Plum Center Tu W Th, July 6-August 23  
Rm 150 Jacqueline Miner, instructor

## COMPUTER SUPPORT TECHNICIAN

### Basic PC Maintenance | Course CT02465

Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7 operating system. 4 sessions covering 9 hours.

\$209 Tuition  
\$ 20 User Fee  
\$229 Total Cost

**Section 0030** 7:00 pm  
Chantilly HS W, June 7-June 28  
Rm 263 Bryan Carvajal, instructor

### 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

\$899 Tuition  
\$ 30 User Fee  
\$929 Total Cost

**Section 0030** 6:30 pm  
ACE Herndon Learning Center Tu Th, June 20-August 3  
Rm TBD Shahriyar Behbahani, instructor

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

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

\$499 Tuition  
\$ 20 User Fee  
\$519 Total Cost

**Section 0030** 7:00 pm  
Plum Center Tu Th, June 13-July 6  
Rm 110 Edward Gibson, instructor

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

Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680 started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. Purchase textbook separately, ISBN 978-1-111-30977-0 (same book used in Part 1). 7 sessions @ 3 hrs each. Prereq: CT01770 Windows 7: MCTS Prep Part 1

\$499 Tuition  
\$ 20 User Fee  
\$519 Total Cost

**Section 0030** 7:00 pm  
Plum Center Tu Th, July 18-August 8  
Rm 110 Edward Gibson, instructor

## 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.**

## ACE Certificate Programs

The following ACE Certificate programs are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or achieve professional growth. Certificate program students are guided through the courses concluding with a certificate and formal transcripts. Refer to page 26 for certificate program registration information. This registration is required to maintain your records as you proceed through the program. Courses can also be applied to more than one certificate program.

### ACCOUNTING ASSISTANT

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

Required Courses	Page
CE01000   Certificate Prog Registration & Fee (\$75)	26
BE01260   Fund. of Accounting—Part 1*	—
BE01261   Fund. of Accounting—Part 2	6
CT01416   PC Basics*	30
CT01402   Windows—File Management	30
CT01417   PC Basics: Keyboarding*	—
CT01285   Microsoft Office Proficiency Workshop	12
BE01061   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.

### CHILD CARE PROVIDER

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

Required Courses*	Page
CE01048   Certificate Prog Registration & Fee (\$75)	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
CE02000   Certificate Prog Registration & Fee (\$75)	26
CT02465   Basic PC Maintenance	7
CT01465   A+: Troubleshooting Your Computer	7
CT01770   Windows 7: MCTS Prep Part 1	7
CT01771   Windows 7: MCTS Prep Part 2	7

Recommended Course*	Page
CT01666   A+ Certification Prep	—

\*Courses are offered on a rotating basis. Call 703-658-2729 or email [business@fcps.edu](mailto:business@fcps.edu) for more information.



## HUMAN RESOURCES MANAGEMENT

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

Required Courses*	Page
CE01018   Certificate Prog Registration & Fee (\$75)	26
BE01400   HR Management Fundamentals	7
BE01401   Building the HR Organization Structure	8
BE01402   Recruiting and Placing Employees	—
BE01403   Training the Workforce	7
BE01405   HR Management in the 21 <sup>st</sup> Century	8
BE01407   Maintaining a Positive Work Environment	—

### Electives: 3 required\*

BE01404   HR Organizational Downsizing	—
BE01406   HR Management in the Equal Opportunity Environment	—
BE01408   The Human Resources Officer	8
BE01409   HR Organizational Dynamics	—
BE01410   Human Resources Law Overview	—
BE01412   Introduction to Lean Thinking	—
BE01420   Business Ethics I	—

## MANAGEMENT PRACTICES

The Management Practices Certificate provides a firm foundation about both the theory and practice of management with an emphasis on practical discussions and skill development. The program is designed for those who are interested in exploring the topic of management or those starting out in management or supervisory positions. The required courses are based on the core management functions—Planning, Organizing, Staffing, Leading, and Controlling—as well as their relationship to one another.

To earn this certificate, you must complete six required courses. While it is advisable to attend the courses in the order outlined, students can take any individual course that may be of interest.

Required Courses	Page
CE01500   Certificate Prog Registration & Fee (\$75)	26
BE01510   What Management Is, What Managers Do	8
BE01511   Fundamentals of Managerial Planning	8
BE01512   Successful Delegation: Achieving Results Through Others	8
BE01513   Essential Managerial Skills for Human Resource Management	8
BE01514   Leading for Maximum Results!	9
BE01515   Exercising Managerial Control	8

Call 703-658-2729 or email [business@fcps.edu](mailto:business@fcps.edu) for more information.

### HR Management in the 21st Century | Course BE01405

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

\$204 Tuition  
\$ 10 User Fee  
\$ 5 Text: *FCPS BE01405 HR Management in the 21st Century*  
\$219 Total Cost

**Section 0030** 7:00 pm  
Edison HS Tu Th, July 18-July 27  
Rm B133 Gina Lynch, MA, MS, instructor

### 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 Tu Th, August 8-August 17  
Rm 141 Gina Lynch, MA, MS, instructor

## 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 Sa, June 10  
Rm 116 Sally Silberman, instructor

### Fundamentals of Managerial Planning | Course BE01511

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

\$ 79 Tuition  
\$ 10 User Fee  
\$ 89 Total Cost

**Section 0030** 9:00 am  
Plum Center Sa, June 24  
Rm 116 Sally Silberman, instructor

### Exercising Managerial Control | Course BE01515

The management 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 Sa, August 19  
Rm 116 Sally Silberman, instructor

*“Outstanding class! Just what I was looking for.”*

Karla Gentile  
WordPress Blogging Workshop

### 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 Sa, July 8  
Rm 116 Sally Silberman, instructor

### Essential Managerial Skills for Human Resource Practices | Course BE01513

Employees are an organization's most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course will address the essential skills supervisors need to address employee performance and personnel actions. 1 session @ 6.5 hrs.

\$ 99 Tuition  
\$ 10 User Fee  
\$109 Total Cost

**Section 0030** 9:00 am  
Plum Center Sa, August 5  
Rm 116 Tehani Lopes Matthews, instructor

### 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 Sa, August 12  
Rm 116 Tehani Lopes Matthews, instructor





## 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** 9:00 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** 7:00 pm  
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

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

### 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

*“Arabinda provided an excellent overview of Oracle basic and more.”*

Patricia Marrero  
Oracle Basics

## NONPROFIT ORGANIZATION DEVELOPMENT

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

Required Courses	Page
CE01056   Certificate Prog Registration & Fee (\$75)	26
BE01871   Starting a Nonprofit	—
BE01915   Grant Writing	9
BE01913   Successful Fundraising	—
BE01886   Event Planning	—

Electives	Page
BE01872   The 3 R's of Volunteerism	9
BE01879   Creating a Successful Business Plan	9
BE01910   Strategic Planning for Your Nonprofit	—
BE01918   Nonprofit Accounting & Finances	9
BE01204   Introduction to Project Management	—
BE01209   Project Management for Non-Profits	—
BE01387   Social Media Networking	—

Call 703-658-2729 or email [business@fcps.edu](mailto: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	Page
CE02010   Certificate Program Registration & Fee	26
CT01547   Oracle Basics	9
CT01551   Oracle Database Administration: Introduction	—
CT01552   Oracle Database Administration I	10
CT01553   Oracle Database Administration II	10

Electives (3 required)	Page
CT01488   Windows Server 2012	—
CT01556   Oracle Database Administration: Performance Tuning	—
CT01559   Oracle Data Warehousing	—
CT01640   Introduction to TCP/IP Networking I	—
CT01641   Introduction to TCP/IP Networking II	—
CT01659   Linux Administration I	—



## SMALL BUSINESS MANAGEMENT

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Learn the essentials to starting and running a small business. Go into business for yourself or consult and advise other small business owners. Complete the 7 required courses and 3 electives to earn a Small Business Management Certificate.

Required Courses	Page
CE01053   Certificate Prog Registration & Fee (\$50)	26
BE01896   Starting Your Own Business	10
BE01879   Creating a Successful Business Plan	10
BE01880   Small Business Legal Primer	—
BE01245   Developing a Marketing Plan	10
CT01545   Create Your Own Business Web Site	10
BE01882   Financing Your Small Business	—
BE01275   Federal Income Tax for Small Business Owners	10

Electives	Page
BE01903   Tax Strategies for the One-Person Business and Small Corporations	11
BE01075   Successful Business Writing	—
BE01387   Social Media Networking	—
BE01246   Introduction to Marketing Automation	—
BE01277   Accounting for Non-Accountants	6
BE01894   Winning Sales Strategies for Small Business	—
BE01410   Human Resources Law Overview	—
CT01757   WordPress for Entrepreneurs	—
BE01760   Applied Marketing for Small Businesses	—

Call 703-658-2729 or email [business@fcps.edu](mailto:business@fcps.edu) for more information.

## 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	Page
CE02020   Certificate Prog Registration & Fee (\$50)	26
CT01525   HTML 1*	11
CT01526   HTML 2*	11
CT01527   HTML 3	11
CT01541   Web Design w/Cascading Style Sheets (CSS) 1*	11
CT01542   Web Design with CSS 2	—
CT01531   JavaScript: Building Interactive Web Sites	—
CT01550   Graphics for the Web	11

Electives (2 required)	Page
CT01462   Digital Art: Photoshop Basics	12
CT01463   Digital Art: Photoshop Intermediate	—
CT01529   Web Design with Adobe Dreamweaver	—
CT01530   HTML 5 for Mobile Websites and Devices	—
CT01536   Adobe Flash: Web Graphics & Animation 1	—
CT01756   Intro to WordPress	—

\*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 [comptraining@fcps.edu](mailto:comptraining@fcps.edu) for further information.

## Oracle Database Administration I | Course CT01552

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

Prereq: CT01551 Oracle Database Administration—Introduction

\$ 429 Tuition  
\$ 20 User Fee  
\$ 449 Total Cost

**Section 0030** 7:00 pm  
Plum Center M W, July 10-July 31  
Rm 118 Michael NeSmith, BA, MCSE, instructor

## 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

**Section 0030** 7:00 pm  
Plum Center M W, August 7-August 28  
Rm 118 Michael NeSmith, BA, MCSE, instructor

## 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

**Section 0010** 7:00 pm  
Woodson HS M, July 10-July 24  
Rm F105 Lori Muhlstein, MPA, instructor

**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.**

## 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 Th, June 13-June 15  
Rm B129 Robert Wise, instructor

**Section 0031** 7:00 pm  
L. Braddock SS Tu Th, 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.

\$ 229 Tuition  
\$ 7 User Fee  
\$ 13 Text: *2013 Small Business & Self-Employed Tax Issues*  
\$ 249 Total Cost

**Section 0030** 7:00 pm  
Centreville HS M W, July 10-July 19  
Rm 19 Chandran Pillai, CPA, instructor

**Tax Strategies for the One-Person Business and Small Corporations | Course BE01903**

One-person businesses and small corporations frequently pay too much in taxes and do not know it! Explore the tax laws, unknown to you and/or your tax return preparer, which favor the smallest of businesses, such as sole proprietorships, LLCs, S Corporations, and C Corporations. Save your money. Taught by a CPA with a masters degree in taxation. 2 sessions @ 3 hrs each.

\$ 124 Tuition  
\$ 25 User Fee  
\$ 149 Total Cost

**Section 0030** 7:00 pm  
Marshall HS Tu Th, June 20-June 22  
Rm C103 Christopher J. Inglese, CPA, MS (Tax), instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr Tu Th, August 1-August 3  
Rm 115 Christopher J. Inglese, CPA, MS (Tax), instructor

**I Have a Great Idea, Now What?...Get Your Product to Market Without Wasting a Dime! | Course BE01928**

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

\$ 199 Tuition  
\$ 10 User Fee  
\$ 209 Total Cost

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Tu W, June 6-June 14  
Rm 116 Andrew Colsky, J.D., LL.M., MS, GPC, instructor

**SOCIAL MEDIA****Introduction to Podcasts | Course BE01755**

Interested in starting your own podcast? Unsure where to start? This course answers those questions and more. Learn how to start your own podcast, gather show ideas, interviews, and marketing tips. 2 sessions @ 2.5 hrs each.

\$ 79 Tuition  
\$ 10 User Fee  
\$ 89 Total Cost

**Section 0030** 7:00 pm  
Edison HS Tu Th, June 13-June 15  
Rm A125 Tiffanie Kendrick, MBA, instructor

**Lift Off with LinkedIn! | Course BE01701**

Learn the value of LinkedIn, a website designed especially for professionals and businesses! Set up an account, manage your professional identity, request and receive invitations, and access or distribute business or job opportunities! Build and engage with your professional network throughout this enormous and popular networking venue. Taught in a computer lab. 2 sessions @ 3 hrs each.

