Your journey begins with ACE!

https://aceclasses.fcps.edu
Your journey begins with ACE!

Sheryl Granzow
Education (ACE).

endorsed by, or affiliated with, the American Council on Education (FCPS ACE) program is not sponsored or classroom credit for meeting the license exam requirements for plumbing, electrical, and HVAC-R trades. Some classes provide related skills employers seek as they offer additional services to their clients. Students in our Apprenticeship classes can use Trades and Industry classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to complement your career.

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

Personal and Academic Enrichment

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

The ACE K-12 Enrollment 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.

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 a foreign or second language for family members, including children 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.

Welcome

to the Fairfax County Public Schools Adult and Community Education (FCPS ACE) Winter 2018 catalog. ACE has provided over 60 years of excellence in education. We invite you to explore catalog and sign up for one of our outstanding courses or programs of study. Our emphasis is on career and work readiness along with our premier adult ESOL programs. You will find a wide range of training opportunities in apprenticeship, business, information technology, health and medical, and trade and industrial programs. We also offer excellent enrichment programs for K-adult including culinary arts, driver education, and world languages. We strive to provide our students with enriching programs that are high quality, affordable, and meet their educational goals. Your journey begins with ACE! ACE proudly supports the FCPS Portrait of a Graduate and the Strategic Plan, Ignite (http://www.fcps.edu/about-fcps/strategic-plan), incorporating best practices in teaching and learning.

“All you need to know about this course is that at some point during the class, nearly everyone in the building came by to see what we were cooking. As long as Fanny teaches these classes, I will take them. Wonderful!”

John F.

Classic French Cooking

“The most intellectual coursework I have ever attended. The instructor clearly had a lot of expertise, created thoughtful and interactive lessons, and was patient with us. I learned a lot.”

ACE Student

Adobe Photoshop Basics

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

ACE Administrator, Sheryl Granzow

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

ACE 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 journeymen 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 great 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.
Instructor was extremely knowledgeable and presented the course information in a way which was very enjoyable, easy to follow, to learn, and participate in. I really enjoyed attending the classes.”

Stephanie K.

VA Contractor’s License Exam Prep
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 page 34).

How to Register
You must be registered for a certificate program in order to receive the certificate. To create a permanent record and transcripts, register and pay the $75 registration fee (fee is non-refundable). Complete the Registration Form on page 55 for the program and courses you wish to attend this term. (Students will only need to register for the program one time.)

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

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

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

CERTIFICATE PROGRAM EMAIL ADDRESSES
- business@fcps.edu
  Accounting Assistant, Administrative Assistant, Childcare Provider, Executive Assistant, Human Resources Management, Management Practices, Marketing, Nonprofit Organization Development, Office Assistant, and Small Business Management
- compraining@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, Health Records Assistant, Medical Insurance Biller, and Veterinary Assistant, Patient Care Technician
- tradeandindustry@fcps.edu
  Property Maintenance Technician

Please consider making a tax-deductible donation to the ACE Scholarship fund. See page 54.

Certificate Programs in Business and Information Technology

Office Administration: The need for workers capable of functioning effectively in office administrative positions continues to increase in the Northern Virginia area. From organizing files, scheduling appointments, and supporting other staff, to using computer software to create presentations, compose messages, manage databases, and produce 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 the 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

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01015</td>
<td>Certificate Prog. Registration &amp; Fee ($75)</td>
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<tr>
<td>CT01416</td>
<td>PC Basics</td>
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<tr>
<td>CT01402</td>
<td>Windows—File Management</td>
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<tr>
<td>CT01417</td>
<td>Keyboarding</td>
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<td>MS Outlook—Basics</td>
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<tr>
<td>PR00005</td>
<td>Effective Note Taking</td>
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<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
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ADMINISTRATIVE ASSISTANT

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<tr>
<td>CE01016</td>
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<td>CT01344</td>
<td>MS Word—Intermediate</td>
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<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate</td>
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<tr>
<td>BE01053</td>
<td>Business English Essentials II</td>
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<tr>
<td>BE01061</td>
<td>Office Communication Skills</td>
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<tr>
<td>BE01088</td>
<td>Dealing w/Difficult People—Conflict and Mediation Skills</td>
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<tr>
<td>PR09001</td>
<td>Office Etiquette I</td>
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<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic*</td>
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Electives (3 required)

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<tr>
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<td>MS Access—Basics</td>
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<td>PR01701</td>
<td>MS Office OneNote Workshop</td>
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<tr>
<td>CT01459</td>
<td>MS PowerPoint—Basics</td>
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<tr>
<td>PR01501</td>
<td>MS Publisher Workshop</td>
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<tr>
<td>BE01400</td>
<td>HR Management Fundamentals</td>
</tr>
<tr>
<td>BE01066</td>
<td>Confident Public Speaking</td>
</tr>
<tr>
<td>BE01510</td>
<td>What Management Is, What Managers Do</td>
</tr>
<tr>
<td>BE01513</td>
<td>Essential Managerial Skills for HR Practices</td>
</tr>
</tbody>
</table>
EXECUTIVE ASSISTANT

Required Courses Page
CE01019 | Certificate Prog. Registration & Fee ($75) —
CT01429 | MS Outlook—Intermediate —
BE01075 | Successful Business Writing 9
BE01277 | Accounting for Non-Accountants 9
BE02067 | Confident Public Speaking—Level 2 9
BE01405 | HR Management in the 21st Century —
BE01886 | Event Planning 13
BE01393 | Résumé & Interview Clinic* 10

Electives (3 required)
BE01204 | Introduction to Project Management 12
BE01407 | Maintaining a Positive Work Environment —
BE01410 | HR Law Overview —
BE01511 | Fundamentals of Managerial Planning 11
BE01760 | Applied Marketing for Small Business 12
BE04020 | Using Brain Science to Enhance Your Personal Effectiveness 12
CT01585 | MS Excel Shortcuts and Tricks 25

*Not required if previously taken.

ACCOUNTING ASSISTANT

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

Required Courses Page
CE01000 | Certificate Prog. Registration & Fee ($75) —
BE01260 | Fund. of Accounting—Part 1* —
BE01261 | Fund. of Accounting—Part 2 8
CT01416 | PC Basics* 22
CT01402 | Windows—File Management 22
CT01417 | PC Basics: Keyboarding* 22
CT01285 | Microsoft Office Proficiency Workshop 24
BE01061 | Office Communication Skills 9
BE01426 | MS Outlook—Basics 25
BE01442 | MS Excel—Intermediate 24
CT01435 | QuickBooks Pro 2015—Level 1 8
CT01436 | QuickBooks—Pro 2015—Level 2 —
BE01393 | Résumé and Interview Clinic 10

*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) —
BE00999 | Child Care Provider 17
HM01796 | Pediatric CPR and First Aid 17
BE01393 | Résumé and Interview Clinic 10

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) —
CT02465 | Basic PC Maintenance 23
CT01465 | A+: Troubleshooting Your Computer 22
CT01770 | Windows 7: MCTS Prep Part 1 22
CT01771 | Windows 7: MCTS Prep Part 2 22

Recommended Course* Page
CT01666 | A+ Certification Prep —

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

HUMAN RESOURCES MANAGEMENT

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

Required Courses* Page
CE01018 | Certificate Prog Registration & Fee ($75) —
BE01400 | HR Management Fundamentals 12
BE01401 | Building the HR Organization Structure —
BE01402 | Recruiting and Placing Employees —
BE01403 | Training the Workforce —
BE01404 | HR Management in the 21st Century —
BE01405 | HR Management in the 21st Century —
BE01406 | Maintaining a Positive Work Environment —

Electives: 3 required*
BE01404 | HR Organizational Downsizing 12
BE01406 | HR Management in the Equal Opportunity Environment —
BE01408 | The Human Resources Officer —
BE01409 | HR Organizational Dynamics —
BE01410 | Human Resources Law Overview —
BE01412 | Introduction to Lean Thinking —
BE04020 | Using Brain Science to Enhance Your Personal Effectiveness 12

MANAGEMENT PRACTICES

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

Required Courses Page
CE01500 | Certificate Prog Registration & Fee ($75) —
BE01510 | What Management Is, What Managers Do 11
BE01511 | Fundamentals of Managerial Planning 11
BE01512 | Successful Delegation 11
BE01513 | Essential Managerial Skills for HR Management 11
BE01514 | Leading for Maximum Results! 11
BE01515 | Exercising Managerial Control 11

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

MARKETING

Required Courses Page
CE03002 | Certificate Prog Registration & Fee ($75) —
BE01759 | Introduction to Marketing 13
BE01770 | Marketing & Promotions for Small Businesses 13
BE01245 | Developing a Marketing Plan 10
BE01765 | Introduction to Branding —
BE01763 | Digital Marketing Strategy —
| Marketing Capstone Exercise (Coming Spring 2018)

Electives (6 required) Page
BE01705 | Get Great Search Engine Optimization (SEO) Results —
BE01707 | Using Twitter for Effective Marketing —
BE01735 | Creating & Designing for Your Business with Canva —
BE01760 | Applied Marketing for Small Businesses 12
BE01780 | The Power of Email Marketing —
BE01873 | Nonprofit Marketing —
BE01747 | Facebook Marketing—Apps, Add vs. Events, Contracts, and Groups —
BE01764 | Content Marketing and Blogging for Business —
BE01790 | Uncovering the Brand Called "You" —
BE01791 | Communicating the Brand Called "You" —
BE01762 | Psychographics of Marketing 13

NONPROFIT ORGANIZATION DEVELOPMENT

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

Required Courses Page
CE01056 | Certificate Prog Registration & Fee ($75) —
BE01871 | Starting a Nonprofit 13
BE01915 | Grant Writing 13
BE01913 | Successful Fundraising —
BE01886 | Event Planning 13

Electives Page
BE01872 | The 3 R’s of Volunteerism —
BE01879 | Creating a Successful Business Plan 10
BE01910 | Strategic Planning for Your Nonprofit —
BE01918 | Nonprofit Accounting & Finance —
BE01204 | Introduction to Project Management 12
BE01209 | Project Management for Non-Profits 13
BE01873 | Nonprofit Marketing —

Call 703-658-2729 or email business@fcps.edu for more information.
**ORACLE DATABASE ADMINISTRATION**

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

**Required Courses**

- CE01020 | Certificate Program Registration & Fee ($75) —
- CT01547 | Oracle Basics 23
- CT01551 | Oracle Database Administration: Introduction 23
- CT01552 | Oracle Database Administration I —
- CT01553 | Oracle Database Administration II 23

**Electives (3 required)**

- CT01488 | Windows Server 2012 —
- CT01556 | Oracle Database Administration: Performance Tuning —
- CT01559 | Oracle Data Warehousing —
- CT01640 | Introduction to TCP/IP Networking I —
- CT01641 | Introduction to TCP/IP Networking II —
- CT01659 | Linux Administration I —

**SMALL BUSINESS MANAGEMENT**

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Learn the essentials to starting and running a small business. Go into business for yourself or consult and advise other small business owners. Complete the 7 required courses and 4 electives to earn a Small Business Management Certificate.

**Required Courses**

- CE01053 | Certificate Program Registration & Fee ($75) —
- 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 26
- BE01275 | Federal Income Tax for Small Bus. Owners 8
- BE01894 | Winning Sales Strategies for Small Bus. —

**Electives**

- BE01903 | Tax Strategies for the One-Person Business and Small Corporations 11
- BE01075 | Successful Business Writing 9
- BE01387 | Social Media Networking 14
- BE01277 | Accounting for Non-Accountants 9
- CT01759 | WordPress Blogging Workshop —
- BE01760 | Applied Marketing for Small Businesses 12
- BE01745 | Facebook for Business —
- BE01740 | Facebook Live and Video for Business —
- BE04020 | Using Brain Science to Enhance Your Personal Effectiveness 12
- BE01735 | Creating & Designing for Business with Canva —
- BE01792 | Networking for Business Success —

**WEB DESIGNER/DEVELOPER**

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

**Required Courses**

- CE02020 | Certificate Program Registration & Fee ($75) —
- CT01525 | HTML 1* —
- CT01526 | HTML 2 —
- CT01527 | HTML 3 —
- CT01541 | Web Design w/Cascading Style Sheets (CSS) 1 26
- CT01542 | Web Design with CSS 2 —
- CT01531 | JavaScript: Building Interactive Web Sites 26
- CT01550 | Graphics for the Web 23

**Electives (3 required)**

- CT01462 | Digital Art: Photoshop Basics 23
- CT01463 | Digital Art: Photoshop Intermediate 23
- 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 26
- CT01461 | Adobe Photoshop/Photoshop Elements —
- CT02160 | Adobe Illustrator Workshop 23

*Test out of these courses if you feel qualified.
Call 703-658-2729 for test out opportunities.
Email compt raining @fcps.edu for further information.

**MEDICAL INSURANCE BILLER**

**Required Courses**

- CE01020 | Med. Ins. Biller Cert. Prog. & Fee ($75) —
- HM01950 | Medical Billing & Coding—Comprehensive —
- HM01951 | Medical Insurance Billing 20
- HM01606 | CBCS Exam 19

**PATIENT CARE TECHNICIAN**

**Required Courses**

- CE01021 | Patient Care Tech. Cert. Prog. & Fee ($75) —
- HM01605 | CNA Placement Test 19
- HM01780 | Certified Nurse Aide (CNA) —
- HM01759 | Introduction to EHR 20
- HM01614 | EKG Interpretation —
- HM01933 | Venipuncture Essentials 21
- HM01606 | CPCT/A Exam 19

**VETERINARY ASSISTANT* (no Medical Terminology required)**

**Required Courses**

- CE01050 | Vet. Asst. Cert. Prog. & Fee ($75) —
- HM01980 | Veterinary Terminology & Anatomy 32
- HM01981 | Veterinary Parasitology, Hematology & Wet Lab 32
- HM01982 | Veterinary Preventative Med. for Dogs & Cats 32
- HM01983 | Veterinary Hospital Visits & Basic Restraint 32
- HM01984 | Zoonotic Diseases, Ethics, Medical Asepsis 32

*Students already enrolled in the Veterinary Assistant Program should contact the HM Program Team at 703-658-1216 for an updated list of course requirements.