\$ 99 Tuition  
\$ 10 User Fee  
\$ 109 Total Cost

**Section 0030** 7:00 pm  
Herndon HS Tu Th, June 20-June 22  
Rm 173 Pam Marshall Annitto, ACC, CPCC, instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr M W, August 7-August 9  
Rm 123 Pam Marshall Annitto, ACC, CPCC, 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.

\$ 224 Tuition  
\$ 15 User Fee  
\$ 239 Total Cost

**Section 0030** 9:00 am  
Woodson HS Sa, June 17-July 8  
Rm A119 Dr. Majid Imany, instructor

**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.

\$ 204 Tuition  
\$ 15 User Fee  
\$ 219 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu Th, June 13-June 20  
Rm H201 Dr. Majid Imany, instructor

**HTML 2—Enhancing Your Website | Course CT01526**

Back for more? Great! In this second installment of HTML coursework we show you how to enter and organize information into tables. Add a better browsing experience to your site with navigation bars, colors, and borders. Purchase textbook separately, ISBN: 1118008189. 3 sessions @ 3 hrs each.

Prereq: CT01525 HTML 1—Your First Website

\$ 204 Tuition  
\$ 15 User Fee  
\$ 219 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu Th, June 27-July 6  
Rm H201 Dr. Majid Imany, instructor

**HTML 3—Interacting With Your Website | Course CT01527**

Now on to the more complex stuff. In the last installment of the HTML series, you will find out how to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. Lastly, we will show you how to review your site to optimize the experience for visitors. Purchase textbook separately, ISBN: 1118008189. 3 sessions @ 3 hrs each.

Prereq: CT01526 HTML 2—Enhancing Your Website

\$ 204 Tuition  
\$ 15 User Fee  
\$ 219 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu Th, July 18-July 25  
Rm H201 Dr. Majid Imany, instructor

See page 47  
for registration information.

**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.

Course Information	Page
<b>MCTS Windows 7</b>	
CT01770   Windows 7: MCTS Prep Part 1	7
CT01771   Windows 7: MCTS Prep Part 2	7
<b>CompTIA Network+</b>	
CT01473   Network+	12
<b>CompTIA Security+</b>	
CT01488   Windows Server 2012 for Administrators	—
CT01480   Security+	12
<b>Cisco Certified Network Associate (CCNA)</b>	
CT01474   Cisco Networking	—
CT01574   CCNA: Security	—
<b>CompTIA A+</b>	
CT01465   A+: Troubleshooting Your Computer	11
CT01666   A+ Certification Prep	—
<b>ISCC Certified Information System Security Professional (CISSP)</b>	
CT01910   CISSP	12

**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: 1118008189. 3 sessions @ 3 hrs each. Prereq: CT01525 HTML 1—Your First Website

\$ 204 Tuition  
\$ 15 User Fee  
\$ 219 Total Cost

**Section 0030** 7:00 pm  
Centreville HS M, July 10-July 24  
Rm 245 Dr. Majid Imany, instructor

**Certification Prep and Computer Training****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

\$ 899 Tuition  
\$ 30 User Fee  
\$ 929 Total Cost

**Section 0030** 6:30 pm  
ACE Herndon Learning Center Tu Th, June 20-August 3  
Rm TBD Shahriyar Behbahani, instructor



## Certified Information System Security Professional (CISSP) | Course CT01910

Prepare for the CISSP exam. Course covers all ten modules: access control, telecommunications and network security, information security governance and risk management, software development security, cryptography, security architecture and design, operations security, business continuity and disaster recovery planning, investigations, and physical security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, view <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

**Section 0031** 7:00 pm  
ACE Herndon Learning Center M W, July 10-August 14  
Rm TBD Shahriyar Behbahani, instructor

## Security+ | Course CT01480

Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics. CT01770 Windows 7: MCTS Prep or an equivalent amount of experience a must to succeed in this class. Exam is not offered as part of the course. Purchase textbook separately, ISBN: 9781305093911. 11 sessions @ 3 hrs each.

\$ 629 Tuition  
\$ 20 User Fee  
\$ 649 Total Cost

**Section 0030** 1:00 pm  
Plum Center Tu W Th, August 1-August 24  
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 CT01461

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

\$ 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 on ways that the tools can be used. Tool shortcuts, navigating the Photoshop workspace, and correct use of the layering system will also be emphasized. 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 @ 3 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  
Woodson HS M, July 17-July 24  
Rm E157 Bryan Carvajal, instructor

## CERTIPORT®

The Plum Center for Lifelong Learning is a Certiport® authorized testing center. Microsoft Office 2013 Specialist (MOS) certification testing available.

Testing by appointment only.

Please e-mail [acetech@fcps.edu](mailto:acetech@fcps.edu) or call 703-658-1234 for more information and to schedule your test!

## 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 MSO exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.

\$ 429 Tuition  
\$ 24 User Fee  
\$ 16 Text: *Quick Source Guide Excel 2013* (\$6); *Quick Source Guide PowerPoint 2013* (\$4); *Quick Source Guide Word 2013* (\$6)  
\$ 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 Text: *Quick Source Guide Word 2013*  
\$ 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, 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  
\$ 26 Text: *MS Word 2013: Part 1*  
\$ 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 Word—Intermediate | Course CT01344**

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

Prereq: CT01342 MS Word—Basics

\$ 229 Tuition  
\$ 14 User Fee  
\$ 26 Text: *MS Word 2013: Part 2*  
\$ 269 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS W, July 12-August 2  
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

**MS Excel—Basics | Course CT01441**

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

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

**Section 0030** 9:00 am  
Plum Center Tu Th, June 6-June 15  
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

**Section 0031** 7:00 pm  
L. Braddock SS Tu Th, June 27-July 11  
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

**Section 0032** 7:00 pm  
Centreville HS Tu Th, July 18-July 27  
Rm 245 David Vigil MS, instructor

**MS Excel Shortcuts and Tricks | Course CT01585**

Take your MS Excel knowledge to a new level. This course is a beginner's introduction to MS Excel shortcuts and tricks that will enable you to manipulate spreadsheets with speed. Learn the basics of developing Macros and the advantages of formulas such as VLookup, Advance Filter, and many more. 2 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel—Basics

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

**Section 0030** 7:00 pm  
Centreville HS Tu Th, August 1-August 3  
Rm 245 David Vigil MS, instructor

**MS Excel—Macro Workshop | Course CT01584**

Learn to use the Excel macro recorder and eliminate repetitive common spreadsheet tasks! Employ macros to consistently format worksheets and make calculations on recurring reports, even as the number of rows varies. Activate macros using a keyboard shortcut, toolbar button or an icon in a worksheet. Learn to enable the macro feature, set macro security levels, and store macros. 2 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel—Basics

\$ 79 Tuition  
\$ 14 User Fee  
\$ 6 Text: *Quick Source Guide Excel 2013 Advanced*  
\$ 99 Total Cost

**Section 0030** 7:00 pm  
Plum Center W, August 9  
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.

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

**Section 0030** 7:00 pm  
Marshall HS Th, July 13  
Rm C101 Wayne Shewmaker, MBA, MOS, instructor

**Section 0031** 7:00 pm  
Plum Center M, August 7  
Rm 205 Wayne Shewmaker, MBA, MOS, instructor

**MS Outlook—Basics | Course CT01426**

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

\$ 229 Tuition  
\$ 14 User Fee  
\$ 26 Text: *MS Outlook 2013: Part 1*  
\$ 269 Total Cost

**Section 0030** 7:00 pm  
Edison HS W, June 7-June 28  
Rm A125 Lichele Carmichael, instructor

**Section 0031** 7:00 pm  
Woodson HS M W, July 17-July 26  
Rm E159 Wayne Shewmaker, MBA, MOS, instructor

**MS Outlook—Intermediate | Course CT01429**

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

Prereq: CT01426 MS Outlook—Basics

\$ 129 Tuition  
\$ 14 User Fee  
\$ 26 Text: *MS Outlook 2013: Part 2*  
\$ 169 Total Cost

**Section 0030** 7:00 pm  
Plum Center M W, August 14-August 16  
Rm 117 Wayne Shewmaker, MBA, MOS, instructor

**MS PowerPoint—Basics | Course CT01459**

Learn to create presentations. Apply themes and transitions, include text, images, shapes, charts, tables, and animation. Prepare handouts and setup custom presentations. Experience with MS Word preferred. 2 sessions @ 3 hrs each.

Prereq: CT01416 PC Basics

\$ 99 Tuition  
\$ 14 User Fee  
\$ 26 Text: *MS PowerPoint 2013: Part 1*  
\$ 139 Total Cost

**Section 0030** 1:00 pm  
Plum Center Su, June 18-June 25  
Rm 110 Lichele Carmichael, instructor

**Section 0031** 7:00 pm  
Herndon HS Tu Th, July 25-July 27  
Rm 173 Mary Ann Smith, MOS, instructor

**MS Access—Basics | Course CT01449**

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

Prereq: CT01416 PC Basics

\$ 99 Tuition  
\$ 14 User Fee  
\$ 26 Text: *MS Access 2013: Part 1*  
\$ 139 Total Cost

**Section 0030** 9:00 am  
Plum Center Sa, June 17-June 24  
Rm 118 Wayne Shewmaker, MBA, MOS, instructor

**MS Access—Intermediate | Course CT01450**

Create multiple MS Access tables; develop forms and subforms; build complex reports; and queries. Share data across applications by importing data into Access, exporting data to text files and creating a mail merge. 4 sessions @ 3 hrs each.

Prereq: CT01449 MS Access - Basics

\$ 99 Tuition  
\$ 15 User Fee  
\$ 26 Text: *MS Access 2013: Part 2*  
\$ 140 Total Cost

**Section 0030** 9:00 am  
Plum Center Sa, July 8-July 15  
Rm 118 Wayne Shewmaker, MBA, MOS, instructor

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

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

\$ 229 Tuition  
\$ 15 User Fee  
\$ 12 Text: *Quick Source Guide Excel 2013 (\$6); Quick Source Guide Word 2013 (\$6)*  
\$ 256 Total Cost

**Section 0030** 8:30 am  
Plum Center M W, July 31-August 2  
Rm 114 Mary Ann Smith, MOS, instructor

**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.  
Prereq: CT01547 Oracle Basics

\$ 419 Tuition  
\$ 20 User Fee  
\$ 439 Total Cost

**Section 0030** 7:00 pm  
Plum Center Tu Th, June 6-June 29  
Rm 118 Arabinda Banik MS, instructor

**See page 47  
for registration information.**

**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** 7:00 pm  
Plum Center Th, July 6-August 24  
Rm 117 Alex Machina, instructor

**Test Automation | Course CT01692**

Test automation is the use of special software to control the execution of tests and the comparison of actual outcomes with predicted outcomes. Learn what to automate and when to automate. To better achieve business goals, understand the critical factors to be considered in the planning and automation of projects. *No discounts/waivers*. 8 sessions @ 3 hrs each.

Prereq: CT01691 Effective Software Testing

\$ 429 Tuition  
\$ 15 User Fee  
\$ 444 Total Cost

**Section 0030** 7:00 pm  
Plum Center F, June 23-August 11  
Rm 110 Arabinda Banik MS, instructor

**Professional Development****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** 10:00 am  
Plum Center Th, June 8-June 29  
Rm 116 Lori Muhlstein, MPA, instructor

**Section 0031** 7:00 pm  
Herndon HS Tu Th, June 27-July 11  
Rm 122 Pam Marshall Annitto, ACC, CPCC, instructor

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

\$ 89 Total Cost

[See page 6 for course information and schedule.](#)

**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

**Section 0030** 7:00 pm  
L. Braddock SS W, June 14-July 12  
Rm H215 Evangeline Harris, instructor

**Office Communication Skills | Course BE01061**

\$ 199 Total Cost

[See page 5 for course information and schedule.](#)

**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

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Th, June 22-July 6  
Rm 155 Martha Borowski, MBA, instructor

**Section 0031** 7:00 pm  
Centreville HS M W, July 10-July 17  
Rm 18 Dr. Richard Curley, instructor

**Investing Fundamentals | Course BE01105**

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

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

**Section 0030** 7:00 pm  
Plum Center W, June 21-July 19  
Rm 110 Martha Borowski, MBA, instructor

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

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

\$ 99 Tuition  
\$ 99 Total Cost

**Section 0030** 7:00 pm  
Chantilly HS M W, June 14-June 21  
Rm 213 Dr. Richard Curley, instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr M, July 10-July 24  
Rm 160 Martha Borowski, MBA, instructor

**Financial Planning for Women | Course BE01117**

\$ 94 Total Cost

[See page 31 for course information and schedule.](#)

**Baby Boomer Retirement Planning | Course BE01152**

\$ 121 Total Cost

[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** 7:00 pm  
Woodson HS W, July 12  
Rm G113 Michelle Monk, instructor

**Section 0031** 7:00 pm  
Plum Center W, August 16  
Rm 122 Michelle Monk, instructor

*“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

## Employee Training... Customized Solutions

**Is your business realizing its potential?**

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

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

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

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



## Online Courses

### Instructions

1) Enroll with our online course provider:

- Visit: [www.coursecatalog.com/fairfax](http://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](http://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](http://aceclasses.fcps.edu) for online classes are placeholders only. Please pick your preferred start date while enrolling at [www.coursecatalog.com/fairfax](http://www.coursecatalog.com/fairfax) (see the instructions above).