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

- HM01632 | Pet Emergencies 32
- HM01832 | Arthritis Management for Your Pet 32
- HM01840 | Common Pet Medications 32
- HM01634 | Dog Training Theory & Techniques 32

**HEALTH RECORDS ASSISTANT**

**Required Courses**

- CE01100 | Digital Art: Photoshop Basics 23
- HM01647 | Dental Assistant Comprehensive 19
- HM01646 | Dental Basics 19
- OR HM01648 | Fast Track Dental Assistant —

**MEDICAL ADMINISTRATIVE ASSISTANT**

**Required Courses**

- CE01004 | Medical Administrative Assistant: Part 1 19
- HM01620 | Medical, Med. Office Proc. 20
- HM01638 | Law & Ethics 20
- HM01759 | Introduction to EHRs 20
- HM01766 | Medical Admin Asst Exam Prep 20
- HM01606 | CCMA Exam 19

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

**DENTAL ADMINISTRATIVE OFFICE ASSISTANT**

(no Medical Terminology required)

**Required Courses**

- CE01023 | Dental Admin Asst Cert. Prog. & Fee ($75) —
- HM01645 | Dental Office Administration Basics 19
- HM01646 | Dental Basics 19
- HM01748 | Intro to Dental Coding and Billing 19

**DENTAL ASSISTANT COMPREHENSIVE* (no Medical Terminology required)**

**Required Courses**

- CE01022 | Dental Assistant Cert. Prog. & Fee ($75) —
- HM01647 | Dental Assistant Comprehensive 19
- HM01646 | Dental Basics 19
- OR HM01848 | Fast Track Dental Assistant —

**Certificate Programs in Health Sciences**

Most ACE Certificate Programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide the knowledge and skills to begin a career ladder in healthcare, advance in a current position or attain professional growth. For full program requirements, you must register for a certificate program or request an introductory letter. Requirements are based on the term in which the registration fee is paid. Students must notify the program manager when completing the final class in a program.

**Prerequisites:**

- HM01991 | Strategies for Succeeding in Healthcare 20
- HM01600 | Medical Terminology Part 1* 20
- HM01601 | Medical Terminology Part 2* 20

*HM01600 & HM01601 may be replaced with HM01604 Test Out —
Medical Terminology
Property Maintenance Technician Certificate Program

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

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

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

### Required Courses

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

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<td>TI05374</td>
<td>CFC Certification Prep</td>
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<tr>
<td>TI05598</td>
<td>OSHA 10 Construction Certification</td>
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### Employee Training...

**Customized Solutions**

**Is your business realizing its potential?**

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

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

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

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

**Employers:**

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

A glimpse of **onsite customized Workplace Training** programs...

**Business Writing**

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

**CPR and First Aid**

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

**Home and Companion Care**

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

**Communication for the Workplace**

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

**Customized Computer Training**

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

Contact Workplace Training at: 703-658-1223 or workplacetraining@fcps.edu.
Business and Management

BROADCAST PRODUCTION

Studio Package (Television Studio Production) | Course BE02020

Studio Package is an eight week, 24 hour, all-encompassing course providing hands-on training for all equipment elements needed to help produce a television program using either studio A or B. Key crew positions covered include camera operations, lighting, set-design, audio operations, character generator/Ross Xpression, Chroma Key/Green Screen, technical directing/Ross Carbonite, and proper production planning tips. If you would like to know how to create a show in studios A or B—whether it is a talk show, sports, news or interview segments, then this is the class for you. By the end of this course you will be certified in the use of all the studio and control room equipment and authorized to volunteer in equipment positions for studio A/B productions. Note: volunteering and continued practice with the equipment is key to improving one's skills and experience. 8 sessions @ 3 hrs each.

$285 Tuition
$285 Total Cost

Section 0010 Fairfax Public Access (TV & Radio) Thu, February 8-March 29
Rm TBD TBD, Instructor

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

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

$285 Tuition
$285 Total Cost

Adobe After Effects Essentials (Motion Graphics) | Course BE02028

After Effects is an industry standard digital, post-production program that provides a comprehensive set of 2D and 3D tools for creating graphic animations and effects used for broadcast television, web, and other video production needs. Using the program, you can composite layers in various ways and combine sophisticated visual effects to enhance a presentation, image, or a particular video project. Through the use of class demonstrations and practice sessions, this course is designed to teach the essential functions of the program to beginners and those with editing experience alike. (Class fee includes the new course textbook, AE creative cloud version for 2017.) For this class, knowledge of basic computer non-linear video editing is recommended. We also recommend each student bring their own external hard-drive as part of the course. Certification requires the completion of class project.

$285 Tuition
$285 Total Cost

Section 0010 Fairfax Public Access (TV & Radio) Sat, February 10-March 17
Rm TBD TBD, instructor

Avid Media Composer Fundamentals (Video Editing) | Course BE02027

Avid Media Composer 8 provides students with exposure to the core skills, workflows, and concepts involved in using this high-end professional non-linear video editing program. It covers the new timeline direct tools, layouts and interface, mixing frame sizes and aspect ratios, video capturing and project management. Sessions are divided between demonstration and hands-on practice, with dedicated lab time in order to complete a short final project. For those interested in learning this program, whether for personal use, for work, or to help in the professional arena, a familiarity with computers and basic knowledge of editing is recommended. Registration closes one week prior to start date of class. 8 sessions @ 3 hrs each.

$400 Tuition
$400 Total Cost

Section 0010 Fairfax Public Access (TV & Radio) Thu, February 8-March 29
Rm TBD TBD, Instructor

QuickBooks Pro 2015—Level 1 | Course CT01435

This course is geared towards anyone working with data entry in QuickBooks. Level 1 teaches how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. A general knowledge of accounting principles is required for this course. Purchase book separately. ISBN: 9781942417170. 7 sessions @ 3 hrs each.

$499 Tuition
$499 Total Cost

Section 0010 Pimmit Hills Ctr M W, January 30-February 21
Rm 123 Wanda Patt, CPA, QB Pro Advisor, instructor

Fast Track Bookkeeping and Accounting | Course BE01264

Acquire basic bookkeeping and recordkeeping skills. Enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). In this intense class, the accounting cycle (knowledge side) will be followed by QuickBooks Pro (skills side). Nice class for anyone interested in the field, including entrepreneurs. 15 sessions @ 3 hrs each.

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

Section 0010 Plum Center M W, February 5-March 28
Rm 117 Chandran Pillai, CPA, instructor

Comprehensive Tax Preparation 1 | Course BE01266

Interested in earning money as a tax professional and/or saving money by preparing your own return? Course covers simple individual tax forms, including 1040EZ, 1040A, and basic 1040 returns. Those preparing taxes for others can use course to sit for pending IRS exams and ACAT certification. No discounts or refunds. 10 sessions @ 3 hrs each.

$590 Tuition
$5 User Fee
$185 Text: Income Tax School Comprehensive Tax Course 2017
$699 Total Cost

Section 0010 Plum Center Tu Th, January 30-March 1
Rm 102 Emmanuel Gyimah, instructor

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.
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.
$286 Tuition
$286 Total Cost
Section 0010 7:00 pm
Plum Center Tu Th, March 6-March 15
Rm 104
Chandran Pillai, CPA, instructor

Accounting for Non-Accountants | Course BE01277
Accounting for non-accountants is the must-have course for all who have never taken an accounting class, are mystified by accounting language, and have no clue about balance sheets, income statements, or statements of cash flows. Whether you own a business, plan on starting one, or need to brush up on accounting, this is the course for you. 4 sessions @ 3 hrs each.
$286 Tuition
$ 13 Text: Accounting for Non-Accountants, 3rd ed
$299 Total Cost
Section 0010 7:00 pm
Woodson HS Tu Th, January 16-January 25
Rm G106
Wanda Patt, CPA, QB Pro Advisor, instructor

Kathy Barber has broad and deep experience in both the business and education industries. She has taught in public and private schools, K-12, and higher education. Subjects taught vary from the complete curriculum in elementary school to English, history and science in high school, and sociology, psychology, and ethics in college.
Kathy’s experience in business has been in legal services, financial services, health care, and government consulting. She has held high level management positions in both operations and in human resources, and in every position she has been deeply involved in supervision, performance management, and training. She has keen insight into the skills, competencies, and behaviors necessary to enter, remain, and advance in the work force.

Business English Essentials II | Course BE01053
This course reviews the building blocks of English, including words, phrases, and clauses. It explains count and noncount nouns, plural and possessive nouns, and irregular verbs. It describes the different kinds of verbs, the singular and plural forms of verbs, and the simple present, present progressive, and past tense of verbs. It defines pronouns, adjectives, adverbs, conjunctions, prepositions and interjections, and covers subject-verb agreement and pronoun-antecedent agreement. Students who attend this class will finish being able to construct complex sentences with a variety of patterns. Additionally, they will be able to write cohesive paragraphs with smooth transitions and accurate grammar. 4 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$231 Tuition
$ 1 User Fee
$ 97 Text: Basic English Review, 9th ed
$329 Total Cost
Section 0010 7:00 pm
Plum Center Tu Th, March 20-March 29
Rm 102
Kathy Barber, MA, instructor

Successful Business Writing | Course BE01075
In business writing, the language is concrete and significant points are well expressed. Create clear and effective letters, memos, reports, and professional papers. Manage writer’s blocks; get ideas on paper; revise for clarity; and edit for jargon, wordiness, and correct grammar. Put away your inadequacies and acquire that professional touch. 5 sessions @ 3 hrs each.
$288 Tuition
$ 21 Text: Writing At Work
$309 Total Cost
Section 0010 7:00 pm
Woodson HS Tu Th, February 20-March 6
Rm F123
Kathy Barber, MA, instructor

Office Communication Skills | Course BE01061
Office Communication Skills is a practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 Cs of business writing. A MS PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$205 Tuition
$ 10 User Fee
$ 4 Text: Quick Source Guide PowerPoint 2013
$219 Total Cost
Section 0010 7:00 pm
Edison HS Tu Th, March 1-March 15
Rm B129
Robert Wise, instructor

Confident Public Speaking | Course BE01088
Whether speaking to a small group or a filled auditorium, this class provides the requisite tools needed to deliver a message clearly and with confidence. Learn ways to overcome nervousness; have a technique for preparing messages that are meaningful for the audience; get tips for creating impactful visuals that support the message; and manage questions and answers. The course provides opportunities to practice both off-the-cuff and planned presentations. 4 sessions @ 2 hrs each.
$169 Tuition
$169 Total Cost
Section 0010 7:00 pm
Woodson HS Tu Th, January 29-February 7
Rm G106
Lori Muhlstein, MPA, instructor

Confident Public Speaking | Course BE02067
Building on basic presentations skills, this class offers participants the ability to enhance their public speaking skills from 60-second “elevator” speeches to longer prepared presentations. Participants will select a topic and work throughout the program on a presentation from development to delivery including design, notes and visuals development, and continued practice with feedback. “Confident Public Speaking” or some public speaking experience required. 3 sessions @ 2 hrs each.
Prereq:BE01066 Confident Public Speaking
$149 Tuition
$149 Total Cost
Section 0010 7:00 pm
Woodson HS Tu Th, February 13-February 20
Rm G106
Lori Muhlstein, MPA, instructor

Accent Modification | Course BE01067
Accent modification improves speaking and listening skills for non-native speakers of English. It includes instruction in placement of sounds in the head, accurate pronunciation, stress and rhythm, linking, and intonation. Students learn and apply a skill set that reduces their accent and allows them to better understand English and to be better understood when they speak. The International Phonetic Alphabet (IPA) is employed so the training applies to all languages. 5 sessions @ 3 hrs each.
$250 Tuition
$ 19 Text: Mastering the American Accent
$269 Total Cost
Section 0010 1:00 pm
Plum Center Tu Th, February 20-March 6
Rm 110
Kathy Barber, MA, instructor

Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088
Do you find yourself in the middle of an argument and wonder how it got started in the first place? Do you overreact and make a difficult situation worse? Are you trapped in a seemingly irresolvable cycle of conflict? Do you become angry or frustrated dealing with difficult people? Course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others’ concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.
$ 95 Tuition
$ 95 Total Cost
Section 0010 7:00 pm
Woodson HS W, March 14
Rm G106
Eric Assur, MA, instructor
Navigating Life Changes—Exploring Life Dreams | Course BE01567

Change is a natural part of life, whether it is a change in your job, your relationships, or your business. We tend to navigate these changes by defaulting to old patterns and limited thinking. What if you could make a different choice? What if you could take advantage of the change and design the next phase of your life? And, what if it makes no difference how old you are, your level of education, or your current economic picture? This class explores the innate power and abilities already within you. We will look at opportunities that come our way and the common reasons we get stuck in beliefs about what we are capable of that are simply no longer valid. Using the tried and proven DreamBuilder process, we will explore the possibilities for your life. You will learn the tools for creating a life you design whenever change comes your way. 4 instructional hours.

$ 79 Tuition
$ 79 Total Cost

Section 0010  7:00 pm
L. Braddock SS  Tu, Th, February 6-February 8
Rm H250  Demara Stamler, instructor

Section 0011  9:00 am
L. Braddock SS  Sa, March 17
Rm H250  Demara Stamler, instructor

Find a Local, State, or Federal Job by Using the Internet | Course BE01395

Explore numerous web sites to find local, state, and federal jobs of interest. Learn tips and tricks of how to get where you would like to go. Determine eligibility requirements, examine the application process, and establish follow-through procedures. Taught in a computer lab. 1 session @ 3 hrs.