### 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](mailto: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:

Required Courses	Page	HM01991   Strategies for Succeeding in Healthcare	20
HM01625   Heartsaver CPR AED First Aid <b>OR</b>	18	HM01627   Mental Health First Aid	19
HM01695   Heartsaver CPR AED <b>plus</b>	17	BE01393   Résumé and Interview Clinic	5
HM01626   First Aid	18	<i>Plus 2 electives of your choice.</i>	

**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.

### DENTAL ADMINISTRATIVE OFFICE ASSISTANT

Required Courses	Page
CE01023   Dental Administrative Asst Cert. Prog.	26
HM01645   Dental Office Administration Basics	★
HM01646   Dentrix Basics	★
HM01748   Intro to Dental Coding and Billing	★

### DENTAL ASSISTANT COMPREHENSIVE\*

Required Courses	Page
CE01022   Dental Assistant Cert. Prog.	26
HM01647   Dental Asst. Comprehensive	★
HM01646   Dentrix Basics	★

### MEDICAL ASSISTANT

Required Courses	Page
CE01002   Med. Asst. Cert. Prog.	26
HM01600   Med. Term. w/Anatomy-Part 1	★
HM01601   Med. Term. w/Anatomy-Part 2	★
HM01614   EKG Interpretation	20
HM01615   Clinical Med. Office Proc.-Part 1	★
HM01616   Clinical Med. Office Proc.-Part 2	★
HM01620   Admin. Med. Office Proc.	20
HM01638   Law & Ethics	★
HM01765   Medical Assistant Exam Certification Prep	20
HM01606   NHA Certification Exam	20

### MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01004   Med. Admin. Asst. Cert. Prog.	26
HM01600   Med. Term. w/Anatomy-Part 1	★
HM01601   Med. Term. w/Anatomy-Part 2	★
HM01620   Admin. Med. Office Proc.	20
HM01638   Law & Ethics	★
HM01606   NHA Certification Exam	20

### MEDICAL INSURANCE BILLER

Required Courses	Page
CE01020   Med. Ins. Biller Cert. Prog.	26
HM01600   Med. Term. w/Anatomy-Part 1	★
HM01601   Med. Term. w/Anatomy-Part 2	★
HM01651   Medical Coding, Billing, 1	★
HM01652   Medical Coding, Billing, 2	★
HM01951   Medical Insurance Billing	★
HM01606   NHA Certification Exam	20

### VETERINARY ASSISTANT

Required Courses	Page
CE01050   Vet. Asst. Cert. Prog.	26
HM01639   Veterinary Asst Part 1	★
HM01640   Veterinary Asst Part 2	21
HM01841   Veterinary Asst Part 3	21
HM01632   Pet Emergencies	21

★Not offered this term.

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

*Coming soon: Patient Care Technician Certification Program.*

### 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 703-658-1216/1244 or e-mail: [healthmed@fcp.edu](mailto:healthmed@fcp.edu) for certificate program information.**

**Follow us on Twitter @ACE\_healthmed**

## 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  
\$ 18 Text: *Heartsaver CPR AED Student Workbook 2015*  
\$ 101 Total Cost

**Section 0207** 9:00 am  
L. Braddock SS  
Rm C151 Sa, May 13  
Law, instructor

**Section 0208** 1:00 pm  
ACE Herndon Learning Center  
Rm 2 Tu, May 23  
Pellerin-Schaaf, instructor

**Section 0209** 9:00 am  
Plum Center  
Rm 148 Th, May 25  
Messier, instructor

**Section 0210** 9:00 am  
Plum Center  
Rm 148 Th, June 1  
Coakley, instructor

**Section 0300** 7:00 pm  
Plum Center  
Rm 119 Tu W, June 6-June 7  
Young, instructor

**Section 0301** 9:00 am  
Plum Center  
Rm 119 M, June 12  
Messier, instructor

**Section 0302** 5:00 pm  
Plum Center  
Rm 119 Tu, June 20  
Young, instructor

**Section 0303** 6:30 pm  
Marshall HS  
Rm Lib Tu Th, June 27-June 29  
Tartt, instructor

**Section 0304** 7:00 pm  
Plum Center  
Rm 104 W Th, July 5-July 6  
Wright, instructor

**Section 0305** 12:00 pm  
Plum Center  
Rm 122 Su, July 9  
Sood, instructor

**Section 0306** 7:00 pm  
Edison HS  
Rm LECT Tu W, July 18-July 19  
Young, instructor

**Section 0307** 5:00 pm  
Plum Center  
Rm 104 M, July 24  
Evans, instructor

**Section 0308** 9:00 am  
Plum Center  
Rm 148 Th, July 27  
Messier, instructor

**Section 0309** 5:00 pm  
Plum Center  
Rm 119 W, August 2  
Williams, instructor

**Section 0310** 12:00 pm  
Plum Center  
Rm 122 Su, August 6  
Reynolds, instructor

**Section 0311** 12:00 pm  
Plum Center  
Rm 119 F, August 11  
Coakley, instructor

**Section 0312** 9:00 am  
Plum Center  
Rm 119 Th, August 17  
Messier, instructor

**Under 18?** Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or [educationalcounseling@fcp.edu](mailto:educationalcounseling@fcp.edu) for information and waiver requirements. Please allow at least two weeks for processing.

**Heartsaver First Aid CPR AED | Course HMO1625**

Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. American Heart Association certification card issued at end of class. Certification valid for 2 years. This course fulfills teacher certification 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** 9:00 am  
 Plum Center W, May 17  
 Rm 148 Messier, instructor

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

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

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

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

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

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

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

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

**First Aid | Course HMO1626**

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

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

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

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

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

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

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

**Basic Life Support | Course HMO1697**

American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). 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** 9:00 am  
 Plum Center Th, May 11  
 Rm 104 Coakley, instructor

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

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

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

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

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

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

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

**Heartcode BLS | Course HMO1879**

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 retrains available until Fall 2017. Please see course HMO1697 for full classes. Call 703-658-1244 with questions. 1 session @ 3 hrs.

\$ 89 Tuition  
 \$ 10 User Fee  
 \$ 99 Total Cost

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

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

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

**Section 0032** 2:30 pm  
 Plum Center Tu, August 8  
 Rm 122 Messier, 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.

**Pediatric CPR and First Aid | Course HMO1796**

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

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

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

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

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

**NEW****Family and Friends CPR | Course HMO1969**

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** 6:30 pm  
 Plum Center M, June 5  
 Rm 119 Messier, instructor

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

**Section 0032** 9:30 am  
 Plum Center F, July 14  
 Rm 119 Messier, instructor

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

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

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

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

Class taught in Spanish. Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. 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** 9:00 am  
 Plum Center Sa, June 24  
 Rm 150 Ortiz Parra, instructor

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

**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 Faiver, 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 Christy & 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 Zuleta & Burgos, instructors

**Section 0030** 1:00 pm  
ACE Herndon Learning Center Tu Th, July 18-July 20  
Rm TBD Zuleta & 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 Th, 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, 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  
Herndon 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 Crabb, 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 Mikhalevsky, instructor



## Prof. Development, Career Paths, & ACE Certificate

### DENTAL ASSISTANT

#### Fast Track Dental Assistant | Course HM01848

Comprehensive program that includes all courses for the Dental Assistant Certificate program. Chairside dental assisting, bloodborne pathogens, x-ray safety, Dentrix, dental coding, CPR, first aid, and mental health first aid all included! 31 sessions @ 5 hrs each.

\$2491 Tuition  
\$ 113 User Fee  
\$248 Text: *Essentials of Dental Assisting Pkg, 6th ed* (\$165); *First Aid Student Supply Pack* (\$2); *Heartsaver First Aid CPR AED Student Workbook 2015* (\$20); *Job Readiness for Health Professionals, 2nd ed* (\$59); *Strategies for Success in a Health Care Profession* (\$2)

\$2852 Total Cost

**Section 0030** 12:00 pm  
Plum Center Su, July 30-February 25  
Rm 119 Johanning, instructor

### HOME AND COMPANION CARE

#### Care for A Loved One at Home | Course HM01671

Learn how to care for a family member at home. Good for companion care givers. Hands-on practice to bathe, feed, turn, move, and provide general physical and emotional care. Taught by nurse-educator. 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 Tu, August 1-August 15  
Rm 147 Cushman, instructor

#### Polypharmacy | Course HM01736

Polypharmacy refers to the effects of taking multiple medications concurrently to manage coexisting health problems like diabetes and high blood pressure. Too often this becomes problematic, such as when elderly patients are prescribed too many medications by multiple healthcare providers working independently of each other. This class will discuss the prevalence of polypharmacy and unnecessary medication use; the negative consequences of polypharmacy and interventions that can improve this growing concern. Taught by pharmacist. 1 session @ 2 hrs.

\$ 49 Tuition  
\$ 49 Total Cost

**Section 0020** 6:30 pm  
L. Braddock SS W, May 17  
Rm H215 Crabb, instructor

**Section 0030** 6:30 pm  
Plum Center W, June 21  
Rm 140 Crabb, instructor

**Section 0031** 10:00 am  
Plum Center Tu, July 18  
Rm 104 Crabb, instructor

**Coming this fall: TEAS Exam Prep!**

### Strategies for Succeeding in Healthcare | Course HM01991

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

\$ 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** 6:00 pm  
Marshall HS Th, July 13-July 20  
Rm B102 Almeter, instructor

**Section 0032** 6:00 pm  
Plum Center 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** 3:00 pm  
ACE Herndon Learning Center F, May 12-July 21  
Rm TBD 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 Th, 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](http://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.

Prereq: HM01616 Clinical Medical Office Procedures—Part 2

\$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

### Nutrition and GI Disorders | Course HM01729

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

\$ 49 Tuition  
\$ 49 Total Cost

**Section 0021** 7:00 pm  
Edison HS W, May 24  
Rm B129 Negron, instructor

**Section 0030** 7:00 pm  
Plum Center Tu, August 29  
Rm 104 Negron, instructor

## VETERINARY ASSISTANT

ACE Certificate program endorsed by the Northern Virginia Workforce Investment Board. See page 17 for program requirements.

### 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

### Pet Emergencies: What to Do First! | Course HM01632

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

\$ 69 Tuition  
\$ 69 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr M, June 12-June 19  
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** 9:30 am  
Plum Center Sa, June 17  
Rm 104 Nalepa, 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



## Information

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.

### 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 only a transcript. Records are kept permanently. Students who later become a Virginia State registered apprentice can have any classes taken within five years applied to their official apprenticeship.

## 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

**Section 0030**  
Plum Center  
Rm 148

5:30 pm  
Th, August 24  
Teets, instructor

**Section 0031**  
Plum Center  
Rm 148

5:30 pm  
Tu, August 29  
Teets, instructor

**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.*

## 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

**Section 0030**  
Edison HS  
Rm H120

6:00 pm  
W, June 14-August 16  
Floyd, instructor

**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

**Section 0030**  
Hayfield SS  
Rm 017

11:00 am  
Su, July 2-July 23  
Terrien, instructor

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

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

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

**Section 0030**  
Hayfield SS  
Rm 017

11:00 am  
Su, June 18-June 25  
Terrien, instructor

### CONTRACTING

**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

**Section 0030**  
Pimmit Hills Ctr  
Rm 158

6:30 pm  
W, July 12-August 9  
Williams, instructor

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

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

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

**Section 0030**  
Bryant Ctr  
Rm 50C

6:30 pm  
Tu, August 1  
Williams, instructor



### Drywall, Painting, and Waterproofing Workshop | Course TI05581

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

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

**Section 0030** 6:30 pm  
Edison HS M Tu W Th, July 10-July 17  
Rm H119 Dominick, instructor

### 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

**Section 0030** 6:30 pm  
Marshall HS Th, June 15  
Rm B105 McDonald, instructor

**Section 0031** 6:30 pm  
Plum Center Th, July 27  
Rm 102 McDonald, instructor

### 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 NAECA energy efficiency guidelines in appliances, fixtures and faucet 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, faucet and fixtures, various materials and products catalog handouts from vendors will be provided in class. 1 session @ 4 hrs.

\$ 59 Tuition  
\$ 59 Total Cost

**Section 0030** 6:00 pm  
Plum Center Tu, July 25  
Rm 102 McDonald, instructor

## ELECTRICITY

### Electrical Workshop: Maintenance and Repair | Course TI05587

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

\$223 Tuition  
\$ 38 User Fee  
\$ 8 Text: *Step By Step Guide Book On Home Wiring*  
\$269 Total Cost

**Section 0030** 6:30 pm  
Plum Center M, June 5-July 3  
Rm TR3 Tzaferis, instructor

### Residential Electrical—The Basics | Course TI05199

\$289 Total Cost

[See page 37 for course information and schedule.](#)

## 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

**Section 0030** 6:30 pm  
Bryant Ctr Th, July 13-August 10  
Rm 50C Degges, instructor

## PLUMBING

### Occupational Plumbing | Course TI05390

A plumber covers materials and tools of the trade, residential and some commercial plumbing issues, introduces backflow prevention, plumbing math, and code requirements. Class includes hands-on training, so wear clothing suitable for work. 6 sessions @ 3 hrs each.

\$299 Tuition  
\$ 21 User Fee  
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*  
\$339 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr M, July 3-August 7  
Rm 156 Bessaies, instructor

### Plumbing Workshop: Maintenance and Repair | Course TI05590

Course illustrates the complete plumbing system to include water supply, drainage, and vent pipes. Lecture-Demonstration format. 5 sessions @ 3 hrs each.

\$223 Tuition  
\$ 23 User Fee  
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*  
\$265 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr F, June 30-July 28  
Rm 158 McCrone, instructor

## Continuing Education/ Recertification

## ELECTRICIAN

### 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. You may not enter the classroom once class has started. Workbooks will be distributed at class. 1 session @ 3 hrs. NOTE: For PG County Continuing Ed take class TI05419

\$125 Tuition  
\$ 2 User Fee  
\$ 32 Text: *2011 National Electrical Code Updates*  
\$159 Total Cost

**Section 0030** 8:30 am  
Plum Center Sa, June 17  
Rm TR1 Black, instructor

**Section 0031** 8:30 am  
Plum Center Sa, August 5  
Rm TR1 Black, instructor

## VIRGINIA TRADE LICENSE RENEWAL—MAKE IT EASY

Have you been inundated with offers for continuing education classes? As you know, if your trade license is due for renewal, the Department of Professional and Occupations Regulation (DPOR) requires that you attend a continuing education class before renewing your license.

Fulfill this renewal requirement with ease—take your class with ACE. As an approved DPOR provider, our classes are affordable and conveniently located in Northern Virginia.

You do not need to be a Virginia or Fairfax County resident to take advantage of these classes.

## 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

**Section 0030** 11:45 am  
Plum Center Sa, August 5  
Rm 112 McDonald, instructor

## HVAC-R

### HVAC-R Continuing Education | Course TI05276

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. Students may not enter the classroom once class has started. 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

**Section 0030** 8:30 am  
Plum Center Sa, August 5  
Rm 112 McDonald, instructor

**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****Plumbers Continuing Education | Course TI05277**

Comprehensive, three-hour review of the 2012 International Plumbing Code. Class fulfills the continuing education requirement for plumbers holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.

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

**Section 0030** 1:00 pm  
Plum Center Sa, August 5  
Rm 112 McDonald, instructor

**CPR & First Aid classes (Heartsaver CPR AED, First Aid (presented in English or Spanish), Pediatric CPR & First Aid, Mental Health First Aid) available on pages 17-19.**

**Professional Development—  
Trades****20 Hour OSHA Upgrade | Course TI05599**

This course provides an upgrade for students who have obtained their 10-hour certification within the previous six months from ACE and provides the knowledge needed to locate and apply OSHA safety and health standards, policies, and procedures to ongoing safety and health programs. Upon completion attendees receive an OSHA 30-hour card. 4 sessions @ 5 hrs each.

Prereq: TI05598 OSHA Construction 10 Hour Outreach Training Prog

\$259 Tuition  
\$ 6 User Fee  
\$265 Total Cost

**Section 0030** 8:30 am  
L. Braddock SS Sa, July 15-August 5  
Rm H235 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** 6:30 pm  
Pimmit Hills Ctr Tu, July 11-August 1  
Rm 158 Bessaies, instructor

**Blueprint Reading | Course TI05358**

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

\$273 Tuition  
\$ 8 User Fee  
\$ 68 Text: *Printreading for Residential & Light Comm. Const*  
\$349 Total Cost

**Section 0030** 6:30 pm  
Marshall HS Tu, June 6-August 1  
Rm B112 McCrone, instructor

**OSHA Construction 10 Hour Outreach Training Program | Course TI05598**

Earn your "OSHA 10 Hr Card" in construction via 10 hours hands-on and personal instruction. Topics include residential and commercial hazard avoidance for falls, electrical, cranes and struck-by. Also includes protective equipment, harness, high-visibility clothing, etc. Instructor with ACE for 6 years, and 25 years with OSHA. 2 sessions @ 5 hrs each.

\$187 Tuition  
\$ 12 User Fee  
\$199 Total Cost

**Section 0030** 8:00 am  
L. Braddock SS Sa, July 1-July 8  
Rm H235 Holmes, 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  
\$ 2 User Fee  
\$149 Total Cost

**Section 0030** 9:00 am  
Plum Center Sa, July 15-July 22  
Rm 112 Cain, instructor

**VA Licensure Exam Prep****CFC Certification Exam | Course TI05375**

For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional-it is the exam. 1 session @ 3 hrs.

\$ 95 Tuition  
\$ 4 User Fee  
\$ 40 Text: *CFC Certification Exams/Section 608 CFT Tests*  
\$139 Total Cost

**Section 0030** 6:30 pm  
L. Braddock SS Th, August 10  
Rm H213 Tompkins, instructor

**CFC Certification Exam Prep | Course TI05374**

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

\$128 Tuition  
\$ 3 User Fee  
\$ 68 Text: *Refrigerant Transition and Recovery Certification*  
\$199 Total Cost

**Section 0030** 6:30 pm  
L. Braddock SS Th, July 20-August 3  
Rm H213 Tompkins, instructor

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<https://parktakes.fairfaxcounty.gov/newmember.asp>

703-324-8563 • TTY 703-803 3354





**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  
\$ 25 User Fee  
\$144 Text: *2015 International Fuel Gas Code and Commentary*  
\$569 Total Cost

**Section 0030** 8:00 am  
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** 6:00 pm  
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** 6:30 pm  
Plum Center Tu 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** 8:30 am  
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 contractors' 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** 6:30 pm  
Plum Center Tu, June 27  
Rm 102 Lyons, instructor

**Section 0031** 6:30 pm  
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** 6:30 pm  
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 9781619462410 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** 6:30 pm  
Marshall HS M 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 contractors' 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** 8:00 am  
Woodson HS Sa, July 8  
Rm G111 Chestnut, instructor

**Section 0031** 8:00 am  
Woodson HS Sa, August 12  
Rm G111 Chestnut, 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: TI05348 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** 6:30 pm  
Marshall HS M 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 (NVWDB).

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

Required Courses	Page
CE01006   Property Maintenance Tech Cert Prog	26
TI05581   Drywall, Painting, & Waterproofing Wksp	23
TI05582   Heating and Air Conditioning Systems	23
TI05583   Nuts and Bolts of PMT Careers	23
TI05587   Electrical Workshop: Maintenance & Repair	23
TI05590   Plumbing Workshop: Maintenance & Repair	23
TI05593   Appliance Repair Workshop	22
TI05595   Door Locks Workshop: Installation Maintenance & Repair	22

**Optional Courses**

TI05358   Blueprint Reading	24
TI05374   CFC Certification Prep	24
TI05598   OSHA 10 Construction Certification	24

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.

Form fields for participant information: ACE PARTICIPANT ID NUMBER, gender checkboxes, address fields, phone numbers, and email address.

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

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

Form fields for payment: CARD NUMBER grid, CARDHOLDER'S SIGNATURE, EXPIRATION DATE, and NAME/ADDRESS fields.

Enroll me in the following program:

CERTIFICATE PROGRAMS

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

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 testings.

### 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.



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](mailto:jabeilke@fcps.edu) for more information on how to become a classroom volunteer.

## English for Speakers of Other Languages (ESOL)

### Summer 2017

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

Class Location	Days	Time	No. of Classes	Testing/Reg.	Tuition	Books	Level
<b>Bryant Adult Center</b> 2709 Popkins Lane Alexandria, VA 22306 <b>Testing: 9 AM: 6/26</b> <b>6 PM: 6/26</b>	M-F	9 am-12:30 pm	28 cls	\$20	\$190	\$31 \$35 \$10	Beginning Intermediate Advanced
	M&W	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
					\$80	\$10	
<b>Centreville High School</b> 6001 Union Mill Road Centreville, VA 20124 <b>Testing: 6 PM: 6/27</b>	T&Th	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
					\$80	\$10	
<b>Chantilly High School</b> 4201 Stringfellow Road Chantilly, VA 20151	Chantilly High School is closed for the Summer. Classes will be back in the Fall.						
<b>Edison High School</b> 5801 Franconia Road Alexandria, VA 22310 <b>Testing: 6 PM: 6/27</b>	T&Th	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
					\$80	\$10	
<b>Graham Road Community Ctr</b> 3036 Graham Road Falls Church, VA 22042 <b>Testing: 9 AM: 6/26</b> <b>6 PM: 6/26</b>	M-F	9 am-12:30 pm	28 cls	\$20	\$190	\$31 \$35 \$10	Beginning Intermediate Advanced
	M&W	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
<b>Herndon Learning Center</b> 400 Elden Street Herndon, VA 20170 <b>Testing: 9 AM: 6/27</b> <b>6 PM: 6/27</b>	M-F	9 am-12:30 pm	28 cls	\$20	\$190	\$31 \$35 \$10	Beginning Intermediate Advanced
	M&W	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
<b>Pimmit Hills Center</b> 7510 Lisle Avenue Falls Church, VA 22043 <b>Testing: 9 AM: 6/27</b> <b>6 PM: 6/27</b>	M-F	9 am-12:30 pm	28 cls	\$20	\$190	\$35 \$10	Intermediate Advanced
	T&Th	7 pm-9:30 pm	11 cls	\$20	\$75	\$35 \$10	Intermediate Advanced
<b>Plum Center</b> 6815 Edsall Road Springfield, VA 22151 <b>Testing: 9 AM: 6/27</b> <b>6 PM: 6/27</b>	M-F	9 am-12:30 pm	28 cls	\$20	\$190	\$35 \$10	Intermediate Advanced
	M&W	7 pm-9:30 pm	11 cls	\$20	\$75	\$35 \$10	Intermediate Advanced
<b>Woodson High School</b> 9525 Main Street Fairfax, VA 22031 <b>Testing: 6 PM: 6/26</b>	M&W	7 pm-9:30 pm	11 cls	\$20	\$75	\$31 \$35 \$10	Beginning Intermediate Advanced
					\$80	\$10	

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



## 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 text is included with each class. If you already have the book from a previous class, do NOT purchase it again. **If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery to the first class session.**

### Q: Do any classes meet twice a week?

**A:** Occasionally. Check the class schedule for the days of the week when classes meet. A class that meets twice a week covers the same material as the classes that meet once a week, but at a faster pace. The class requires more concentrated study time.

### Q: Which level should I register for?

**A:** Please note that the beginning French, German, Italian, and Spanish programs are conducted in four parts. Each course meets for 12 sessions and covers approximately 10 chapters of the *Complete Language* text for that language. See course descriptions for individual courses.



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

**Introduction for Beginners and Travelers:** If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

**Beginning 1:** For beginners who have never learned the language or learned it so long ago that they have forgotten.

**Beginning 2:** If you have taken Part 1 or have some experience with the language, this is your level.

**Beginning 3:** If you have taken Part 2 or the equivalent of one semester of college language and feel comfortable with all aspects of the present tense, this is your level.

**Beginning 4:** If you have taken Part 3 and feel comfortable with the present and conversational past tenses, this is your level. Expand your comprehension and improve your grammar.

**Intermediate and Review:** If you have completed the four beginning language courses or the equivalent of one full year of college language, this is your level. Review grammar and practice speaking.

**Conversation:** If you can converse on an elementary level and want to improve or maintain your conversation skills, this level is for you. Grammar addressed only as the need arises.

**Languages for Travel:** If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

### Q: The room is listed as TBD. How will I know where to go?

**A:** Room assignments will be posted at the main entrance with signs, and signs will direct you.



Instructor will confirm all dates that the course meets on the first day of class. In some cases, a day may be missed due to an instructor's prior obligation. The start and end dates have been adjusted accordingly.

## Academic

### AMERICAN SIGN LANGUAGE (ASL)

#### American Sign Language 100—Beginning 1 | Course FLO2560

Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.

\$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.)  
Hall, instructor

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

Rm G105

#### American Sign Language 200—Beginning 2 | Course FLO2562

Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.