$ 79 Tuition
$ 79 Total Cost

Section 0010  9:30 am
Pimmit Hills Ctr  W, February 7
Rm 123  Rosalind Levy, instructor

Section 0011  7:00 pm
Pimmit Hills Ctr  Tu, March 20
Rm 116  Rosalind Levy, 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. Section three will be in a computer lab where the instructor will help all students finalize their résumés. 3 sessions @ 2.5 hrs each.

$ 119 Tuition
$ 119 Total Cost

Section 0010  9:30 am
Pimmit Hills Ctr  Tu W Th, January 30-February 1
Rm 123  Rosalind Levy, instructor

Section 0111  7:00 pm
Plum Center  W, February 7-February 21
Rm 140  Bruce Robertson, MS, SPHR, instructor

Section 0012  7:00 pm
Plum Center  W, March 7-March 21
Rm 116  Bruce Robertson, MS, SPHR, instructor

English Essentials: The Power of the Preposition | Course PRO7010

Who says you can’t end a sentence with a preposition? Written in the 18th Century, grammarians thought the rule appropriate to mimic the sentence structure of Latin. But, great writers have never been hampered by these rules, and sentence-ending prepositions can be found in some of the most beautiful writing in the English language. Attend this three-hour workshop to find out how to write more effectively, more creatively, and more powerfully by mastering the art of the preposition. 1 session @ 3 hrs.

$ 99 Tuition
$ 99 Total Cost

Section 0010  1:00 pm
Plum Center  Th, February 1
Rm 116  Kathy Barber, MA, instructor

Section 0011  7:00 pm
Woodson HS  W, March 14
Rm G113  Kathy Barber, MA, instructor

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

In what could be one of the most enlightening 2 hours you’ve ever spent, this class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! (Instructor Dan Levine has won many awards for 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 0010  7:00 pm
Woodson HS  W, April 18
Rm G113  Staff, instructor

Section 0011  1:00 pm
Pimmit Hills Ctr  Sa, April 21
Rm 154  Staff, instructor

Creating a Successful Business Plan | Course BE01879

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

$ 224 Tuition
$ 2 User Fee
$ 23 Text: The Secrets to Writing A Successful Business Plan
$ 249 Total Cost

Section 0010  7:00 pm
Woodson HS  W, February 21-March 7
Rm G111  Joe Micari, MBA, instructor

Developing a Marketing Plan | Course BE01245

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

$ 125 Tuition
$ 125 Total Cost

Section 0010  7:00 pm
Plum Center  M, February 5-February 12
Rm 141  Robert Wise, instructor

Financing Your Small Business | Course BE01882

This course is for entrepreneurs ready to start or expand a business. Discussion topics include: loan requirements for both owners and businesses, sources of financing, and different kinds of financing available. Taught by a respected author and speaker. 2 sessions @ 3 hrs each.

$ 129 Tuition
$ 129 Total Cost

Section 0010  9:00 am
Plum Center  F, February 2-February 9
Rm 148  Karlene Sinclair-Robinson, instructor

NEW

Cyber Security for Small Businesses | Course CT03001

Designed for small businesses with an interest in improving their security posture, the course covers the key concepts of information security and assurance. Topics include: the basics of risk assessment and management to help identify what is important in your company and how to protect it; proper password management and securing your web presence to keep you and your customers safe; and covering useful administrative tools such as creating and maintaining important policies and procedures to keep your business safe and operational. Useful resources, tips for hiring IT/security professionals, and budget considerations will also be covered. 8 hours of instruction.

$ 199 Tuition
$ 199 Total Cost

Section 0010  7:00 pm
Woodson HS  Th, February 1-February 22
Rm G120  Joe Pesci, instructor

ENTREPRENEURSHIP/SMA L BUSINESS

Starting Your Own Business | Course BE01896

Thousands start businesses every day. Success involves planning, maneuvering through bureaucratic hurdles, and finding customers. Learn how to be your own boss, set up your business operations, develop a marketing plan, and plan for growth. 1 session @ 6 hrs.

$ 139 Tuition
$ 139 Total Cost

Section 0010  9:00 am
Plum Center  Sa, January 27
Rm 148  Lori Muhlstein, MPA, 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.
$134 Tuition
$25 User Fee
$159 Total Cost
Section 0010
7:00 pm
Pimmit Hills Ctr
W, January 31-February 7
Rm 160
Christopher J. Ingliese, CPA, MS (Tax), instructor

Landlording | Course BE01186
Do you have difficult tenants? Are you considering renting out your home or purchasing investment property? Avoid problems. A lawyer will present your rights and responsibilities regarding leases, security deposits, maintenance, record keeping, and eviction. Learn how recent developments in Virginia landlord-tenant law affect you! Determine whether your rental(s) are exempt from the Virginia Residential Tenant Act. 1 session @ 2.5 hrs.
$99 Tuition
$99 Total Cost
Section 0010
9:00 am
L. Braddock SS
Sa, February 17
Rm H252
Kathleen McDermott, JD, instructor
Section 0011
7:00 pm
Woodson HS
W, March 21
Rm G113
Kathleen McDermott, JD, 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 and know everyone will want one if you just make it available. But, how do you know if your idea will sell? How do you price your product for profit? How do you navigate the prototype process without wasting money? Can you get someone to buy your idea and sell it for you, or should you build and sell 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.
$239 Tuition
$39 Total Cost
Section 0010
7:00 pm
Tu Th, January 16-January 25
Andrew E. Colsky, J.D., LL.M., MS, GPC, instructor

Child Care Provider Program | Course BE08099
Envision a better future for children and a brighter one for you as well. 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.
$779 Tuition
$12 User Fee
$68 Text: Essentials for Working with Young Children, 2nd ed ($63); Standards for Licensed Child Day Centers ($5)
$859 Total Cost
Section 00010
9:00 am
L. Braddock SS
Sa, January 27-April 28
Rm H215
Jacqueline Miner, instructor

LEADERSHIP AND MANAGEMENT

What Management Is, What Managers Do | Course BE01510
Organizations are the means by which people get things done. People can accomplish more working together than they can achieve alone, but to combine and coordinate the efforts of the members of the organization, the process of management is required. Learn why management is needed in all organizations and the different levels of management. Explore what managers do, the definitions of essential management functions—planning, organizing, staffing, leading and controlling—and the basic skills required for effective management. 1 session @ 4 hrs.
$119 Tuition
$119 Total Cost
Section 0010
9:00 am
Plum Center
Sa, February 3
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.
$119 Tuition
$119 Total Cost
Section 0010
9:00 am
Plum Center
Sa, February 10
Rm 116
Sally Silberman, instructor

Successful Delegation: Achieving Results Through Others | Course BE01512
Delegating effectively is a critical skill (that falls under the organizing function) that a manager or team 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 @ 6.5 hrs.
$149 Tuition
$149 Total Cost
Section 0010
7:00 pm
Plum Center
W, March 7-March 21
Rm 140
Liz McDowell, instructor

Leadership | Course BE01513
Employees are an organization’s most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course covers the essential skills supervisors need to address employee performance and personnel actions. 3 sessions @ 2.5 hrs each.
$159 Tuition
$159 Total Cost
Section 0010
7:00 pm
Plum Center
W, March 7-March 21
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.
$119 Tuition
$119 Total Cost
Section 0010
7:00 pm
Plum Center
Th, February 8-February 22
Rm 122
Liz McDowell, instructor

“Sally produced one of the most comprehensive, power packed, dynamic lessons it has been my privilege to attend.”

Michael K.

What Management Is, What Managers Do
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.
$254 Tuition
$ 5 Text: Human Resources Management Fundamentals
$259 Total Cost

Section 0010  7:00 pm
Edison HS  Tu Th, February 13-February 22
Rm B133  Gina Lynch, MA, MS, instructor

HR Training the Workforce | Course BE01403
Your organization needs a training plan. This course covers what constitutes training, how to develop and structure a training program, preparing effective training plans, obtaining high workforce productivity from funds expended for training, how to design courses, and training/development programs of value to workforce. 4 sessions @ 3 hrs each.
$254 Tuition
$ 5 Text: FCPS BE01403 Training the Workforce
$259 Total Cost

Section 0010  7:00 pm
Edison HS  Tu Th, March 13-March 22
Rm B133  Gina Lynch, MA, MS, instructor

HR Organizational Downsizing | Course BE01404
In-depth study of the downsizing process, how managers can proceed successfully through each step of the process, and while caring for each employee as far as possible, develop a strong, forward-looking organization prepared for future challenges. Bring laptop to class. 4 sessions @ 3 hrs each.
$254 Tuition
$ 5 Text: FCPS BE01404 Downsizing with Logic and Care
$259 Total Cost

Section 0010  7:00 pm
Edison HS  Tu Th, January 16-January 26
Rm B133  Gina Lynch, MA, MS, instructor

Introduction to Coaching | Course BE01560
If you seek to inspire and motivate others, then coaching may be the skill set for you. This continuously emerging approach to all areas of their lives. In this experiential introductory session, we’ll discuss the basics of how coaching works and discover what coaching is—and isn’t—distinguishing coaching from mentoring, consulting, therapy, training and athletic development and the essential components of all coaching interventions. 1 session @ 4 hrs.
$119 Tuition
$119 Total Cost

Section 0010  9:00 am
Plum Center  Sa, January 27
Rm 116  Sally Silberman, instructor

Agile Estimation and Planning | Course CT01696
Each student will learn about user stories, story points, planning poker, product backlog, team velocity, and how to apply them all to estimation and iterative re-estimation. Grooming of the Product Backlog and zoning of user stories as techniques in estimating agile projects will also be discussed. Prerequisite: CT01693. 2 sessions @ 3 hrs each.
Prereq: CT01693 Agile Software Project Management with Scrum
$284 Tuition
$ 15 User Fee
$299 Total Cost

Section 0010  7:00 pm
Woodson HS  Tu Th, March 6-March 8
Rm E157  Christopher Sealey, ME, CSM, instructor

Agile Software Project Management with Scrum | Course CT01693
With many software development projects consistently over budget and behind schedule, government and private industry are relying on agile methodologies to fix problems. Software developers, team leads, project managers, functional experts need a software solution. Discover what it means to be agile and how the Scrum methodology will expose flaws in your existing process and motivate your team to deliver working software faster. 2 sessions @ 3 hrs each.
Section 0010  7:00 pm
Woodson HS  Tu Th, February 20-February 22
Rm E159  Christopher Sealey, ME, CSM, instructor

Instructional Design for Classroom Training | Course BE03105
Gain the skills you need to create effective corporate, government, and military training courses. Using the Instructional Systems Design (ISD) method, you will develop a full courseware suite, including facilitator guides, participant workbooks, and PowerPoint presentations. Learn to create engaging, active, and applied learning activities that meet stated learning outcomes. If you are an instructional designer, training coordinator, training instructor, or interested in pursuing a career in the field of instructional technology, this course may be right for you. 5 sessions @ 1.5 hrs each.
$149 Tuition
$149 Total Cost

Section 0010  7:00 pm
L. Braddock SS  Tu Th, January 23-February 13
Rm H220  Annette Suh, MBA, MA, MEd, instructor

Introduction to Project Management | Course BE01204
Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. Bring lunch. 2 sessions @ 6 hrs each.
$289 Tuition
$ 10 User Fee
$299 Total Cost

Section 0010  9:00 am
Pimmit Hills Ctr  Sa, February 10-February 24
Rm 154  Melson Martis, MBA, PMP, CSM, instructor

NEW
Effective Note Taking | Course PR09005
Meeting minutes are only meaningful if read and participants complete the action items. This workshop covers key skills for capturing, editing, and distributing minutes that get results. Upon completion of this workshop, you will know the appropriate information to include in meeting notes; get tips for taking meeting minutes; write action items that are clear and accurate; and practice active listening. This workshop combines instructor-led discussion with group and individual activities. 1 session @ 3 hrs.
$ 99 Tuition
$ 99 Total Cost

Section 0010  7:00 pm
Plum Center  M, March 26
Rm 140  Lori Muhlstein, MPA, instructor

Using Brain Science to Enhance Your Personal Effectiveness | Course BE04020
Identify brain structure associated with executive functions and emotion regulation. Examine strategies for maximizing the executive function of your brain. Apply strategies for emotion regulation to contribute to your productivity and personal effectiveness. 2 sessions @ 3 hrs each.
$129 Tuition
$129 Total Cost

Section 0010  9:00 am
L. Braddock SS  Sa, February 3
Rm H220  Annette Suh, MBA, MA, MEd, instructor

Section 0011  7:00 pm
Woodson HS  Tu, March 6-March 13
Rm E125  Annette Suh, MBA, MA, MEd, instructor

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

Section 0010  7:00 pm
Pimmit Hills Ctr  M, January 22-April 9
Rm 155  Bill Hardin, CRB, instructor

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

Section 0010  7:00 pm
Plum Center  W, February 14
Rm 104  Melissa Shaw, PCM, instructor
Introduction to Marketing | Course BE01759

Ever wondered how marketing works? Explore the what, where, when, how, and why of marketing a product, service, or idea. Great overview class for individuals owning a small business or those interested in marketing and/or the Marketing Certificate Program! 2 sessions @ 2.5 hrs each.