\$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.)  
Hall, instructor

Rm TR4

### ARABIC

#### Introduction to Arabic | Course FLO2618

An introductory course to Modern Standard Arabic. You will be gradually introduced to Arabic sounds and writing systems. You will be introduced to the Alphabet, vowels, some sight words, colors, days of the week and greetings. This foundation will help you make a smooth transition later on to start reading and writing simple sentences as well as understanding some colloquial dialects. 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 FLO2621

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

Prereq: FLO2618 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

**CHINESE****Introduction to Chinese for Beginners | Course FLO2630**

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.

\$195 Tuition  
\$ 3 User Fee  
\$ 79 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*  
\$277 Total Cost

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Tu Th, June 22-July 20  
(Meets twice a week.)  
Rm 144 Pai, instructor

**FRENCH****French Refresher Boot Camp | Course FLO6514**

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 able to tackle an academic class at the appropriate level. A great introductory class for beginners. 5 sessions @ 2 hrs each.

\$157 Tuition  
\$ 3 User Fee  
\$ 13 Text: *5-Minute French*  
\$173 Total Cost

**Section 0030** 10:00 am  
Plum Center M Tu W Th F, July 10-July 14  
Rm 116 Newsome, instructor

**French 100—Beginning 1 | Course FLO2671**

Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate text, CD, workbook, and Internet activities. Internet access and e-mail are required. For students with no prior exposure to French. 12 sessions @ 2 hrs each.

\$249 Tuition  
\$ 3 User Fee  
\$ 36 Text: *Complete French*  
\$288 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu Th, June 20-August 3  
Rm H216 Weaver, instructor

**French 210—Encore! | Course FLO2666**

Où en êtes-vous? Review of basic grammar from French Beginning 1 and 2, listening comprehension exercises, vocabulary development and basic conversational practice. Significant pronunciation practice. For beginning students with one or two previous courses or the equivalent of one semester of college French. 6 sessions @ 2 hrs each. Prereq: FLO2672 French 200--Beginning 2

\$139 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Mastering French Grammar*  
\$157 Total Cost

**Section 0030** 10:00 am  
Pimmit Hills Ctr W, July 19-August 23  
Rm 155 Shahin, instructor

**French 545—Revision | Course FLO2678**

Revisions, apprenons, comprenons, continuons a parler francais. Ce cours vous permettra de discuter en groupe des sujets quotidiens et des textes choisis du monde francophone. Examiner la grammaire et la structure de la langue selon le besoin. 10 sessions @ 2 hrs each. Prereq: FLO2682 French 520—Intermediate 2

\$249 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate French Review and Practice, 3rd ed*  
\$267 Total Cost

**Section 0030** 7:00 pm  
Plum Center Tu, June 27-September 12  
Rm 116 Jackson, instructor

**French 751—Conversation avancée | Course FLO3689**

Lire, comprendre, analyser des articles provenant de journaux ou de livres franco-phones. Explications grammaticales selon le besoin. 8 sessions @ 2 hrs each.

\$189 Tuition  
\$ 3 User Fee  
\$192 Total Cost

**Section 0030** 10:00 am  
Pimmit Hills Ctr F, June 30-August 18  
Rm 155 Shahin, instructor

**GERMAN****German Grammar Boot Camp | Course FLO6503**

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

\$157 Tuition  
\$ 3 User Fee  
\$160 Total Cost

**Section 0030 for beginners**

**Section 0030** 7:00 pm  
Pimmit Hills Ctr M Tu W Th, July 24-July 31  
Rm 115 Gainey, instructor

**Section 0031 for advanced**

**Section 0031** 7:00 pm  
Pimmit Hills Ctr M Tu W Th, August 7-August 14  
Rm 115 Gainey, instructor

**NEW****German 310 “Wiederholen Sie!” | Course FLO2697**

Review and improve your German grammar and sentence structure. Expand vocabulary, practice conversational skills and continue developing your pronunciation skills to boost your confidence in speaking. Instructor will provide material. 8 sessions @ 2 hrs each. Prereq: FLO2703 German 300—Beginning 3

\$189 Tuition  
\$ 3 User Fee  
\$192 Total Cost

**Section 0030** 7:15 pm  
Plum Center W, July 12-August 30  
Rm 148 Long, instructor

**GREEK****Greek—Beginning 1 | Course FLO2725**

Build conversation and comprehension as you augment vocabulary and develop grammar foundation. One previous Greek course required. 10 sessions @ 2 hrs each. Prereq: FLO2724 Introduction to Greek for Beginners & Travelers

\$249 Tuition  
\$ 3 User Fee  
\$252 Total Cost

**Section 0030** 7:00 pm  
Herndon HS Tu Th, June 1-July 6  
(Meets twice a week.)  
Rm 124 Roque, instructor

**ITALIAN****Introduction to Italian for Beginners and Travelers Part 1 | Course FLO2766**

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.

\$249 Tuition  
\$ 3 User Fee  
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*  
\$283 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu Th, June 20-July 25  
(Meets twice a week.)  
Rm H218 Oddo, instructor

**Italian 200—Beginning 2 | Course FLO2772**

Practice conversing on everyday subjects and learn to talk about past events. New grammar: present perfect tense. 12 sessions @ 2 hrs each. Prereq: FLO2771 Italian 100—Beginning 1

\$249 Tuition  
\$ 3 User Fee  
\$ 42 Text: *Complete Italian*  
\$294 Total Cost

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Tu Th, May 23-June 29  
(Meets twice a week.)  
Rm LIB Bucelli, instructor

**Italian 310—Per non dimenticare | Course FLO2759**

Review grammar, build vocabulary, and practice conversational skills. For students with one or two previous courses or equivalent of one semester of college Italian. 8 sessions @ 2 hrs each. Prereq: FLO2773 Italian 300—Beginning 3

\$193 Tuition  
\$ 3 User Fee  
\$ 42 Text: *Complete Italian*  
\$238 Total Cost

**Section 0030** 12:00 pm  
Pimmit Hills Ctr M Th, July 17-August 10  
(Meets twice a week.)  
Rm 155 Hengel, instructor

**KOREAN****Korean—Beginning 1—Introduction to Korean for Beginners | Course FLO2800**

Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes traveler's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc. 10 sessions @ 2 hrs each.

\$249 Tuition  
\$ 3 User Fee  
\$ 24 Text: *Read & Speak Korean for Beginners*  
\$276 Total Cost

**Section 0030** 7:00 pm  
Woodson HS W, June 14-August 2  
Rm G121 Lee, instructor

**Korean—Beginning 2 | Course FLO2801**

Improve comprehension as you build communication skills. 10 sessions @ 2 hrs each.

\$249 Tuition  
\$ 3 User Fee  
\$ 28 Text: *Korean Through English: Book 1 w/CD*  
\$280 Total Cost

**Section 0030** 7:00 pm  
Woodson HS Th, June 15-August 3  
Rm G121 Lee, instructor

**PORTUGUESE****Portuguese 200—Beginning 2 (Brazilian) | Course FLO2821**

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: FLO2820 Portuguese 100—Beginning 1 (Brazilian)

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

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

**SPANISH****Spanish Language Boot Camp | Course FLO6513**

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** 10:00 am  
Plum Center M Tu W Th F, July 24-July 28  
Rm 116 Reiff, instructor

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

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

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

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

See more language courses, including:

**French 540 (Course FLO267)**

**German 410 (Course FLO6301)**

**Spanish 433 (Course FLO4856), and**

**Spanish 650 (Course 2878) online at:**

<https://aceclasses.fcps.edu>

**Spanish 100—Beginning 1 | Course FLO2861**

Learn useful expressions and basic skills to start conversing in the present tense. Pronunciation will be enforced. Memorize new vocabulary, verbs, and expressions. For new students with little or no previous exposure to Spanish. 12 sessions @ 2 hrs each.

\$249 Tuition  
\$ 3 User Fee  
\$ 22 Text: *Complete Spanish*  
\$274 Total Cost

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

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

**Spanish 500—Intermediate | Course FLO2868**

Build conversation abilities while you expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2 hrs each.

Prereq: FLO2864 Spanish 400—Beginning 4

\$249 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate Spanish Review & Practice, 2nd ed*  
\$267 Total Cost

**Section 0030** 10:30 am  
Plum Center W, June 28-August 30  
Rm TR4 Roberts, instructor

**Spanish 580—Conversation and Review | Course FLO2871**

Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.

\$249 Tuition  
\$ 3 User Fee  
\$252 Total Cost

**Section 0030** 12:15 pm  
Pimmit Hills Ctr Th, June 29-September 14  
Rm 159 Salas, 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** 1:00 pm  
Plum Center 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 a 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** 1:00 pm  
Plum Center 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** 7:00 pm  
L. Braddock SS W, June 7-June 14  
Rm H201 Philip Jeffers, instructor

**Section 0031** 7:00 pm  
Herndon HS Tu Th, June 27-June 29  
Rm 173 Felecia Wilson, instructor

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

**Section 0033** 7:00 pm  
Woodson HS Tu Th, July 11-July 13  
Rm E157 Dr. Majid Imany, instructor

**Section 0034** 9:00 am  
Pimmit Hills Ctr Tu Th, July 25-July 27  
Rm 123 Mary Ann Smith, MOS, instructor

**Section 0035** 7:00 pm  
Plum Center M W, August 7-August 9  
Rm 117 Chandran Pillai, CPA, 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** 7:00 pm  
L. Braddock SS Th, June 15  
Rm H202 Philip Jeffers, instructor

**Section 0031** 7:00 pm  
Herndon HS Tu, June 20  
Rm 217 Felecia Wilson, instructor

**Section 0032** 7:00 pm  
Centreville HS W, July 5  
Rm 245 Mary Ann Smith, MOS, instructor

**Section 0033** 9:00 am  
Plum Center Th, July 20  
Rm 114 Lisa Rosenberger, instructor

**Section 0034** 7:00 pm  
Pimmit Hills Ctr Tu, August 1  
Rm 116 Felecia Wilson, instructor

**Section 0035** 9:30 am  
Pimmit Hills Ctr Sa, August 5  
Rm 116 Mary Ann Smith, MOS, instructor



### Windows 10 | Course CT01432

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

\$ 104 Tuition  
\$ 20 User Fee  
\$ 23 Text: *Teach Yourself VISUALLY Windows 10*  
\$ 147 Total Cost

**Section 0030** 7:00 pm  
Plum Center W, July 12-July 26  
Rm 114 Philip Jeffers, instructor

### Windows 10 Workshop: Tips and Tricks | Course CT01433

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

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

**Section 0030** 9:00 am  
Pimmit Hills Ctr W, July 5  
Rm 116 Mary Ann Smith, MOS, instructor

## 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 have private chats. This class is adaptable for Boomers (and others) using Apple or Android/PC operating systems on computers, tablets, or mobile phones for Facebook. 1 session @ 3 hrs.

\$ 44 Tuition  
\$ 5 User Fee  
\$ 49 Total Cost

**Section 0030** 12:30 pm  
Plum Center Th, June 22  
Rm 114 Melissa Shaw, PCM, instructor

**Section 0031** 9:00 am  
L. Braddock SS Sa, July 8  
Rm H214 Melissa Shaw, PCM, instructor

**Section 0032** 7:00 pm  
Plum Center Tu, August 15  
Rm 110 Melissa Shaw, PCM, instructor

### Voice-Overs...Now is Your Time! | Course BE01072

\$ 79 Total Cost

[See page 5 for course information and schedule.](#)

### Become a Washington DC Tour Guide | Course BE01927

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

\$ 227 Tuition  
\$ 2 User Fee  
\$ 229 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS Tu, June 27-August 1  
Rm H235 Shannon Mikush, instructor

### 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

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Th, June 22-July 6  
Rm 155 Martha Borowski, MBA, instructor

**Section 0031** 7:00 pm  
Centreville HS M W, July 10-July 17  
Rm 18 Dr. Richard Curley, instructor

### Financial Planning for Women | Course BE01117

Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.