$129 Tuition
$129 Total Cost

Section 0010
9:00 am
L. Braddock SS
Rm H252
Liz McDowell, instructor

Marketing and Promotions for Small Business | Course BE01770

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

$159 Tuition
$159 Total Cost

Section 0010
7:00 pm
Plum Center
Tu Th, January 30-February 8
Rm 104
Melissa Shaw, PCM, instructor

Psychographics of Marketing | Course BE01762

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

$129 Tuition
$129 Total Cost

Section 0010
9:00 am
Plum Center
Sa, February 17-February 24
Rm 140
Liz McDowell, 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 0010
1:00 pm
Plum Center
F, January 19
Rm 148
Lynn O’Connell, instructor

Project Management for Nonprofits | Course BE01209

Project Management (PM) in the nonprofit world is important. Projects include everything from grantwriting and fundraising to a strategic plan with project development, execution, and results. This workshop introduces participants to basic project management (PM) principles for success and details the five processes that make up the PM Life Cycle. It will walk participants through project development: defining your project, outlining the steps to implement the project, and processes to control quality. Participants will also learn specific PM techniques to make project requests stronger including strategies for communication with stakeholders, cost management, and human resource management. 1 session @ 4 hrs.

$109 Tuition
$10 User Fee
$119 Total Cost

Section 0010
9:00 am
Pimmit Hills Ctr
Sa, March 17
Rm 154
Melson Martins, MBA, PMP, CSM, instructor

PERSONAL FINANCE

Fundamentals of Personal Budgeting | Course BE01102

Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2 hrs each.

$109 Tuition
$109 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
M, February 5-February 26
Rm 161
Martha Borowski, MBA, instructor

Social Security Timing Strategies | Course BE01143

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

$39 Tuition
$39 Total Cost

Section 0010
7:00 pm
Edison HS
Tu, January 30
Rm B129
James Steele, MBA, IAR, instructor

Section 0011
7:00 pm
Woodson HS
W, February 21
Rm G107
James Steele, MBA, IAR, instructor

Section 0012
9:00 am
Plum Center
Sa, March 24
Rm 140
James Steele, MBA, IAR, instructor

Ms. Harris offered real-world insight into the career of instructional design. Provided excellent explanations with examples to illustrate concepts.”

Carolyn J.
Instructional Design for Classroom Training
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. The goal is to raise awareness of what a residential home inspector evaluates. It enables you to reflect on the condition of your home and address problems before placing your house on the market. Learn about what exterior and interior components and condition checklist is. Participants will learn through a slide show of examples, discussions, and handouts. Course is taught by a certified home inspector. 1 session @ 3 hrs.

$ 49 Tuition  
$ 49 Total Cost

Section 0010 7:00 pm  
Pimmit Hills Ctr  
Rm 20  
Sala, February 20

$ 107 Tuition  
$ 22 User Fee  
$ 129 Total Cost

NEW Retirement Readiness Planning: Your Money and Your Life! | Course BE01159

This two-session course is for everyone...from individuals who have done little to prepare for retirement, whether it is around the corner or forty years from now, to those who have planned and want a “status check.” The initial section focuses on essential financial and legal issues related to retirement readiness. The second session covers the softer side retirement. The goal is to raise awareness that retirement can be a series of events and transitions, not just a single activity where one day you are working full time and the next you have a long life of leisure ahead of you. 2 sessions @ 1.5 hrs each.

$ 49 Tuition  
$ 49 Total Cost

The Federal Reserve and Its Effect on Your Income and Wealth | Course BE01125

The Federal Reserve is one of the most powerful entities in the world, but do you know how it was created, what it does, and how its actions have a direct effect on your wealth? Using lessons from history, economics, finance, politics, accounting, demographics, war and even religion, as well as simple math, learn what the Wall Street elite and Washington establishment do not want you to understand about the system. Taught by an experienced CPA with a Masters Degree in taxation. 1 session @ 3 hrs.

$ 69 Tuition  
$ 69 Total Cost

Section 0010 7:00 pm  
Pimmit Hills Ctr  
Rm 144  
Christopher J. Inglese, CPA, MS (Tax), instructor

Preparing Your Home for Sale Seminar | Course BE01175

Homeowners have a formidable task preparing to sell their house. What should be fixed? Is it important? This seminar provides information on what a residential home inspector evaluates. It enables you to reflect on the condition of your home and address problems before placing your house on the market. Learn about what exterior and interior components and condition checklist is. Participants will learn through a slide show of examples, discussions, and handouts. Course is taught by a certified home inspector. 1 session @ 3 hrs.

$ 49 Tuition  
$ 49 Total Cost

Section 0010 7:00 pm  
Pimmit Hills Ctr  
Rm 158  
John LaFever, instructor

Transitions in Housing for Seniors | Course BE01185

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

$ 45 Tuition  
$ 45 Total Cost

Section 0010 9:00 am  
Plum Center  
Rm 201  
Diane G. Murphy, Ph.D., instructor

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 ins 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.

$ 65 Tuition  
$ 65 Total Cost

Section 0010 12:30 pm  
Plum Center  
Rm 110  
Melissa Shaw, PCM, instructor

Social Media Networking | Course BE01387

Are you behind the social media curve? Learn how to use blogs, Facebook, Twitter, YouTube and other tools to network with potential customers, colleagues, and friends. Learn dos and don’ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. Students MUST have a Facebook account (go to www.facebook.com and sign up) before attending this course. Taught in a computer lab. 2 sessions @ 3 hrs each.

$ 129 Tuition  
$ 129 Total Cost

Section 0010 9:00 am  
Plum Center  
Rm 110  
Karlene Sinclair-Robinson, instructor

Twitter—Tweet Your Talk! | Course BE01702

In 140 characters or less, establish your presence and engage with others via Twitter. Set up an account, determine who to follow, attract others, and find out what others are saying about your product or service. Harness the power of Twitter—one of the easiest and most powerful social media tools available! 1 session @ 3 hrs.

$ 79 Tuition  
$ 79 Total Cost

Section 0010 7:00 pm  
Edison HS  
Rm A125  
Karlene Sinclair-Robinson, instructor
Healthcare and Dental

HEALTH AND FAMILY MATTERS

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

$ 59 Tuition
$ 59 Total Cost

Section 0010
9:30 am
Plum Center
Sa, February 10
Rm 141
Hammer, instructor

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

$ 39 Tuition
$ 39 Total Cost

Section 0010
10:00 am
L. Braddock SS
Sa, January 13
Rm H211
Erika Crabb, RPh, instructor
Section 0011
7:00 pm
Woodson HS
W, February 31
Rm G111
Erika Crabb, RPh, instructor

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

$ 45 Tuition
$ 45 Total Cost

Section 0010
10:00 am
L. Braddock SS
Sa, January 27
Rm H227
Shauna Pittman, PharmD, instructor
Section 0011
7:00 pm
Woodson HS
W, February 7
Rm G111
Shauna Pittman, PharmD, instructor

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

$ 45 Tuition
$ 45 Total Cost

Section 0010
11:30 am
Woodson HS
Sa, February 10
Rm G111
Shauna Pittman, PharmD, instructor
Section 0011
7:00 pm
Woodson HS
W, February 21
Rm G113
Shauna Pittman, PharmD, instructor

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

$ 45 Tuition
$ 45 Total Cost

Section 0010
9:00 am
Woodson HS
Sa, February 10
Rm G106
Erika Crabb, RPh, instructor
Section 0011
7:00 pm
Woodson HS
W, March 7
Rm G113
Erika Crabb, RPh, instructor

Calling all Caregivers! | Course HM01734
Searching for ways to have meaningful, engaging interactions with a person with dementia? One-on-one activities, ideas, approaches, techniques for communication, importance of processing time, learning likes and dislikes, leisure, recreational interests, and how they find meaning and purpose will be covered. 2 sessions @ 2.5 hrs each.

$ 99 Tuition
$ 4 User Fee
$103 Total Cost

Section 0010
9:00 am
Plum Center
Sa, February 10
Rm 147
Vicky Waller-Surash, MS MS ACC CDP, instructor

“

The instructor was well prepared, did an excellent job explaining what Autism is, and gave wonderful suggestions and references. I felt I came out of Ms. Hammer's class with a toolbox full of ideas that I can use in my classroom. Excellent course.”

Debbie Bean
Autism Awareness

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.

$119 Tuition
$119 Total Cost

Section 0010
6:30 pm
Plum Center
Tu, February 6-February 20
Rm 147
Laurie Cushman, BSN RN CPAN, instructor

Doubting Your Memory? | Course HM01789
Worrying more about forgetting things? Worried that you might be developing dementia? Is this more than normal aging? Discover why this may be happening. Learn how the brain works and how brain exercises, learning something new and novel, can improve your cognitive skills. Half hour break included. 1 session @ 3 hrs.

$ 59 Tuition
$ 59 Total Cost

Section 0010
9:30 am
Woodson HS
Sa, February 3
Rm G105
Vicky Waller-Surash, MS MS ACC CDP, instructor

Normal Aging | Course HM01944
What is “normal” in the aging process? What changes occur in our bodies without diseases being present? What are some reasons for memory loss? What does dementia mean and how is it caused? Learn the answers to these questions. 1 session @ 3 hrs.

$ 59 Tuition
$ 59 Total Cost

Section 0010
9:30 am
L. Braddock SS
Sa, January 20
Rm H215
Vicky Waller-Surash, MS MS ACC CDP, instructor

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

$ 59 Tuition
$ 59 Total Cost

Section 0011
9:30 am
L. Braddock SS
Sa, February 17
Rm H215
Vicky Waller-Surash, MS MS ACC CDP, instructor

Under 18? Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.
Mental Fitness—Exercise Your Mind Now! | Course HM01791

Continuation of HM01790 Promoting Brain Fitness. Session 1 will emphasize exercises using the senses; Session 2, right, left and whole brain exercises; and Session 3, calming the mind. 3 sessions @ 1.5 hrs
PreReq: HM01790 Promoting Mental Fitness
$ 89 Tuition
$ 89 Total Cost

Section 0010 9:30 am
L. Braddock SS Sa, January 27
Rm H215 Vicky Waller-Suras, MS MS ACC CDP, instructor

The Environment and Aging | Course HM01688

Explore age-related sensory changes and the impact they can have on one’s environment. In addition, identify attributes of a physical environment that can hinder or support the special needs of older adults. Taught by a gerontologist and certified dementia care practitioner. 1 session @ 2.5 hrs.
$ 49 Tuition
$ 49 Total Cost

Section 0010 9:30 am
L. Braddock SS Sa, January 27
Rm H215 Vicky Waller-Suras, MS MS ACC CDP, instructor

The Alphabet Soup of Medicare | Course HM01928

Are you confused about Medicare? Most seniors are so you are not alone. It’s not only about the ABC’s. There’s also D and then there’s Medical Supplement with it’s own host of lettered plans! Have you heard about Medicare Advantage? That’s where A+B+D (sometimes) =C. Yikes! And have you ever wondered how and if medicare pays for nursing homes or long term care? If you have any of these questions, this course is for YOU. If you’re not yet old enough for Medicare, come to the class so you can be a step ahead of the pack so that you know what to do when the time comes. If you’re already on Medicare, come to better understand the benefits you currently have. The class will meet twice for 90 minutes each session.
$ 89 Tuition
$ 89 Total Cost

Section 0010 10:00 am
Plum Center Sa, January 20-January 27
Rm TR4 Sharpe, instructor

Section 0010 10:00 am
Plum Center Sa, March 3-March 10
Rm 147 Sharpe, instructor

Dementia, Delirium, Depression | Course HM01787

Review the many reasons why older adults are at a high risk for depression. Depression can be chronic or acute as in delirium. Discover how these are similar and how they are different such as onset, thinking, mood, and activity levels. Taught by a gerontologist and certified dementia care practitioner. 1 session @ 3.5 hrs.
$ 69 Tuition
$ 69 Total Cost

Section 0010 6:30 pm
Edison HS Tu, January 23
Rm B130 Vicky Waller-Suras, MS MS ACC CDP, instructor

Behavior as a Form of Communication in Dementia | Course HM01788

A thorough review of behaviors associated with dementia and what they often mean will be discussed. Learn how to identify what their triggers are and ways to change the outcome. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.
$ 69 Tuition
$ 69 Total Cost

Section 0010 6:30 pm
Edison HS Tu, January 23
Rm B130 Vicky Waller-Suras, MS MS ACC CDP, instructor

Alzheimer’s and the Other Dementias | Course HM01665

Learn various causes of memory loss and how Alzheimer’s disease differs from other types of dementia such as vascular, frontotemporal and Lewy Body. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.
$ 59 Tuition
$ 6 User Fee
$ 65 Total Cost

Section 0010 6:30 pm
Plum Center Sa, February 15
Rm 148 Vicky Waller-Suras, MS MS ACC CDP, instructor

Alzheimer’s Disease | Course HM01667

An in-depth look into the theories of what causes Alzheimer’s disease and what changes are associated with the disease progression including cognitive and behavioral. Taught by a certified dementia care practitioner. 1 session @ 2 hrs + 30 minutes Q&A.
$ 49 Tuition
$ 49 Total Cost

Section 0010 6:30 pm
Edison HS Th, January 25
Rm B130 Vicky Waller-Suras, MS MS ACC CDP, instructor

Section 0011 12:00 pm
Plum Center Th, February 22
Rm 148 Vicky Waller-Suras, MS MS ACC CDP, instructor

Alzheimer’s—Meeting Them in Their Reality | Course HM01737

Class covers cultural and historical events that shape our lives (Cohort Effect), regression or backward replay of the script of one’s life with Alzheimer’s (Theory of Retrosenosis). How the person’s past becomes their future, stages of Alzheimer’s, and the Global Deterioration Scale discussed. 1 session @ 3 hrs.
$ 89 Tuition
$ 89 Total Cost

Section 0010 6:30 pm
Edison HS Th, February 1
Rm B130 Vicky Waller-Suras, MS MS ACC CDP, instructor

Section 0011 12:00 pm
Plum Center M, February 12
Rm 148 Vicky Waller-Suras, MS MS ACC CDP, instructor

Death and Dying: Facing Our Own Mortality | Course HM01735

Many of us don't even use words like “die or death”. Instead, we say “pass away” or “when something happens”. This class makes the unfamiliar territory of death more comfortable by discussing ways to provide comfort, what to do when someone dies, and looking at our own perspective regarding what we would want. Taught by a gerontologist. 1 session @ 3 hrs.
$ 59 Tuition
$ 5 User Fee
$ 64 Total Cost

Section 0011 11:00 am
Plum Center Tu, February 20
Rm 148 Vicky Waller-Suras, MS MS ACC CDP, instructor

CPR AND FIRST AID

Basic Life Support | Course HM01697

American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Must be on time. Book required. Recommend book be picked up prior to class—call 703 658-1293/1244 for questions.
Written test is open resource so be sure to bring your book to class! 1 session @ 5 hrs.
$ 118 Tuition
$ 17 Text: BLS Provider Manual 2015
$ 135 Total Cost

Section 0010 9:30 am
Plum Center Sa, January 13
Rm 150 Atkins, instructor

Section 0011 9:00 am
Plum Center Th, January 25
Rm 119 Delicy Perez, AASMA, CMAA, instructor

Section 0012 9:00 am
Plum Center Tu, February 6
Rm 148 Cokaley, instructor

Section 0013 10:00 am
Plum Center Sa, February 17
Rm 119 Carlson, instructor

Section 0014 9:00 am
Plum Center M, March 5
Rm 150 Wright, instructor

Section 0015 9:30 am
Plum Center Sa, March 24
Laurie Cushman, BSN RN CPAN, instructor

Note: The American Heart Association (AHA) strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.
Family and Friends CPR | Course HM01969
Designed for grandparents and community members that just want an overview of basic CPR skills. Does not include certification or first aid skills. Ideal for first time parents and grandparents. Will not fulfill certificate program CPR and first aid training requirement. 1 session @ 3 hrs.

$51 Tuition
$5 User Fee
$3 Text: Family & Friends CPR Student Manual
$59 Total Cost

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Heartcode BLS | Course HM01879
Blended learning for Basic Life Support (for Healthcare Providers). Designed for those who have had Basic Life Support training in the past. Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS. Please see course HM01697 for classroom instruction. 1 session @ 1.5 hrs

$99 Tuition
$99 Total Cost

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<td>Wright, instructor</td>
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<td>0104</td>
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Pediatric CPR and First Aid | Course HM01796
Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709.

Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

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

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<td>Carlson, instructor</td>
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Starting January 2018, e-cards will be issued for all CPR & First Aid classes. Participants must provide a valid email address at time of registration.

Heartseaver First Aid CPR AED | Course HM01625
Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.

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

First Aid | Course HM01626
Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. American Heart Association Certification card valid for 2 years. Must be on time. Book required. Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 3 hrs.

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

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<td>Rm 2</td>
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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 2 years. Book required. Ideal for Boy Scout and Girl Scout Leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.

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

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<td>Reynolds, instructor</td>
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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.
CERTIFIED NURSE AIDE (CNA) | Course HM01780

Start your career ladder in nursing with our entry-level health care course: certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each. 
Prereq: HM01605 Certified Nurse Aide Certification Exam. 2 sessions @ 8 hrs each. 
$1299 Tuition 
$0 Text: Mosby’s Essentials for Nursing Assistants, 5th ed 
$1299 Total Cost

Section 0010 3:00 pm 
Plum Center M W F, January 17-February 21 
Rm 104 Susan Albert, RN MSN RN-BC, instructor

Certified Nurse Aide (CNA) Exam Prep | Course HM01781

Reviews skills needed for CNA licensure exam. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each. 
$375 Tuition 
$375 Total Cost

Section 0010 3:00 pm 
Plum Center M W F, February 27-March 1 
Rm 104 Susan Albert, RN MSN RN-BC, instructor

EKG Technician Certification Program | Course HM01618

Learn anatomy, physiology, terminology, and disease processes of the heart. Hands-on labs to practice EKG and discuss Holter monitor lead placement. Basic analysis of cardiac rhythms. EKG Technician Certification exam taken last night of class. H5 diploma/GED not required for course, but required for national certification exam. No tuition waivers. Additional fee of $85 for certification exam collected in class. 17 sessions @ 3 hrs each. 
$1399 Tuition 
$100 User Fee 
$1499 Total Cost

Section 0010 6:30 pm 
Bryant Ctr M W, January 22-April 9 
Rm 8 Staff, instructor

INTRO TO DENTAL CODING AND BILLING | Course HM01748

Whether you are a dental assistant or dental administrative assistant, learning the basics of dental coding will be beneficial to you and your office staff. Understanding the current dental codes and developing your dental coding skills will help you prepare dental claims effectively and efficiently. 7 sessions @ 2.5 hrs each. 
$322 Tuition 
$77 Text: Dental Assistant’s Guide to Coding 
$399 Total Cost

Section 0010 6:00 pm 
Plum Center F, January 26-March 9 
Rm 140 Staff, instructor

MEDICAL

NHA Certification Exam | Course HM01606

Students must first register and pay exam fees with National Healthcareer Association (NHA). Register at their website www.nhanow.com. Must have completed ACE certification program course work to qualify. Please contact 703-658-1216 with questions. 1 session @ 4 hrs. 
$65 Tuition 
$65 Total Cost

Section 0010 9:30 am 
Plum Center Sa, February 24 
Rm 114 Miser, instructor

Clinical Medical Office Procedures—Part 1 | Course HM01615

Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments. 12 sessions @ 2.5 hrs each. 
$428 Tuition 
$25 User Fee 
$142 Text: Clinical Procedures for Medical Assistants, 9th ed 
$595 Total Cost

Section 0010 6:30 pm 
Plum Center W, January 17-April 11 
Rm 147 Staff, instructor 

Clinical Medical Office Procedures—Part 2 | Course HM01616

More complex skills for medical assistant: administration of medications, venipuncture, EKGs, and basic lab procedures. May take before Part 1. (Same textbook as Part 1) 13 sessions @ 2.5 hrs each. 
$390 Tuition 
$20 User Fee 
$142 Text: Clinical Procedures for Medical Assistants, 9th ed 
$552 Total Cost

Section 0010 6:30 pm 
Plum Center M, January 22-April 23 
Rm 119 Deicy Perez, AASMA, CMAA, instructor

CERTIFIED NURSE AIDE (CNA) Placement Test | Course HM01605

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

Section 0010 6:00 pm 
Plum Center F, January 26-March 9 
Rm 140 Staff, instructor

“
I loved this class; Mrs. Albert made it very enjoyable and easy to follow/understand. You can tell she loves what she does and has a good heart. Keep up the good work!”

ACE Student
Certified Nurse Aide
Introduction to EHRs | Course HM01759
All medical facilities and offices are now required to use Electronic Health Records. This class introduces computerization of records to all who wish to enter a healthcare profession. 4 sessions @ 3 hrs each.
$190 Tuition
$139 Text: Electronic Health Records Pkg
$329 Total Cost
Section 0010 8:00 am
ACE Herndon Learning Ctr Sa, January 20-February 10
Rm TBD Walter, instructor
Section 0011 9:30 am
Woodson HS Sa, February 3-February 24
Rm TBD Macon, Instructor

Electronic Health Record Management | Course HM01760
An electronic health record (EHR) is a computerized comprehensive health care record documenting an individual has throughout the healthcare system. Learn components required to maintain medical, legal, accreditation, and regulatory requirements of the EHR through classroom training and computer lab exercises. After course completion, students take national Certified Electronic Health Record Specialist (CEHRS) exam in class; additional fee of $112 for certification exam collected in class. No tuition waivers. 32 sessions @ 3 hrs each.
$2229 Tuition
$100 User Fee
$2329 Total Cost
Section 0010 6:30 pm
Plum Center Tu F, January 23-May 18
Rm 117 Staff, instructor

Histology Assistant Program | Course HM01622
This 96 hour program will introduce students to the professional requirements of a Histology Assistant. Histology Assistants typically work in hospitals, clinics and laboratories assisting histologists and pathologists to prepare and analyze tissue specimens from patients in order to diagnose and treat diseases. This program will review human anatomy emphasizing the recognition, composition and function of organ systems including skeletal, nervous, circulatory, endocrine and reproductive system tissues. Students will also review histotechniques such as tissue processing and an introduction to basic theories and practices of histotechnology including laboratory safety, fixation, routine staining and operation and maintenance of lab equipment. 16 sessions.
$2229 Tuition
$100 User Fee
$2329 Total Cost
Section 0010 6:30 pm
Woodson HS M Th, January 22-May 21
Rm G113 Staff, instructor

Hospital Registration Clerk Certification | Course HM01745
Prepares individuals to handle patient registration and other intake information prior to admission to hospitals and medical offices. Includes advanced medical terminology, medical law and ethics, basic insurance coding and billing, telephone techniques, customer satisfaction, statistical reporting, and basic medical records management. Prereq: HM01600 Medical Terminology With Anatomy—Part 1
$1399 Tuition
$100 User Fee
$1499 Total Cost
Section 0010 6:30 pm
Pimmit Hills Ctr M Th, February 5-April 12
Rm 116 Staff, instructor

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all class—students will not be admitted after class starts on first night. Taught by nurse-attorney. 6 sessions @ 3 hrs each.
$224 Tuition
$51 Text: Medical Law Ethics & Bioethics, 7th ed
$275 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr Tu, March 13-April 24
Rm 145 Staff, instructor

Medical Administrative Assistant Certification Exam Prep | Course HM01766
Review for the National Healthcareer Association Medical Administrative Assistant Certification exam. Covers major topics such as scheduling, client records, coding and more. 2 sessions @ 3 hrs each.
$149 Tuition
$75 User Fee
$224 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 20-January 27
Rm 141 Robertson, instructor

Medical Office Administration | Course HM01620
Comprehensive course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Stay current with new office practices in an evolving medical industry! Practice on medical office software programs commonly used in medical offices.
14 sessions @ 2.5 hrs each.
$509 Tuition
$12 User Fee
$521 Text: Medical Office Administration—A Worktext, 3rd ed ($104); SimChart for the Medical Office 2017 Edition ($139)
$764 Total Cost
Section 0011 1:00 pm
Plum Center F, January 19-April 27
Rm 114 Robertson, instructor
Section 0010 6:30 pm
Chantilly HS Th, February 1-May 10
Rm 206 Walter, instructor

Medical Assistant Fast Track | Course HM01860
Complete your Medical Assistant requirements in a blended learning environment. Ideal for independent, self-motivated students. Work on modules at home on the computer and then come to class twice a week for activities and testing. Must have access to computer outside of class. Students can expect to spend between 12 and 15 hours per week outside of class on studies. High level English competency required. 32 sessions @ 3 hrs each.
Prereq: HM01991 Strategies for Succeeding in Healthcare
$2799 Tuition
$100 User Fee
$329 Text: Sharpeath Plus 1-Color Print for Medical Assisting
$3129 Total Cost
Section 0010 12:00 pm
Plum Center Tu Th, January 16-August 30
Rm 119 S. Spillman, RN BSN, instructor

Medical Assistant Certification Exam Prep | Course HM01765
Review for the National Healthcareer Association Medical Assistant Certification exam. Covers major topics such as terminology, labs, EKGs, and vital signs. 3 sessions @ 2.5 hrs each.
$169 Tuition
$75 User Fee
$244 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 20-February 3
Rm 147 Brooke Koons BSN, instructor

Medical Coding, Billing, and Reimbursement—Part 1 | Course HM01651
First half of comprehensive coding course includes ICD-10/CPT coding for medical billing and reimbursement filing. For detailed billing course, please see HM01951. HM01600/1601 Medical Terminology or HM01604 Medical Terminology Test Out required prior to registration.
14 sessions @ 2.5 hrs each.
Prereq: HM01600 Medical Terminology With Anatomy—Part 1
Prereq: HM01601 Medical Terminology With Anatomy—Part 2
$625 Tuition
$13 User Fee
$481 Text: Step Medical Coding, ICD-10, CPT, HCPCS 2016
$1089 Total Cost
Section 0010 9:30 am
Plum Center F, January 19-April 27
Rm 148 Robertson, instructor

Medical Insurance Billing | Course HM01951
An introduction to health insurance and physician reimbursement for services provided. You will become familiar with the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The principles of medical billing related to proper claim form preparation, submission and payment processing and the follow up process will be learned. This course is recommended for anyone who is preparing for a career or would like an understanding of a medical billing department at a physician’s office, clinic or similar position. 15 sessions @ 2 hrs.
$555 Tuition
$123 Text: Health Insurance Today Pkg, 5th ed
$678 Total Cost
Section 0010 5:30 pm
Plum Center Tu, February 6-May 22
Rm 122 Leslie Huguley, CPC, instructor

Ophthalmic Assistant | Course HM01630
Through classroom lecture and labs, this program introduces the students to anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity, and tonometry (basic) and glaucoma. The course also includes a review ofocular dressing procedures, maintenance of equipment and instruments, and other areas. This program meets the educational requirements of a leading national certification examination—information regarding additional certification requirements will be provided during class. Working knowledge of medical terminology recommended prior to entry into class. No discounts or waivers.
17 sessions @ 3 hrs each.
Prereq: HM01600 Medical Terminology With Anatomy—Part 1
Prereq: HM01601 Medical Terminology With Anatomy—Part 2
$1399 Tuition
$100 User Fee
$1499 Total Cost
Section 0010 6:30 pm
Plum Center M Th, January 18-March 19
Rm 140 Campbell, instructor
Pharmacy Technician Program | Course HM01659
Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. Now includes 70 hours classroom and 80 hours off site externship. No tuition waivers.
28 sessions @ 2.5 hrs each.
$1799 Tuition
$100 User Fee
$1899 Total Cost

Section 0010 6:30 pm
L. Braddock SS Tu Th, January 16-April 26
Rm H225 Erika Crabb, RPh, 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. Now includes 70 hours classroom and 80 hours off site externship. No tuition waivers.
20 sessions @ 3.5 hrs each.
$1799 Tuition
$100 User Fee
$1899 Total Cost

Section 0010 9:00 am
Plum Center M W F, February 5-March 23
Rm TR3 Shauna Pittman, PharmD, instructor

Pharmacy Technician Certification Board Exam Review | Course HM01932
Prepare to sit for the Pharmacy Technician Certification exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification exam with confidence. Successful completion of a Pharmacy Technician certification exam provides national recognition and certification status to boost your career options. Student must have completed an approved Pharmacy Technician Program. 2 sessions @ 5 hrs each.
Prereq: HM01659 Pharmacy Technician Program
Prereq: HM01929 Pharmacy Technician—Fast Track
$219 Tuition
$219 Total Cost

Section 0010 9:00 am
Plum Center Sa, February 10-February 17
Rm TR2 Bonner, Instructor

Phlebotomy Training Program | Course HM01617
Perform venipunctures competently and safely. Includes terminology, collection procedures, hands-on laboratory practice, and optional clinical rotation so students are eligible for national certification exam. Minimum age for this class is 18. No tuition waivers.