\$ 84 Tuition  
\$ 10 User Fee  
\$ 94 Total Cost

**Section 0030** 7:00 pm  
Pimmit Hills Ctr Tu W Th, June 20-June 22  
Rm 123 Rosalind Levy, instructor

### First Time Home Buying Seminar | Course BE01178

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

\$ 29 Tuition  
\$ 29 Total Cost

**Section 0030** 7:00 pm  
Woodson HS W, July 12  
Rm G113 Michelle Monk, instructor

**Section 0031** 7:00 pm  
Plum Center W, August 16  
Rm 122 Michelle Monk, instructor

### Baby Boomer Retirement Planning | Course BE01152

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

\$ 99 Tuition  
\$ 22 User Fee  
\$ 121 Total Cost

**Section 0030** 7:00 pm  
L. Braddock SS W, June 14-June 28  
Rm H212 James Steele, MBA, IAR, instructor

**Section 0031** 7:00 pm  
Woodson HS Th, July 20-August 3  
Rm G106 James Steele, MBA, IAR, instructor

### Social Security Timing Strategies | Course BE01143

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

\$ 29 Tuition  
\$ 29 Total Cost

**Section 0030** 7:00 pm  
Herndon HS Th, June 15  
Rm 122 James Steele, MBA, IAR, instructor

**Section 0031** 7:00 pm  
L. Braddock SS W, July 12  
Rm H216 James Steele, MBA, IAR, instructor

**Section 0032** 9:00 am  
Pimmit Hills Ctr Sa, July 29  
Rm 160 James Steele, MBA, IAR, instructor

**Section 0033** 7:00 pm  
Plum Center Tu, August 15  
Rm 140 James Steele, MBA, IAR, instructor

### NEW

### Surviving Your Split: How to Navigate Your Divorce with Less Stress | Course HI04040

Divorce can be overwhelming and crazy, but it doesn't have to be! In this course, participants will discover how divorce really works, what to expect, and uncover the five most common divorce mistakes that can waste time and money, and how to avoid them. Participants will also learn how to make better divorce decisions that can save them from legal, financial, and personal headaches, and will identify goals and create a plan that will enable them to heal and finally move on with their lives. Classes include lecture, Q&A time, and as well as hand-on exercises and discussion. Attendees will leave the class with a curated list of resources to help navigate through divorce, as well as more clarity and confidence on their next steps. 2 sessions @ 2.5 hrs each.

\$ 89 Tuition  
\$ 5 User Fee  
\$ 94 Total Cost

**Section 0030** 10:00 am  
Woodson HS Sa, July 8-July 15  
Rm G107 Staff, instructor

**Section 0031** 6:30 pm  
Marshall HS Th, July 27-August 3  
Rm C110 Staff, instructor

### 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

**Section 0030** 9:00 am  
Plum Center Sa, June 24  
Rm 116 Dessingue, instructor

**See page 47  
for registration information.**



**At Home, In Home—Aging in Place | Course HIO6502**

Have you ever wished you could live in your home forever? However, our needs change. Explore the possibilities of creating a home environment that is beautiful, safe and suitable for all; both young and old. Rebecca will focus on Kitchen and Bathroom design as well as fixtures and appliances that are age friendly. She will explore with you Interior Design tips that will include lighting, living spaces, color choices, and furnishings. The instructor, Rebecca Hubler, is a certified Aging in Place Specialist as well as a professional member of the American Society of Interior Designers. 2 sessions @ 3 hrs each.

\$ 98 Tuition  
\$ 5 User Fee  
\$103 Total Cost

**Section 0030** 9:30 am  
Woodson HS Sa, June 17-June 24  
Rm G105 Hubler, instructor

**Interior Design | Course HIO2054**

Introduction to key principles of interior design that you can apply to enhance your living space. Make your home reflect your personal style and interests. 4 sessions @ 3 hrs each.

\$149 Tuition  
\$ 5 User Fee  
\$154 Total Cost

**Section 0030** 9:30 am  
Woodson HS Sa, July 15-August 5  
Rm G120 Hubler, instructor

**Finding Travel Deals for Business and Pleasure | Course HIO3103**

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** 9:00 am  
Plum Center Sa, June 24  
Rm 116 Bruce Robertson, MS, SPHR,  
instructor

**NEW Unresolved Mysteries | Course HIO6548**

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** 10:00 am  
Woodson HS Sa, July 8-July 15  
Rm G113 Jeffries, instructor

**NEW WHAT IF? A Historical Perspective | Course HIO3081**

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** 6:30 pm  
Plum Center F, June 16-July 7  
Rm 116 Miller, instructor

**Section 0031** 6:30 pm  
Marshall HS Th, July 13-August 3  
Rm C104 Miller, instructor

**NEW Classical Music Appreciation | Course HIO3768**

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 Family. This is a class to learn about the composers and the circumstances surrounding the music's creation, as well as what to listen for. Students will discover why this music has remained popular for centuries. 2 sessions @ 2.5 hrs each.

\$ 79 Tuition  
\$ 5 User Fee  
\$ 84 Total Cost

**Section 0030** 10:00 am  
Plum Center Sa, August 12-August 19  
Rm 112 Miller, instructor

*“Excellent and enjoyable class. Very interesting. Teacher was extremely well-prepared and knowledgeable on this subject. It was a very good experience.”*

Brooke Koons  
*Classical Music Appreciation 102*

**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 continuous 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 HIO4031**

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** 10:00 am  
Pimmit Hills Ctr W, June 28-July 19  
Rm 156 Heffron, instructor

**Section 0031** 6:30 pm  
Plum Center F, June 30-July 21  
Rm 148 Heffron, instructor

**A Window into Latin American Art | Course HIO3129**

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 Guayasamin, but in this class you will also meet the art of Antonio Berni, Rosemary 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** 10:00 am  
Plum Center Sa, June 17-July 8  
Rm TR3 Michael, instructor

**Section 0031** 10:00 am  
Pimmit Hills Ctr Sa, July 15-August 5  
Rm 154 Michael, instructor



## Culinary

### NEW

#### Baking for the Non-Baker | Course HI06017

Do you love baking, but hate all the tedious steps involved? You will create 3 yummy sweet treats that anyone can make and everyone will love. All recipes require no baking experience. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 27 User Fee  
\$ 86 Total Cost

**Section 0030** 6:30 pm  
Plum Center M, June 26  
Rm 115 Carfang, instructor

#### Curries from India | Course HI06050

Experience the joy in preparing simple, authentic Indian curries using Indian lentils, vegetables, and spices. Plan menus, buy the right ingredients, and cook using authentic techniques. Please note: This is a vegetarian class. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 32 User Fee  
\$ 91 Total Cost

**Section 0030** 9:00 am  
Woodson HS Sa, June 24  
Rm J103 Apte, instructor

#### Delicious Indian Dinner | Course HI06049

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

\$ 59 Tuition  
\$ 32 User Fee  
\$ 91 Total Cost

**Section 0030** 9:00 am  
Woodson HS Sa, August 5  
Rm J103 Apte, instructor

### NEW

#### Farmers Market Cooking | Course HI06478

There are farmers markets located throughout the Northern VA area. It is a great place to get fresh, local produce, meats, cheeses, and bread. Learn how to create fun, healthy, delicious meals using all ingredients that can be purchased at a local farmers markets. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 27 User Fee  
\$ 86 Total Cost

**Section 0030** 10:00 am  
Plum Center Sa, July 8  
Rm 115 Carfang, instructor

#### German Pastry Baking | Course HI03828

"Kaffee und Kuchen"—coffee and cake are a huge part of Sunday afternoons in Germany. Not only are German pastries a source of great nostalgia to those of German and Central European heritage, classic German baking tradition has also influenced bakers around the globe. While you learn the basics of homemade German pastries such as Streuselkuchen, Marbel Bundt and Black Forest Cake, you will also find out about a modern interpretation of some of the classic recipes. 2 sessions @ 3 hrs each.

\$ 91 Tuition  
\$ 37 User Fee  
\$ 128 Total Cost

**Section 0030** 6:00 pm  
Plum Center Th, June 22-June 29  
Rm 115 Hofstetter, instructor

#### 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 Euipiyachat, instructor

### 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.

\$ 89 Tuition  
\$ 42 User Fee  
\$ 131 Total Cost

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

### 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.

\$ 89 Tuition  
\$ 42 User Fee  
\$ 131 Total Cost

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

### NEW

#### One Ingredient, Myriad Ways: Breads | Course HI03870

Love to bake fresh breads? Have you ever even tried? Explore some artisan breads with fresh from the garden additions! 2 sessions @ 3 hrs each.

\$ 89 Tuition  
\$ 42 User Fee  
\$ 131 Total Cost

**Section 0030** 6:30 pm  
Plum Center Tu, August 8-August 15  
Rm 115 Ross, instructor

### 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.

\$ 89 Tuition  
\$ 42 User Fee  
\$ 131 Total Cost

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

#### Quick & Easy Thai | Course HI06052

Whether you are new to Thai cooking or a continuing student, create and enjoy quick, easy & delicious recipes. We'll be preparing authentic dishes like Crispy Shrimp Wontons, Matsaman Curry Chicken, Meatball Noodle Soup & Banana Spring Rolls for dessert. 1 session @ 3 hrs.

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

**Section 0030** 1:00 pm  
Plum Center Su, July 9  
Rm 115 Euipiyachat, instructor

### NEW

#### Summer Salads | Course HI03806

Having a summer gathering with family and friends? Do you want to learn some new ideas to take to a pot luck besides traditional salads, then this is the class for you! Create 3 fun and tasty salads that your friends and family will love. Be the hit at your next party! 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 27 User Fee  
\$ 86 Total Cost

**Section 0030** 6:30 pm  
Plum Center M, June 19  
Rm 115 Carfang, instructor

#### Thai Gourmet Kitchen | Course HI03893

Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground chicken with rice, curry with bamboo shoots, sticky rice, coconut custard, and pad thai. All are seasoned to perfection and use fresh ingredients such as meat, chicken, seafood, and vegetables. 1 session @ 3 hrs.

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

**Section 0030** 10:00 am  
Woodson HS Sa, June 17  
Rm J103 Euipiyachat, instructor

#### Thai Style Party Platter | Course HI03878

If you plan to entertain your guests with an Asian flare for your next party, consider going Thai style that is light, yet flavorful. Simple recipes that would wow your guests; deep fried shrimp rolls (poh-piah-koong), Thai golden pastry cups (kra-tong-thong) and chicken satay with cucumber salad (kai satay with ar-jard) are just a few fun and exciting Thai dishes that we'll prepare and would be lovely with a pitcher of Thai iced tea (cha-yen). 1 session @ 3 hrs.

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

**Section 0030** 10:30 am  
Plum Center Sa, June 10  
Rm 115 Seriruk, instructor

#### Ultimate Sushi | Course HI03891

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

\$ 89 Tuition  
\$ 47 User Fee  
\$ 136 Total Cost

**Section 0030** 1:00 pm  
Plum Center Su, June 11-June 18  
Rm 115 Moore, instructor

**Section 0031** 1:00 pm  
Plum Center Su, July 30-August 6  
Rm 115 Moore, instructor





**CHEF CAL KRAFT**

**Plate Presentations and Garnishes | Course HI06083**

It is said you first eat with your eyes. Explore many of the aspects of plating and decorating food for your guests. Emphasis is on the plating and garnishing of the food as opposed to the cooking of the food presented. This is a demonstration class with some assistance from student participation. Snow Pea Butterflies, Onion Blue Mums, Zucchini Boats with veggies, scallops with mint and pea puree are some examples of what we'll be working on. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 32 User Fee  
\$ 91 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
6:30 pm  
W, June 28  
Kraft, instructor

**Section 0031**  
Plum Center  
Rm 115  
6:30 pm  
F, July 21  
Kraft, instructor



**CHEF FANNY GASTON**

**NEW**  
**Classic French Cooking | Course HI06320**

Classic, easy, and fancy. Prepare a low cost, seasonal French meal. In this two session class, learn the basics of French cooking; learn to make the classic French crust, stews, soups, mains, and desserts. On the menu: *Session 1:* French brunch: eggs benedict and a variety of omelets and quiches; *Session 2:* salad/soup/croque monsieur/madame and crème caramel. Bon appétit! 2 sessions @ 3 hrs each.

\$ 89 Tuition  
\$ 43 User Fee  
\$ 132 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
10:00 am  
Tu, June 6-June 13  
Gaston, instructor

**NEW**  
**Cook, Talk, Learn in French...Classic French Cooking | Course HI06319**

Classic, easy, and fancy. Prepare a low cost, seasonal French meal. In this two session class, learn the basics of French cooking; learn to make the classic French crust, stews, soups, mains, and desserts. On the menu: *Session 1:* French brunch: eggs benedict and a variety of omelets and quiches; *Session 2:* salad/soup/croque monsieur/madame and crème caramel. Bon appétit! 2 sessions @ 3 hrs each.

\$ 89 Tuition  
\$ 43 User Fee  
\$ 132 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
10:00 am  
M, June 5-June 12  
Gaston, instructor

**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  
Rm 115  
10:00 am  
M, June 26  
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  
Rm 115  
10:00 am  
Tu, June 27  
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 prepare a variety of cold and warm soups. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 32 User Fee  
\$ 91 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
10:00 am  
W, August 9  
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  
Rm 115  
10:00 am  
Tu, August 8  
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>.*



**CHEF KEVIN BRADY**

**Cooking Basics 101 | Course HI06471**

Lack confidence in the kitchen? Do you find the idea of cooking intimidating or stressful? Here's a great class for young adults, those heading for college or just about anyone who wants to move beyond TV dinners and takeout food. This class is designed for you! Using the Preparation-Organize-Focus method (POF), a systematic approach to meal preparation, participants will follow tested recipes to prepare a delicious 3-course meal in each session -salad, main course, and dessert. Knife skills and safe food handling practices will also be covered. *Please Note: This class is for beginner and novice chefs.* 3 sessions @ 3 hrs each.