$1999 Tuition
$100 User Fee
$2099 Total Cost

Section 0010 6:00 pm
Chantilly HS Tu Th, January 11-April 3
Rm 144 Derek Collie, PBT (ASCP), instructor

Physical Therapy Aide | Course HM01619
Learn theory and skills for entry-level position in physical therapy clinics, centers, and hospitals. Includes preparation of treatment area, ordering supplies, and patient transport. BOOKS: Please purchase Physical Therapy Assistant, Worktext by Weiss (2nd Ed. preferred) and The Anatomy Coloring Book by Kapit & Elson (2nd Ed. preferred) prior to first day of class. No tuition waivers.
8 sessions @ 5 hrs each.
$845 Tuition
$25 User Fee
$870 Total Cost

Section 0010 10:00 am
Plum Center W, January 31-March 21
Rm 119 Nancy O'Donnell, PT, instructor

Newborn and Postpartum Care | Course HM02100
Basic overview and evidence based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. Students receive certificate of completion upon successful completion of this course. 1 session @ 6 hrs. No discounts/ waivers.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost

Section 0010 9:00 am
Plum Center Sa, January 20
Rm 147 Staff, instructor

Section 0011 9:00 am
Plum Center Sa, March 10
Rm 147 Staff, instructor

Surgical Technician Program | Course HM01871
Build your résumé and increase your marketability as a surgical technician. Course covers the surgical technician’s role from pre-op through post-op, history, legal aspects, equipment preparation and cleaning, and patient contact skills. Ideal for medical assistants and CNAs looking for something new to do! Not eligible for discounts.
28 sessions @ 2.5 hours each.
$1499 Tuition
$100 User Fee
$1599 Total Cost

Section 0010 6:30 pm
Plum Center Tu F, February 2-May 15
Rm 119 Staff, instructor

Venipuncture Essentials | Course HM01933
Learn or refresh your knowledge of the basics of drawing blood. Course includes venipuncture principles and techniques, as well as hands-on practice on artificial arms. Current Hepatitis B vaccination documentation required at first class. Course designed for all levels of medical professionals who wish to add or improve venipuncture skills. 5 sessions @ 3 hrs each.
$460 Tuition
$20 User Fee
$480 Total Cost

Section 0010 9:00 am
Plum Center Sa, January 27-February 24
Rm 119 Vergara, Instructor

Stop the Bleed campaign coming to ACE!
ACE instructors are teaming up with the Inova Fairfax Trauma Center to bring this valuable program to FCPS and the public.

For more information on Stop the Bleed program, visit: https://www.dhs.gov/stopthebleed
Watch our website and spring catalog for details!

NUTRITION
NEW
Eating Your Way to Better Health | Course HM01955
Separate fact from fiction regarding the latest diet trends by brushing up on how to read labels and understanding the latest science of nutrition and diet. Our registered dietitian will assist you in developing these skills and formulating a personalized diet plan. At the end of seven weeks, you should feel confident in your ability to lead and guide others around you to a healthy lifestyle.
7 sessions @ 2 hrs each.
$229 Tuition
$229 Total Cost

Section 0010 1:00 pm
Plum Center Su, January 21-March 4
Rm 140 Negron, instructor

NEW
Quality Kids’ Lunches | Course HM01707
Prepare fast and easy lunches for your child—ones they will like! Discover what you need to include to boost your child’s nutrition without losing flavor. Taught by a registered dietician. 1 session @ 2hrs.
$39 Tuition
$39 Total Cost

Section 0010 10:00 am
Plum Center Sa, January 20
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. Taught by a nutritionist. 1 session @ 2 hrs.
$55 Tuition
$55 Total Cost

Section 0010 9:30 am
L. Braddock SS Sa, January 20
Rm H220 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.
$55 Tuition
$55 Total Cost

Section 0010 6:00 pm
Plum Center W, March 7
Rm 112 Negron, instructor

Weight Management | Course HM01721
Join our registered dietician and learn about basic nutrition concepts of weight management— anthropometrics, calculating calories, and macronutrients. Explore the latest research on weight management and obesity. Second session in cooking lab. 2 sessions @ 2 hrs
$99 Tuition
$99 Total Cost

Section 0010 6:30 pm
Plum Center W, February 21-February 28
Rm 115 Negron, instructor
Information Technology

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465
Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth.
13 sessions covering 45.5 hrs.
PreReq: CT02465 Basic PC Maintenance
$946 Tuition
$75 User Fee
$921 Total Cost

Section 0010 6:30 pm
ACE Herron Learning Ctr
Tu Th, January 30-March 13
Rm 6
Shahriyar Behbahani, instructor

Certified Information System Security Professional (CISSP) | Course CT01910
12 sessions @ 3 hrs each.
$869 Tuition
$30 User Fee
$899 Total Cost

Section 0010 9:00 am
Plum Center
Sa, January 27-April 28
Rm 110
Edward Gibson, instructor

Cisco Networking | Course CT01474
Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP address. Configure networks using RIPv, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must.
Exam is not included.
10 sessions @ 5 hrs each; pack lunch.
PreReq: CT01473 Network+
$959 Tuition
$34 User Fee
$996 Text: CCNA Routing and Switching Study Guide
$1039 Total Cost

Section 0010 9:00 am
ACE Herron Learning Ctr
Sa, February 3-April 14
Rm 6
Shahriyar Behbahani, instructor

Keyboarding | Course CT01480
Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security, including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics.
CT01770 Windows 10: MCTS Prep or an equivalent amount of experience a must to succeed in this class. Exam is not offered as part of the course.
11 sessions @ 3 hrs each.
$760 Tuition
$949 Total Cost

Section 0010
Plum Center
Tu Th, January 23-February 27
Edward Gibson, instructor

Windows 10: MCTS Prep Part 1 | Course CT01770
Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) Exam. You will be introduced to Windows 10, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management.
7 sessions @ 3 hrs each.
$559 Tuition
$192 Text: Microsoft Windows 10, Configuring Windows Devices
$751 Total Cost

Section 0010 7:00 pm
Plum Center
M W, January 29-February 26
Rm 110
Edward Gibson, instructor

Windows 10: MCTS Prep Part 2 | Course CT01771
Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access.
7 sessions @ 3 hrs each.
PreReq: CT01770 Windows 10: MCTS Prep Part 1
$559 Tuition
$559 Total Cost

Section 0010 7:00 pm
Plum Center
M W, March 7-April 2
Rm 110
Edward Gibson, instructor

Windows—File Management | Course CT01402
Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows 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.
$79 Tuition
$79 Total Cost

Section 0010 9:00 am
Plum Center
Tu, February 6
Rm 114
Lisa Rosenberger, instructor

Section 0011 7:00 pm
Plum Center
Tu, February 13
Rm 205
Ricardo Bahr, instructor

Section 0013 7:00 pm
L. Braddock SS
Th, March 15
Rm H202
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.
$85 Tuition
$85 Total Cost

Section 0011 7:00 pm
L. Braddock SS
Th, February 8
Rm H202
Philip Jeffers, instructor

Learning to Use Your iPad/iPhone Workshop | Course PR06001
Bring Your Own Device (BYOD) and learn to use your Apple iPad/iPhone. In this beginner class, students learn to use the features, apps, and settings, including iCloud, accessing mail, using the Internet, taking photos, and using typing shortcuts. 1 session @ 3 hrs.
$85 Tuition
$85 Total Cost

Section 0010 7:00 pm
L. Braddock SS
Th, February 15
Rm A212
Philip Jeffers, instructor

Section 0011 9:00 am
Plum Center
F, February 9
Rm 110
Mary Ann Smith, MOS, instructor

PC Basics | Course CT01416
PC Basics is your window into the world of computing! For those desiring to learn more about the fundamentals of computers, this is the course for you. PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an Internet browser. This is the prerequisite course for many IT courses.
6 hours of instruction.
$84 Tuition
$5 Text: FCPS CT01416 Personal Computer Basics
$89 Total Cost

Section 0010
Plum Center
Tu, January 23-January 30
Rm 205
Ricardo Bahr, instructor

Section 0012
Woodson HS
9:30 am
Sa, February 10-February 17
Rm B112
Dr. Majid Imamy, instructor

Section 0011
Plum Center
11:00 am
Tu Th, February 20-February 22
Philip Jeffers, instructor

Section 0013
Plum Center
11:00 am
M W, March 12-March 14
Lisa Rosenberger, instructor

COMPUTER BASICS

File Management | Course CT01402

PC Basics | Course CT01416

Security+ | Course CT01480

Windows 10: MCTS Prep Part 1

Windows 10: MCTS Prep Part 2

Windows 10 Workshop: Tips and Tricks

Learning to Use Your iPad/iPhone Workshop

Keyboarding | Course CT01480

Certification Prep

A+: Troubleshooting Your Computer

Certified Information System Security Professional (CISSP)

Cisco Networking

Networking+ 

Computers Basics

Learning to Use Your iPad/iPhone Workshop
NEW

Mastering Your Own Device (BYOD) | Course PRO6002
Bring Your Own Device (BYOD). Continue working with the features and apps on your iPad/iPhone. Work with the camera roll, mark favorites, take and edit photos with the editing tools, and share photos. Add screens and drawings to messages and use dictation. Work with mail and phone features. Use FaceTime and Airdrop communications. Work Safari bookmarks, make shortcut icons to your favorite sites, use search, and clear unwanted Safari data. Explore Pages, Numbers, and Keynote for document creation.
3 hours of instruction.
$ 85 Tuition
$ 85 Total Cost

Section 0010
12:30 pm
Plum Center
F, February 9
Rm 110
Mary Ann Smith, MOS, instructor

Basic PC Maintenance | Course CT02465
Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7 operating system. 10 hours of instruction.
$ 249 Tuition
$ 20 User Fee
$ 269 Total Cost

Section 0010
7:00 pm
Chantilly HS
Tu, February 13-March 13
Rm 133
Bryan Carvajal, Instructor

DATABASE SYSTEMS

MS Access—Basics | Course CT01449
Examine the relational database design process and create a new MS Access database. Build tables and establish table relationships. Create forms, queries and reports. 6 hrs of instruction.
Prereq: CT01416 PC Basics
$ 143 Tuition
$ 26 Text: MS Access 2013: Part 1
$ 169 Total Cost

Section 0010
9:00 am
L. Braddock SS
Sa, February 3-February 10
Rm A213
Wayne Shewmaker, MBA, MOS, instructor

Section 0011
9:00 am
L. Braddock SS
Sa, February 24-March 3
Rm A213
Wayne Shewmaker, MBA, MOS, instructor

MS Access—Intermediate | Course CT01450
Create multiple MS Access tables; develop forms and subforms; build complex reports; and queries. Share data across applications by importing data into Access, exporting data to text files, and creating a mail merge. 2 sessions @ 3 hrs each.
$ 143 Tuition
$ 26 Text: MS Access 2013: Part 2
$ 169 Total Cost

Section 0010
9:00 am
L. Braddock SS
Sa, February 3-February 10
Rm A213
Wayne Shewmaker, MBA, MOS, instructor

Section 0010
9:00 am
L. Braddock SS
Sa, February 24-March 3
Rm A213
Wayne Shewmaker, MBA, MOS, instructor

Oracle Basics | Course CT01547
Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SQL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. ISBN: 9780071801751. 8 sessions @ 3 hrs each.
$ 479 Tuition
$ 10 User Fee
$ 489 Total Cost

Section 0010
7:00 pm
Plum Center
Tu Th, January 30-February 22
Rm 118
Arabinda Banik MS, instructor

Section 0011
7:00 pm
Plum Center
F, March 16-May 11
Rm 118
Rani Sontosh, OCA, instructor

Oracle Database Administration—Introduction | Course CT01551
Get started with the Oracle Architecture: installing/upgrading to Oracle 12c; planning and managing tablespaces and physical database layouts; monitoring space usage; managing transactions with Undo tablespaces; database tuning, security, and auditing; using tools such as Real Application Cluster; backup and recovery; and an introduction to Oracle networking. Includes extensive application of command line SQL and PL/SQL as well as GUI tools to perform DBA tasks. This course covers the major topics in exam 1Z0-061. Purchase textbook separately. No discounts/waivers. 7 sessions @ 3 hrs each.
Prereq: CT01547 Oracle Basics
$ 469 Tuition
$ 10 User Fee
$ 479 Total Cost

Section 0010
7:00 pm
Plum Center
M W, January 29-February 21
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 120-063. Purchase textbook separately. ISBN 9781118644072. 7 sessions @ 3 hrs each.
Prereq: CT01551 Oracle Database Administration—Introduction
$ 469 Tuition
$ 10 User Fee
$ 479 Total Cost

Section 0010
7:00 pm
Plum Center
M W, February 28-March 21
Rm 118
Michael NeSmith, BA, MCSE, instructor

PL/SQL—Introduction | Course CT01548
Learn about variables, operators, loops, decisions, cursors, and debugging. Develop stand-alone or stored functions and procedures. Create and use Oracle packages. Some knowledge of programming helpful but not required. Purchase textbook separately. ISBN: 9780071812436. 8 sessions @ 3 hrs each.
Prereq: CT01547 Oracle Basics
$ 469 Tuition
$ 20 User Fee
$ 489 Total Cost

Section 0010
7:00 pm
Plum Center
F, January 19-March 9
Rm 118
Arabinda Banik MS, instructor

GRAPHICS AND DESIGN

Adobe Illustrator Workshop | 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.
$ 149 Tuition
$ 10 User Fee
$ 159 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
M W, March 19-March 21
Rm 116
Jessica Rossiter, Instructor

Adobe Photoshop—Basics | Course CT01462
As an introductory course, students will be introduced to the interface, main tools, and layering options that Photoshop offers. We will go over each of the main tools individually, as well as examples on ways that the tools can be used. Tool shortcuts, navigating the Photoshop workspace, and correct use of the layering system will also be emphasized. 6 sessions @ 3 hrs each.
$ 329 Tuition
$ 20 User Fee
$ 349 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
M W, January 29-February 14
Rm 116
Jessica Rossiter, Instructor

Adobe Photoshop—Intermediate | Course CT01463
This is a continuation of the basic Course. Using new brush tools and basic pen tool techniques, students learn to create vector shapes and the use of advanced layering and layer styles. Students create a final project. 6 sessions @ 3 hrs each.
Prereq: CT01462 Adobe Photoshop—Basics
$ 329 Tuition
$ 20 User Fee
$ 349 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
M W, February 26-March 14
Rm 116
Jessica Rossiter, Instructor

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 0010
12:30 pm
Plum Center
Tu, January 16
Rm 114
Mary Ann Smith, MOS, instructor

Graphics for the Web | Course CT01550
Learn how to create your own graphics and images using Photoshop Elements. This course is about bringing the exciting vision of your website to life. Create banners, buttons, and background images to help make your website “pop” and stand out from the rest. 4 sessions @ 3 hrs each.
$ 254 Tuition
$ 5 User Fee
$ 259 Total Cost

Section 0010
9:30 am
Woodson HS
Sa, March 3-March 24
Rm B112
Dr. Majid Imany, Instructor

SCHOOL CLOSINGS/DELAYS

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

**Introduction to Cloud Computing and Virtual Machines | Course CT02770**

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

PreReq: Working knowledge of microcomputers, Windows, and the Internet.

|$ 439 Tuition
|$ 439 Total Cost

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**Section 0010**

**Plum Center**

Tu Th, March 6-March 22

Rm 116

Michael NeSmith, BA, MCSE, Instructor

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**OFFICE PRODUCTIVITY**

**Microsoft Office Proficiency Workshop | Course CT01285**

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

|$ 483 Tuition
|$ 16 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)
|$ 499 Total Cost

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**Section 0010**

**Plum Center**

M T W Th, February 5-February 15

Rm 110

Wayne Shewmaker, MBA, MOS, Instructor

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**Section 0011**

**Plum Center**

Tu Th, February 27-March 22

Rm 205

Wayne Shewmaker, MBA, MOS, Instructor

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**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.

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

**Section 0010**

**L. Braddock SS**

Tu Th, January 23-February 1

Rm A213

Wayne Shewmaker, MBA, MOS, Instructor

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**Section 0011**

**Pimmit Hills Ctr**

M W, February 21-March 5

Rm 116

Susan Kenney, Instructor

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**MS Word—Intermediate | Course CT01344**

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

PreReq: CT01342 MS Word—Basics

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

**Section 0010**

**L. Braddock SS**

Tu Th, February 13-February 22

Rm A213

Wayne Shewmaker, MBA, MOS, Instructor

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**MS Excel—Basics | Course CT01441**

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

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

**Section 0010**

**Plum Center**

M W, January 22-January 31

Rm 205

Wayne Shewmaker, MBA, MOS, Instructor

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**Section 0011**

**Pimmit Hills Ctr**

Tu Th, February 6-February 15

Rm 116

Susan Kenney, Instructor

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**Section 0012**

Woodson HS

Tu Th, February 20-March 1

Rm E157

David Vigil MS, Instructor

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**MS Excel—Intermediate | Course CT01442**

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

PreReq: CT01441 MS Excel—Basics

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

**Section 0010**

**Plum Center**

M W, February 12-February 26

Rm 205

Wayne Shewmaker, MBA, MOS, Instructor

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**Section 0011**

**Pimmit Hills Ctr**

Tu Th, February 27-March 8

Rm 116

Susan Kenney, Instructor

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**Section 0012**

Woodson HS

Tu Th, March 13-March 22

Rm E157

David Vigil MS, Instructor

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**MS Excel—Advanced | Course CT01445**

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

PreReq: CT01442 MS Excel—Intermediate

|$ 283 Tuition
|$ 26 Text: MS Excel 2013: Part 3
|$ 309 Total Cost

**Section 0010**

**Plum Center**

M W, March 12-March 23

Rm 205

Wayne Shewmaker, MBA, MOS, Instructor

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**Microsoft Office Word Workshop: Advanced Essentials | Course PR01150**

Using Microsoft 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. 3 session @ 4 hrs.

|$ 160 Tuition
|$ 10 User Fee
|$ 6 Text: Quick Source Guide Word 2013
|$ 176 Total Cost

**Section 0010**

**Plum Center**

M W, February 12-February 26

Rm 205

Wayne Shewmaker, MBA, MOS, Instructor

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**Section 0011**

**Pimmit Hills Ctr**

Tu Th, February 27-March 8

Rm 116

Susan Kenney, Instructor

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**Section 0012**

**Woodson HS**

Tu Th, March 13-March 22

Rm E157

David Vigil MS, Instructor

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**Microsoft Office Word Workshop: Mail Merge Essentials | Course PR01160**

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

|$ 129 Tuition
|$ 10 User Fee
|$ 6 Text: Quick Source Guide Word 2013 Advanced
|$ 145 Total Cost

**Section 0010**

**Plum Center**

W, February 28

Rm 114

Wayne Shewmaker, MBA, MOS, Instructor

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**CERTIFICATE**

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 email acetech@fcps.edu or call 703-658-1234 for more information and to schedule your test!
MS Excel Shortcuts and Tricks | Course CT01585
Take your MS Excel knowledge to a new level. This course is a beginner’s introduction to MS Excel shortcuts and tricks that will enable you to manipulate spreadsheets with speed. Learn the basics of developing Macros and the advantages of formulas such as Vlookup, Advance Filter, and many more. 2 sessions @ 3 hrs each.
Prereq:CT01441 MS Excel—Basics
$185 Tuition
$185 Total Cost

Section 0010 7:00 pm
Woodson HS W, January 24-January 31
Rm E157 David Vigil MS, instructor

Microsoft Office Excel Workshop: Essential Skills | Course PRO1201
Using MS Office Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. 1 session @ 4 hrs.
$149 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013
$165 Total Cost

Section 0010 8:30 am
Pimmit Hills Ctr F, January 19
Rm 123 Wayne Shewmaker, MBA, MOS, instructor

Section 0011 8:30 am
Plum Center M, March 5
Rm 114 Mary Ann Smith, MOS, instructor

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

Section 0010 9:00 am
L. Braddock SS Sa, March 17
Rm A213 Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459
This is a great introduction to PowerPoint! Learn to create presentations through the application of themes and transitions, to include text, images, shapes, charts, tables, and animation. Prepare handouts and setup custom presentations. Prerequisite: Basic experience with Windows. 2 sessions @ 3 hrs each.
Prereq:CT01441 PC Basics
$139 Tuition
$4 User Fee
$26 Text: MS PowerPoint 2013: Part 1
$169 Total Cost

Section 0010 7:00 pm
Pimmit Hills Ctr Tu, March 6-March 13
Rm 116 Mary Ann Smith, MOS, instructor

MS Office PowerPoint Workshop: Slides, Transitions, and Animation | Course PRO1301
Using MS Office PowerPoint, create presentation slides using text, images, and video. Learn to apply transitions and animations and print handouts. 1 session @ 3 hrs.
$131 Tuition
$10 User Fee
$4 Text: Quick Source Guide PowerPoint 2013
$145 Total Cost

Section 0010 9:00 am
Plum Center Th, January 18
Rm 114 Mary Ann Smith, MOS, instructor

MS Outlook—Basics | Course CT01426
Master the use of this powerful e-mail management tool. You will learn to create, send, receive, reply, forward and print e-mails; attach a file to your message; manage messages with folders; schedule appointments and events; manage contacts; customize your messaging; and create address books and distribution lists. You will know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.
$243 Tuition
$26 Text: MS Outlook 2013: Part 1
$269 Total Cost

Section 0011 9:00 am
Pimmit Hills Ctr M, W, January 29-February 7
Rm 116 Susan Kenney, instructor

Section 0010 7:00 pm
Plum Center F, February 2-February 23
Rm 205 Wayne Shewmaker, MBA, MOS, instructor

MS Office Outlook: Calendar, Meetings, and Tasks | Course PRO1403
Using MS Office Outlook, learn to use the Outlook calendar features to create appointments and meetings; set permissions for calendar sharing; create tasks and assign tasks. No discounts. 1 session @ 3 hrs.
$129 Tuition
$10 User Fee
$6 Text: Quick Source Guide Outlook 2013
$145 Total Cost

Section 0010 9:00 am
Plum Center W, March 7
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

NEW
Using JavaScript Libraries (Handlebars, jQuery, DataTables) with SharePoint | Course CT02702
SharePoint sometimes has its limitations. There will be times when SharePoint out of the box solutions will not be enough. You will have to create client side custom solutions with JavaScript libraries to meet your client’s objectives. This course will teach you the basics of how to use 3 very important libraries: jQuery, Handlebars, and DataTables. Come join us and take your SharePoint skills to the next level. 3 sessions @ 2.5 hrs each.
$189 Tuition
$189 Total Cost

Section 0010 7:00 pm
L. Braddock SS Tu, February 6-March 8
Rm H224 Staff, instructor

Microsoft Office Publisher Workshop | Course PRO1501
Using MS Office Publisher, create a flyer and a trifold brochure with text boxes and graphics. Use a newsletter template with columns, styles, and other design elements such as pull quotes, sidebars, and attention getters. Other features will be discussed as time permits.
1 session @ 4 hrs.
$139 Tuition
$5 User Fee
$5 Text: Quick Source Guide Publisher 2013
$149 Total Cost

Section 0010 8:30 am
Pimmit Hills Ctr Tu, January 23
Rm 116 Mary Ann Smith, MOS, instructor

Microsoft Office OneNote Workshop: Managing Information | Course PRO1701
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.
$139 Tuition
$4 User Fee
$6 Text: Quick Source Guide OneNote 2013
$149 Total Cost

Section 0010 9:00 am
Plum Center Tu, January 16
Rm 114 Mary Ann Smith, MOS, instructor

Introduction to SharePoint 2013 | Course CT02701
Want to gain a better understanding of SharePoint 2013? Want to know how SharePoint is used in organizations? Want to know how to use it in your organization? This course is designed with the beginner in mind. Learn how to navigate, create lists and tasks, manage libraries, announcements, calendars, and more. Find out how SharePoint 2013 helps you and your organization increase the efficiency of business processes. 10 sessions @ 2 hrs each.
$449 Tuition
$10 User Fee
$459 Total Cost

Section 0010 7:00 pm
L. Braddock SS Tu, February 6-March 8
Rm H224 Staff, instructor

See page 55 for registration information.
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: 1180008189. 3 sessions @ 3 hrs each.
Prereq: CT01525 HTML 1 — Your First Website
$229 Tuition
$229 Total Cost
Section 0010 7:00 pm
L. Braddock SS  Tu Th, February 8-February 15
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: 1180008189. 3 sessions @ 3 hrs each.
Prereq: CT01526 HTML 2 — Enhancing Your Website
$229 Tuition
$229 Total Cost
Section 0010 7:00 pm
L. Braddock SS  Tu Th, February 27-March 6
Rm H201  Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 1 | Course CT01541
Tried of the usual HTML defaults? You already know the basics of coding: now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. Purchase textbook separately. ISBN: 1180008189. 3 sessions @ 3 hrs each.
Pre req: CT01525 HTML 1 — Your First Website
$215 Tuition
$10 User Fee
$225 Total Cost
Section 0010 7:00 pm
Woodson HS  W, February 7-February 21
Rm E157  Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 2 | Course CT01542
You want to get your information out on the Web in a professional and pleasing format. You don’t want to spend all your time updating the look of every single page of the site when changes inevitably need to be made. Enter CSS (Cascading Style Sheets), fully master this simple language to create clean web layouts and maintain the look of your site with ease. Purchase textbook separately. ISBN: 1180008189. 4 sessions @ 3 hrs each.
Pre req: CT01541 Web Design with Cascading Style Sheets 1
$254 Tuition
$5 User Fee
$269 Total Cost
Section 0010 7:00 pm
Woodson HS  W, March 14-April 11
Rm E157  Dr. Majid Imany, instructor