\$ 139 Tuition  
\$ 47 User Fee  
\$ 186 Total Cost

**Section 0030**  
L. Braddock SS  
Rm C176  
10:00 am  
Sa, July 15-July 29  
Brady, instructor

**Cooking Basics for Young Adults | Course HI06451**

So here you are, responsible for your own meals. After a while everything from 7-11 and the microwave starts to taste the same, your food budget is getting busted, and you begin to wonder if you are eating healthfully enough. Well, there is a solution to all three of your dilemmas. Learning the basics of cooking, you will be able to prepare healthy, delicious, and economical meals while amazing friends and family. This three session course over three consecutive evenings will get you to that point. In each class you will prepare a three course meal (soup or salad; main course with vegetable; and dessert) while learning knife skills and safe food handling and preparation techniques. 3 sessions @ 3 hrs each.

\$ 139 Tuition  
\$ 50 User Fee  
\$ 189 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
6:30 pm  
W Th F, August 2-August 4  
Brady, instructor

**NEW**  
**Delicious Eats with Ricotta Cheese | Course HI06092**

In this one session class, students will begin by making ricotta cheese. They will then use it in all dishes as they prepare a full meal using their just made cheese—appetizer, salad, main course, such as manicotti, and a dessert, such as cannoli. 1 session @ 3 hrs.

\$ 59 Tuition  
\$ 52 User Fee  
\$ 111 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
1:00 pm  
Su, June 25  
Brady, instructor

**NEW**  
**Quick Weeknight Dinners, International | Course HI06508**

This class will follow the same format of previous Quick Weeknight Dinners classes, with students preparing salads and main courses with sides. However, each of the 3 sessions will feature a different international cuisine to be selected from among Italian, French, Mexican, Japanese, Spanish, Irish, Middle Eastern, or others. 3 sessions @ 3 hrs each.

\$ 139 Tuition  
\$ 50 User Fee  
\$ 189 Total Cost

**Section 0030**  
Plum Center  
Rm 115  
6:30 pm  
F, July 6-July 20  
Brady, instructor



## 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 Spinks, 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, orecchiette and broccoli, garlic and parsley meat rolls, potatoes with rosemary. Please note: Class will be held in introductory level Italian, with support in the English language as required. 1 session @ 3 hours 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 tiramisù. 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

### 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 tiramisù. 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

### Cook, Talk, Learn...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 Loved One at Home | Course HM01671

Learn how to care for a family member at home. Good for companion care givers. Hands-on practice to bathe, feed, turn, move, and provide general physical and emotional care. Taught by nurse-educator. 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 Tu, 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 HMO1702**

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

\$ 39 Tuition  
\$ 39 Total Cost

**Section 0021** 7:00 pm  
Edison HS M, May 22  
Rm B141 Tanveer, instructor

**Section 0030** 9:00 am  
Plum Center Sa, July 15  
Rm 104 Tanveer, instructor

**Section 0031** 7:00 pm  
Pimmit Hills Ctr W, August 2  
Rm 144 Tanveer, instructor

**Diabetes Medication Management | Course HMO1756**

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.

\$ 39 Tuition  
\$ 39 Total Cost

**Section 0021** 7:00 pm  
Woodson HS Th, May 11  
Rm G113 Tanveer, instructor

**Section 0030** 7:00 pm  
Edison HS Tu, July 18  
Rm B130 Tanveer, instructor

**Section 0031** 7:00 pm  
Plum Center Tu, August 22  
Rm 104 Tanveer, instructor

**Pet Emergencies: What to Do First! | Course HMO1632**

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

\$ 69 Tuition  
\$ 69 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr M, June 12-June 19  
Rm 156 Peeler, instructor

**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.

\$ 69 Tuition  
\$ 6 User Fee  
\$ 75 Total Cost

**Section 0030** 6:30 pm  
Marshall HS Th, June 29  
Rm B101 Pierce, instructor

**Beginner's Guide to Drywalling | Course TI05208**

Through lecture, board diagrams, and hands-on practice with models, students learn how to tips and techniques for repairing and installing drywall. Topics include, repairing cracks and nail pops and covering stains. Other topics include feathering and painting drywall. Students will also learn how to control that annoying drywall dust. Part of the Elementary Home Maintenance for the Beginner Series. 1 session @ 4.5 hrs.

\$ 104 Tuition  
\$ 31 User Fee  
\$ 135 Total Cost

**Section 0030** 8:00 am  
Pimmit Hills Ctr Sa, June 10  
Rm 158 Raiche, instructor

**Beginner's Guide to Plumbing | Course TI05206**

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

\$ 99 Tuition  
\$ 30 User Fee  
\$ 129 Total Cost

**Section 0030** 8:00 am  
Pimmit Hills Ctr Sa, July 15  
Rm 158 McCrone, instructor

**Ceramic Tile | Course TI05165**

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

\$ 169 Tuition  
\$ 30 User Fee  
\$ 199 Total Cost

**Section 0030** 6:30 pm  
Edison HS Tu W Th, July 18-July 20  
Rm H119 Dominick, instructor

**Designing Your Dream Home | Course TI05148**

Architect covers issues of design including the identification of space needs and functionality, site planning, and building concepts and gives an overview of technical topics such as energy efficiency, cost control, building codes, and construction. Students will be introduced to sources for dream home plans and methods of project delivery. 5 sessions @ 3 hrs each.

\$ 199 Tuition  
\$ 20 User Fee  
\$ 219 Total Cost

**Section 0030** 6:30 pm  
Marshall HS Th, July 6-August 3  
Rm B101 Pierce, instructor

**Do-It-Yourself Plumbing | Course TI05190**

Repair and maintain faucets, valves, toilets, and clogged drains. 3 sessions @ 3 hrs each.

\$ 110 Tuition  
\$ 10 User Fee  
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*  
\$ 139 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr M, July 17-July 31  
Rm 145 McCrone, instructor

**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

\$ 329 Tuition  
\$ 32 User Fee  
\$ 24 Text: *Step By Step Guide Book On Home Wiring* (\$8); *Step By Step Guide On Home Plumbing* (\$8); *Step By Step Guide to Room Finishing* (\$8)  
\$ 385 Total Cost

**Section 0030** 6:30 pm  
Pimmit Hills Ctr Th, June 22-August 10  
Rm 158 Wilson, instructor

**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.

\$ 69 Tuition  
\$ 6 User Fee  
\$ 75 Total Cost

**Section 0030** 6:30 pm  
Marshall HS Th, June 22  
Rm B101 Pierce, instructor

**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.

\$ 49 Tuition  
\$ 49 Total Cost

**Section 0030** 6:30 pm  
Plum Center M, July 3  
Rm 112 McDonald, instructor

**Section 0031** 6:30 pm  
Marshall HS Th, August 10  
Rm B105 McDonald, instructor



## 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** 8:30 am  
Pimmit Hills Ctr 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** 8:30 am  
Plum Center Sa, June 10  
Rm TR3 Wilson, instructor

**Section 0031** 8:30 am  
Pimmit Hills Ctr 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** 6:30 pm  
L. Braddock SS Tu, July 18-August 8  
Rm C163 Mason, instructor

### NEW

### Summer Fun with Flowers | Course HI06484

Four arrangements influenced by the summer season will be created. Learn to create a summer garden, a seashore scene, a summer scene in a vase, and an arrangement with lights. Bring pruning clippers and floral shears to class. 4 sessions @ 3 hrs each.

\$149 Tuition  
\$157 User Fee  
\$306 Total Cost

**Section 0030** 6:30 pm  
L. Braddock SS Th, June 22-July 13  
Rm C163 Mason, instructor

## 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** 10:30 am  
Pimmit Hills Ctr 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** 11:30 am  
Pimmit Hills Ctr W, June 7-August 2  
Rm 158 Page, instructor

### NEW

### WHAT IF? A Historical Perspective | Course HI03081

\$ 84 Total Cost

[See page 32 for course information and schedule.](#)

### Writing Treasured Stories and Memories | Course HI04026

If you have ever been tempted to write stories about your experiences, this class is for you. Imagine the satisfaction of sharing your stories and traditions with future generations or simply reflecting on past experiences. Whether you want to write a few simple short stories, or document enough of your personal history to fill a book, this class can help you get started. We will go through a process that will help you identify memories you might want to share and techniques that can be used to generate the details of your stories. Additional discussion will focus on options to enhance stories with your personal interests or talents (e.g., adding photos, drawings, music, or fictional characters) and how to present stories in different formats (e.g., poem, lyrics, art, narrated slide show, blog). Students will be encouraged to share their writing with the class. 3 sessions @ 2 hrs each.

\$ 79 Tuition  
\$ 5 User Fee  
\$ 84 Total Cost

**Section 0031** 10:00 am  
L. Braddock SS Sa, July 8-July 22  
Rm H216 Stawarski, instructor

**Section 0030** 10:00 am  
Plum Center Sa, August 5-August 19  
Rm 140 Stawarski, instructor

## Effective Presentations and Self-Expression

### Improvisation Workshop | Course HI03126

If you've ever wanted to explore your funny side or try your hand at a whole new fun adventure, improvisational comedy can give you confidence and help you discover talents you never knew you had. Besides, improvisation is a wonderful tool for promoting creativity, public speaking, stage presence, characterizations, and quick thinking. The class will start with fun warm ups with fellow students. Then the students will participate in structured games created for class and that have also been used on stage with past improv performers such as Robin Williams, Catherine O'Hara and Mike Meyers. 6 sessions @ 2 hrs each.

\$134 Tuition  
\$ 5 User Fee  
\$139 Total Cost

**Section 0030** 7:00 pm  
Marshall HS Th, June 22-July 27  
Rm A104 Bailey, 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** 7:00 pm  
Woodson HS 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 service 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** 7:00 pm  
Woodson HS 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** 7:00 pm  
Woodson HS M, July 31-August 7  
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 hours 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

### Computer Graphics Camp for Grades 3 to 5 | 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 hours 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  
\$10 User Fee  
\$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 hours 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 hours 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

**Section 7024**  
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 24-July 28  
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* (\$13)  
\$339 Total Cost

**Section 1100** 2:30 pm  
L. Braddock SS M Tu W Th F, July 10-July 21  
Rm TBD Staff, instructor

**Section 1300** 2:30 pm  
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 1300** 2:30 pm  
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** 2:30 pm  
L. Braddock SS M Tu W Th F, July 24-July 28  
Rm TBD Jessica Rossiter, instructor

**Section 1100** 2:30 pm  
L. Braddock SS M Tu W Th F, July 31-August 4  
Rm TBD Jessica Rossiter, instructor

See page 47  
for registration information.

### 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** 2:30 pm  
L. Braddock SS M Tu W Th F, July 10-July 14  
Rm H215 Kinsolving, instructor

**Section 0200** 2:30 pm  
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** 2:30 pm  
L. Braddock SS M Tu W Th F, July 10-July 14  
Rm C176 Gaston, instructor

**Section 0010** 2:30 pm  
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 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 bake mouth watering desserts like pots de crème with chocolate to clafoutis 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** 2:30 pm  
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.

\$255 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



**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.

\$229 Tuition  
\$ 10 Text: *Leadership Skills for Teens*  
\$239 Total Cost

**Section 1300** 2:30 pm  
L. Braddock SS M Tu W Th F, July 24-July 28  
Rm TBD Hedenberg, instructor

**Section 1400** 2:30 pm  
L. Braddock SS M Tu W Th F, July 31-August 4  
Rm TBD 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** 2:30 pm  
L. Braddock SS M Tu W Th F, July 10-July 21  
Rm TBD 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** 2:30 pm  
L. Braddock SS M Tu W Th F, July 10-July 14  
Rm TBD Staff, instructor

**Section 1300** 2:30 pm  
L. Braddock SS M Tu W Th F, July 24-July 28  
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

**Test Prep****PSAT Test Preparation | Course SS07000**

The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students' confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Classes are taught by FCPS teachers endorsed in the content area that they are teaching. 10 sessions @ 2 hrs each.

\$322 Tuition  
\$ 73 Text: *Victory for the PSAT Tests, 5th ed*  
\$395 Total Cost

**Section 1300** 2:30 pm  
L. Braddock SS M Tu W Th F, July 24-August 4  
Rm TBD 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★** 2:30 pm  
L. Braddock SS M Tu W Th F, July 24-August 4  
Rm TBD Staff, instructor

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

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

**Test Prep—Online****ACT Preparation—ONLINE | Course SM08200**

The fall college application deadlines are fast approaching! Register now for this self-directed online ACT preparation course that uses the Cambridge Educational Services® curriculum and guides you through the major subject area of English, Mathematics, Science, and Reading. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for 4 months.

\$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 703-658-2727.**

\$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

## Shoobox Solutions—Family Pictures From “Shoobox” 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**  
Herndon HS  
Rm 124  
6:30 pm  
Tu, June 27-July 18  
Staff, instructor

**Section 0031**  
Marshall HS  
Rm C108  
6:30 pm  
Th, July 20-August 3  
Staff, instructor

## 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 more 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  
6:30 pm  
W, July 26  
Conry, instructor

**Section 0031**  
Woodson HS  
Rm G120  
10:00 am  
Sa, June 10  
Conry, instructor

# 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

<b>Section 0030</b> Plum Center Rm 112 6:45 pm Tu, June 20-July 25 LeBlanc, instructor	<b>Section 0031</b> Plum Center Rm 112 6:45 pm W, June 21-July 26 LeBlanc, instructor	<b>Section 0032</b> Plum Center Rm 112 6:45 pm Th, June 22-July 27 LeBlanc, instructor
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## 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

<b>Section 0030</b> Plum Center Rm 112 6:45 pm Tu, August 1-August 29 LeBlanc, instructor	<b>Section 0031</b> Plum Center Rm 112 6:45 pm W, August 2-August 30 LeBlanc, instructor	<b>Section 0032</b> Plum Center Rm 112 6:45 pm Th, August 3-August 31 LeBlanc, instructor
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## 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  
9:30 am  
Sa, August 26  
Jeffries, instructor

# 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  
10:00 am  
F, July 14-August 4  
Molnar-Grabowski, instructor

## Essential Skills for Beginning Knitters | Course HI06540

Knit one, purl two; yes, it’s that easy to begin crafting your own creations. As we take you from yarn selection and pattern reading to casting on, you’ll be knitting, purling, doing increases and decreases, changing gauge, and then binding off so you will be ready to knit basic items using a pattern. Social knitting and the use of 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 115  
10:00 am  
F, June 9-June 30  
Molnar-Grabowski, instructor

## 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-I-9 (4,5-5,5 mm). 4 sessions @ 3 hrs each.

\$142 Tuition  
\$ 5 User Fee  
\$147 Total Cost

**Section 0030**  
Woodson HS  
Rm G105  
10:00 am  
Sa, July 8-July 29  
Hofstetter, instructor

*Genealogy classes located on page 37.*

# Be part of a graduation. Get more information today.

703-503-6444

START@fcps.edu



www.fcps.edu/adulths



## 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.

National External Diploma Program (NEDP), see page 43.

Tuition varies for each option.

## 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

## 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.

### Our Story

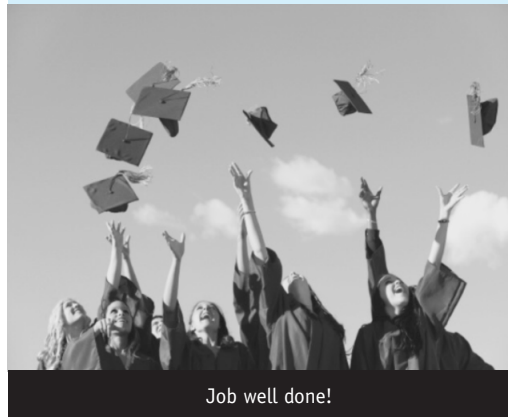
The National External Diploma Program has been part of Fairfax County Public Schools for nearly thirty-five years. It is one of the three ways available in the county to earn a high school credential, along with the adult high school and the GED. We have helped hundreds of learners of all ages obtain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

### The 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?



Job well done!

### 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](http://www.fcps.edu/adulths)



**A**

ACE foundation | 46  
 Accommodations | 46  
 Accounting | 6-7  
 Administrative assistant | 6  
 Adult basic education | 42  
 Adult high school completion | 42-43  
 Air conditioning | 23  
 American sign language | 28  
 Animal studies | 21  
 Apprenticeship | 22  
 Arabic language | 28  
 Auto care and repair | 22  
 Autism awareness | 35

**B**

Bathroom design | 36  
 Builders License Prep | 25  
 Building maintenance | 22-25  
 Business | 4-15

**C**

Cake decorating | 35  
 Certificate programs and test-outs | 26  
 Certified nurse aide | 19  
 Child care provider | 7  
 Chinese language | 29  
 Cinema (Film) | 41  
 Communication  
     Speaking | 14  
     Writing | 16, 37, 38, 40  
 Computer support technician | 7  
 Computers (see information technology)  
 Construction trade training | 22-25  
 Continuing education (trade licenses) | 23-24  
 Contracting | 22  
 Cooking | 33-35  
 CPR | 17-18  
 Culinary arts | 33-35

**D**

Database design | 9-10  
 Dental careers | 19-20  
 Digital art/illustration | 12  
 Do-It-Yourself | 36  
 Driver Education | 40  
 Drywall | 23, 36

**E**

Electrical/electricity | 23, 37  
 Email | 13  
 Emergency preparedness | 17-18  
 Emergency medical technician (EMT) | 19  
 Employment centers (one-stop) | 3  
 English for speakers of other languages | 27  
 English for the workplace | 15  
 Executive assistant | 6

**F**

Film (Cinema) | 41  
 Financial planning | 14, 31  
 Financial software applications | 6  
 First aid | 17-18  
 Floral design | 37  
 French language | 29

**G**

GED | 42  
 Genealogy | 37  
 German language | 29  
 Grant writing | 9  
 Greek language | 29

**H**

Health and medical | 17-21  
 Heating and air conditioning | 23  
 High school completion | 42-43  
 Home and companion care | 20  
 Home repairs | 22-23, 36-37  
 House and home  
     Floral design | 37  
     Home design/improvement | 22-23, 36-37  
 Human resources management | 8  
 HTML | 11  
 HVAC | 23

**I**

Improvisation | 4, 37  
 Information technology  
     A+ | 7  
     Adobe | 12  
     Certification prep | 11-12  
     Computer fundamentals | 30  
     Computer graphics | 12  
     Computer support technician | 7  
     Database design | 9-10  
     Email | 13  
     Financial software applications | 6  
     HTML | 11  
     Keyboarding | 16  
     Microsoft® office applications  
       (Access, Excel, Office, Outlook,  
       PowerPoint, Word) | 12-13  
     Networking | 12  
     Oracle, PL/SQL | 9-10  
     Programming | 14  
     Web design | 11  
     Windows 10 | 31  
 Interior design | 32  
 Italian language | 29

**K**

Keyboarding | 16  
 Kids and teens | 38-40  
     K-6  
       Summer Camps | 38  
       Language Camps | 38  
     6-12  
       Driver education | 40  
       SAT test prep | 40  
       Study skills | 39  
       Summer Camps | 39-40  
       TJ admissions test prep | 39  
       Test prep | 40  
 Kitchen design | 36  
 Knitting | 41  
 Korean language | 29-30

**L**

Languages (see world language or  
 sign language)  
 Legal | 16  
 Licensing prep (trades) | 24-25  
 Locations | 45  
 LPN prep | 20

**M**

Management practices | 8  
 Marketing | 9  
 Medical/medical careers | 19-21  
 Medical transcription | 16  
 Mental health first aid | 19  
 Music appreciation | 32

**N**

National External Diploma | 43  
 Needle arts | 41  
 Networking, computer | 12  
 Newborn and postpartum caregiver | 20  
 Nonprofit organization development | 9  
 Nurse aide | 19  
 Nutrition | 21

**O**

Office assistant | 6  
 Online courses | 16, 40  
 Oracle and database design | 9-10  
 OSHA safety | 24

**P**

Paralegal | 16  
 Payment plans | 46  
 Pharmacy technician | 19  
 Photography & Media Arts | 41  
 Plumbing | 23-25, 36  
 Portuguese language | 30  
 Professional workplace skills and training | 4  
 Programming | 14  
 Property maintenance technician | 25

**Q**

QuickBooks | 6

**R**

Real estate | 5  
 Registration | 47  
 Résumé clinic | 5

**S**

SAT test prep | 40  
 School closings | 45  
 Sign language (ASL) | 28  
 Small business | 11  
 Social media | 11  
 Spanish language | 30  
 Special events | 41  
 Student services: accommodations,  
     course selection assistance,  
     payment plans, and underage  
     waiver request | 46

**T**

TJ admissions test prep | 39  
 Trade and industrial | 22-25

**U**

Underage waiver request | 46

**V**

Veterinary pursuits | 21  
 Virginia trade license renewal | 23-24  
 Volunteer Learning Program | 42

**W**

Web design | 10-11  
 Workplace training | 15  
 World languages and culture | 28-30  
     Arabic | 28  
     Chinese | 29  
     French | 29  
     German | 29  
     Greek | 29  
     Italian | 29  
     Korean | 29-30  
     Portuguese | 30  
     Spanish | 30  
 Writing | 16, 37, 38, 40

**Clases en español**

Heartsaver AED CPR en español | 19  
 Mental Health First Aid in Spanish | 19



## Schools and Centers

**ACE Herndon Learning Cntr, Main Ent. #1**  
400 Elden St, Herndon 20170

**Bryant Adult Center, Ent. #4**  
2709 Popkins Ln, Alexandria 22306

**Chantilly High School, Ent. #1**  
4201 Stringfellow Rd, Chantilly 20151

**Edison High School, Ent. #5**  
5801 Franconia Rd, Alexandria 22310

**Hayfield Secondary School, Ent. #6 (Auto Lab)**  
7630 Telegraph Rd, Alexandria 22315

**Herndon High School, Ent. #5**  
700 Bennett St, Herndon 20170

**Lake Braddock Secondary School, Ent. #3**  
9200 Burke Lake Rd, Burke 22015

**Marshall High School, Ent. #4**  
(for TR1: park in lower lot behind school)  
7731 Leesburg Pike, Falls Church 22043

**Oakton High School, Ent. #1**  
2900 Sutton Rd, Vienna, VA 22181

**Pimmit Hills Adult Center, Ent. #4**  
7510 Lisle Ave, Falls Church 22043

**\*Plum Center for Lifelong Learning**  
6815 Edsall Rd, Springfield 22151

**West Potomac High School, Ent. #1**  
6500 Quander Rd, Alexandria, VA 22307

**West Springfield High School, Ent. #1**  
6100 Rolling Rd, Springfield, VA 22152

**Westfield High School, Ent. #1**  
4700 Stonecroft Blvd, Chantilly, VA 20151

**Woodson High School, Ent. #1 & 14**  
9525 Main St, Fairfax 22031

## Other Locations

**Fairfax Public Access (TV & Radio)**  
2929 Eskridge Rd Suite S, Fairfax 22031

**Graham Road Community Center**  
3036 Graham Road, Falls Church 22042

## SCHOOL CLOSINGS/DELAYS

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](http://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](http://www.fcps.edu) and sign up for News You Choose.**



Directions to FCPS locations are available at <http://www.fcps.edu>.

\*Customer Service Center

## 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](http://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.



Class dates are subject to change due to school closings and cancellations. See **page 45** for information.

## Policies

### REGISTRATION

Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate a form or download one from [www.fcps.edu/registration/adult-and-community-education-registration](http://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](mailto:educationalcounseling@fcps.edu).

### Under 18?

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

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

Visit: [www.fcps.edu/registration/adult-and-community-education-registration](http://www.fcps.edu/registration/adult-and-community-education-registration) for additional information.

### Over 62?

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

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

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

## REFUNDS

### Traditional Classes

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

For any other refunds or cancellations, your written request must be received 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](http://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](mailto: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](http://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.

# Summer 2017 Registration Form

## Six Ways to Register

### ONLINE

Register anytime by visiting  
<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.)

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees	User Fee	Total Fees
					\$	\$	\$	\$

- I am a first-time registrant    male    female    Check if change of address
- I'd like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.  
I have added \$ \_\_\_\_\_ to my total.

Subtotal \_\_\_\_\_  
Fairfax County Senior Tuition Discount  
*(textbooks and user fees are excluded)* \_\_\_\_\_  
ACE Scholarship Fund \_\_\_\_\_  
**TOTAL (pay this amount)** \_\_\_\_\_

ACE Participant ID Number \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_ BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  Sign up for ACE classes e-mail updates.

**PAYMENT METHOD** (check one):    MasterCard    VISA    Check (Make check payable to **FCPS ACE**; include home address and phone number.)

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE (MONTH, YEAR) \_\_\_\_\_

CARDHOLDER'S SIGNATURE \_\_\_\_\_ PLEASE PRINT CARDHOLDER'S NAME CLEARLY (AS IT APPEARS ON CARD) \_\_\_\_\_

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

## Customer Service

Phone: **703-658-1201 (M-F, 9 am-5 pm)**  
FAX: **703-658-1251**  
E-mail: [aceclasses@fcps.edu](mailto: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>

Adult and Community Education  
Fairfax County Public Schools  
6815 Edsall Road  
Springfield, VA 22151

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**\*\*ECRWSS\*\***  
**POSTAL CUSTOMER**

[www.fcps.edu](http://www.fcps.edu) (search for adult education)

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



### **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](http://www.ace-foundation.org)