JavaScript: Building Interactive Websites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submit, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312, 6 sessions @ 3 hrs each.
Pre req: CT01492 Concepts of Programming
Pre req: CT01525 HTML 1 — Your First Website
$349 Tuition
$10 User Fee
$359 Total Cost
Section 0010 6:00 pm
Plum Center  W, January 10-February 14
Rm 114  Susan Brun, 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.
Pre req: CT01416 PC Basics
$254 Tuition
$5 User Fee
$259 Total Cost
Section 0010 7:00 pm
Woodson HS  M, February 26-March 19
Rm E157  Dr. Majid Imany, instructor

Intro to WordPress | Course CT01756
WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video. This class teaches the new user how to get their blog up and started quickly while teaching students to understand the right way to install, administer, customize, and market their blog. Each weekly lecture will give explanations, illustrations, resources, and practical scenarios. 6 sessions @ 3 hrs each.
$399 Tuition
$399 Total Cost
Section 0010 9:00 am
Pimmit Hills Ctr  Sa, February 10-March 17
Rm 123  Adrian Mikkelian, CDSP, CISA, instructor

InDesign Workshop 101: Introduction | Course CT02140
Learn the basics of Adobe InDesign in this two-day workshop. Become familiar with the user interface, tools and panels. Students will create a business card, flyer, and newsletter. 2 sessions @ 3 hrs each.
$154 Tuition
$5 User Fee
$159 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr  Tu Th, February 20-February 22
Rm 123  Mary Ann Smith, MOS, instructor
Assorted Trades—Pro-series

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.
$ 227 Tuition
$ 38 User Fee
$ 49 Text: Troubleshooting and Repairing Major Appliances
$ 314 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
Tu, January 25-February 22
Rm 158
Williams, instructor

Blueprint Reading | Course TI05568
Master basic blueprint reading—from symbols to construction materials. Course covers architectural, plumbing, structural mechanical, electrical, and plot plans. 8 sessions @ 3 hrs each.
$ 293 Tuition
$ 7 User Fee
$ 69 Text: Printreading...Residential 7 Light Com Const, 5th
$ 369 Total Cost

Section 0010
6:30 pm
Woodson HS
Tu, February 27-April 24
Rm G106
Staff, 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.
$ 83 Tuition
$ 20 User Fee
$ 103 Total Cost

Section 0010
6:30 pm
Bryant Ctr
Tu, January 18
Rm TR3
Degges, instructor

Drywall, Painting, and Waterproofing Workshop | Course TI05601
Hang, tape joints, finish new, and repair damaged drywall. Learn professional painting tips and tricks to achieve a quality finish. Learn how to reduce bath/shower water damage to other areas. 5 sessions @ 3 hrs each.
$ 243 Tuition
$ 38 User Fee
$ 8 Text: Step By Step Guide to Room Finishing
$ 289 Total Cost

Section 0010
6:30 pm
Chantilly HS
Tu, February 20-March 20
Rm S77
Dominick, instructor

NEW

Home Inspector Prelicensing Course | Course TI05354
DPOR approved course meets all Commonwealth of Virginia Board for Asbestos, Lead, and Home Inspectors home inspector prelicensing requirements. Commonwealth of Virginia Core course requirement of 35 hours. Additional one hour of “how to pass your test” and general test taking skills for novice and seasoned test takers. 12 sessions @ 3 hrs each.
$ 825 Tuition
$ 12 User Fee
$ 162 Text: 2012 Virginia Residential Code
$ 1010 Total Cost

Section 0010
6:30 pm
Plum Center
Tu, February 6-May 1
Rm 102B
Bookfor, instructor

Nuts and Bolts of PMT Careers | Course TI05583
Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field. 1 session @ 3 hrs.
$ 104 Tuition
$ 5 User Fee
$ 109 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
Tu, March 6
Rm 115
Lyons, instructor

Obtaining VA Trade and Contractor’s Licenses | Course TI05350
For anyone with little knowledge about where to begin in the Virginia trade licensing process. Discover how to get trade (Journeyman and Master’s) and a contractors’ license for Fairfax County and Virginia. Information applicable to general contracting, mechanical (HVAC), electrical, plumbing, and home improvement. 1 session @ 3 hrs.
$ 55 Tuition
$ 4 User Fee
$ 59 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
Tu, March 6
Rm 115
Lyons, 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 Virginia must complete an 8-hour business class approved by DPOR. This class fulfills that requirement. You must bring a government issued ID to class. See enclosure! Course TI05351 should also be taken, 1 session @ 8 hrs.
$ 184 Tuition
$ 8 User Fee
$ 93 Text: NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
$ 285 Total Cost

Section 0010
8:00 am
L. Braddock SS
Sa, January 13
Rm H225
Chestnut, instructor

Section 0011
8:00 am
L. Braddock SS
Sa, March 10
Rm H225
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 course number TI05348 Contractor's 8 hour Basic are not included. 5 sessions @ 3 hrs each. Prereq: TI05348 VA Contractor’s Basic Business Course
$ 259 Tuition
$ 8 User Fee
$ 98 Text: ICFPS TI05351 Workbook ($5); NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
$ 365 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
Th, January 18-February 15
Rm 155
Shahkarami, instructor

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

Please note that ACE also offers a number of business classes that will help prepare you for success. See page 10.

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 9781619462641 required, but not included. 6 sessions @ 3 hrs each.
$ 269 Tuition
$ 15 User Fee
$ 246 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($18); Carpentry & Building Construction, 2nd ed ($99)
$ 529 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
Tu, February 27-April 10
Rm 155
Shahkarami, 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 has worked with ACE for 7 years, and 26 years with OSHA. 2 sessions @ 5 hrs each.
$ 204 Tuition
$ 13 User Fee
$ 217 Total Cost

Section 0010
8:00 am
L. Braddock SS
Sa, March 10-March 17
Rm 132
Holmes, instructor

Electrical

Electrical Workshop: Maintenance and Repair | Course TI05587
Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Hand tool list provided at first session. 5 sessions @ 3 hrs each.
$ 234 Tuition
$ 37 User Fee
$ 8 Text: Step By Step Guide Book On Home Wiring
$ 279 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
W, January 24-February 21
Rm 158
McNaughton, instructor
Virginia Trade License Renewal—*Guaranteed* to run

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

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

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**Electrical License Exam Prep | Course TI05417**

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

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<tr>
<td>0010</td>
<td>2/22-4/19</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>Rm TR2 Black, instructor</td>
</tr>
</tbody>
</table>

$392 Tuition  
$2 User Fee  
$65 Text: *Electrical NEC Exam Preparation 2014*  
$459 Total Cost

**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.

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<tr>
<td>0010</td>
<td>2/3-3/10</td>
<td>8:30 am</td>
<td>Plum Center</td>
<td>Rm TR1 Black, instructor</td>
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$199 Tuition  
$5 User Fee  
$65 Text: *Electrical NEC Exam Preparation 2014*  
$269 Total Cost

**Electrician Continuing Education | Course TI05275**

Comprehensive review of the 2011 (NEC) to fulfill the continuing ed requirement for electricians with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. (for PG County Continuing Ed take TI05419) 1 session @ 3 hrs.

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<td>0010</td>
<td>1/20</td>
<td>11:45 am</td>
<td>Plum Center</td>
<td>Rm TR2 Black, instructor</td>
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$131 Tuition  
$4 User Fee  
$50 Text: *2011 National Electrical Code Updates*  
$185 Total Cost

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**Gas Fitter**

**Natural Gas Fitters Exam Prep | Course TI05399**

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

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<td>0010</td>
<td>2/22-3/17</td>
<td>8:30 am</td>
<td>Plum Center</td>
<td>Rm TR2 Black, instructor</td>
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$125 Tuition  
$2 User Fee  
$82 Text: *2015 International Fuel Gas Code*  
$209 Total Cost

**Gas Fitters Continuing Education | Course TI05278**

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

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<tr>
<td>0010</td>
<td>3/1-12/14</td>
<td>6:30 pm</td>
<td>Woodson HS</td>
<td>Rm 106 Lyons, instructor</td>
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</table>

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

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**HVAC-R**

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

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

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<td>0010</td>
<td>2/20-3/24</td>
<td>6:30 pm</td>
<td>Bryant Ctr</td>
<td>Rm TR3 Degges, instructor</td>
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</table>

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

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**Understanding Your HVAC Instruments | Course TI05387**

Bring in your HVAC instruments and instructions for one-on-one instruction on how to use them—micron gauges, refrigerant gauges, psychrometers, vacuum pumps, recovery units, amp claws, multi-meters, sniffers, etc. Students are also advised to bring in any related product literature for the instructor. 5 sessions @ 3 hrs each.

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<td>0010</td>
<td>3/24-4/19</td>
<td>6:30 pm</td>
<td>Bryant Ctr</td>
<td>Rm 50A Lyons, instructor</td>
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$349 Tuition  
$50 User Fee  
$399 Total Cost

**Boiler Fundamentals and Repairs | Course TI05379**

A hands-on class designed for service technicians and homeowners to learn troubleshooting and repair techniques. Topics include: basic hydronics, pumps, valves, gauges, backflow preventers, and using basic troubleshooting tools. 8 sessions @ 3 hrs each.

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<td>Bryant Ctr</td>
<td>Rm 50A Lyons, instructor</td>
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$326 Tuition  
$44 User Fee  
$75 Text: *Boiler Operator's Workbook, 4th ed*  
$445 Total Cost

**HVAC-R License Exam Prep—IMC | Course TI05389**

Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 10 sessions @ 3 hrs each.

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<td>0010</td>
<td>1/20-2/24</td>
<td>6:30 pm</td>
<td>Bryant Ctr</td>
<td>Rm 50A Lyons, instructor</td>
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</table>

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

**HVAC-R Continuing Education | Course TI05276**

Class fulfills the continuing education requirement for HVAC-R/mechanical tech’s holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.

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<tr>
<td>0010</td>
<td>2/22-3/24</td>
<td>6:30 pm</td>
<td>Bryant Ctr</td>
<td>Rm TR2 Black, instructor</td>
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$143 Tuition  
$6 User Fee  
$50 Text: *2012 International Mechanical Code Updates*  
$199 Total Cost

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**Electrical NEC Exam Preparation 2014**

*Boiler Operator's Workbook, 4th ed*  
*2012 International Fuel Gas Code Updates*

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**Understanding Your HVAC Instruments | Course TI05387**

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**Boiler Fundamentals and Repairs | Course TI05379**

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**HVAC-R License Exam Prep—IMC | Course TI05389**

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**HVAC-R Continuing Education | Course TI05276**

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**Electricity NEC Exam Preparation 2014**

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**Gas Fitter**

*Boiler Operator's Workbook, 4th ed*  
*2012 International Fuel Gas Code Updates*  
*2012 International Mechanical Code Updates*  
*Understanding Your HVAC Instruments | Course TI05387**
Career Exploration—Trades and Industry

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 the prep course and does not include the CFC examination. 3 sessions @ 3 hrs each.

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

Section 0010
Plum Center
Rm TR1
Tomkins, instructor

CFC Exam for Certification | Course TI05375
For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional—it is the exam. 1 session @ 3 hrs.

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

Section 0010
Plum Center
Rm 148
Tomkins, instructor

Plumbing License Exam Prep—IPC | Course TI05397
This course is designed to prepare students for the journeyman or master's exam. This course is also recommended for architects, engineers and plumbing professionals with advanced plumbing knowledge. Course will include review the most current plumbing regulations related to ADA compliance. 8 sessions @ 3 hrs each.

- $335 Tuition
- $14 User Fee
- $86 Text: 2015 International Plumbing Code
- $435 Total Cost

Section 0010
Woodson HS
Rm G105
McNaughton, instructor

Plumbers Continuing Education | Course TI05277
Comprehensive review of the 2012 IPC to fulfill the continuing ed requirement for plumbers with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival and photo ID to class and provide your trade license number and birth date at registration. On time arrival and birth date at registration. On time arrival and photo ID to class. This course is recommended for plumbers with a VA journeyman or master's exam. This course is also recommended for architects, engineers and plumbing professionals with advanced plumbing knowledge. Course will include review the most current plumbing regulations related to ADA compliance. 8 sessions @ 3 hrs each.

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

Section 0010
Plum Center
Rm TR1
Tomkins, instructor

Section 0011
Plum Center
Rm TR2
McNaughton, instructor

Section 0012
Plum Center
Rm TR2
McNaughton, instructor

Faucets and Fixture Repairs | Course TI05667
Hands on repairs of commonly used plumbing faucets and fixtures. Learn how to find the correct stem or cartridge replacement parts and tips on effective repairs. The class is largely hands-on using a variety of manufacturer’s faucets supplemented with installation literature, websites or YouTube presentations. Students will provide their own hand tools. 4 sessions @ 3 hrs each.

- $227 Tuition
- $48 User Fee
- $275 Total Cost

Section 0010
Bryant Ctr
Rm 50C
Bessaies, instructor

Plumbing Workshop: Maintenance and Repair | Course TI05590
Course cover the complete plumbing system to include water supply, drainage, and vent pipes. Includes the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains, and garbage disposal issues. Lecture-Demonstration format. 5 sessions @ 3 hrs each.

- $243 Tuition
- $53 User Fee
- $315 Total Cost

Section 0010
Pimmit Hills Ctr
Rm 158
McNaughton, instructor

Section 0010
Pimmit Hills Ctr
Rm 158
McNaughton, instructor

Look for our spring catalog after February 26! Online registration for spring classes will begin February 23, and print catalogs will be mailed February 26.
Apprenticeship

Electrical Industry

ELECTRICITY

Electricity 1—Introduction to Professional Electricity | Course AP08070
Introduction to National Electrical Code, boxes and devices, safety, trade math, conduit types and fill, cables, conductors, services, voltage drop, DC theory; and series, parallel, and series/parallel circuits. Students must complete a special project and a math competency.

|$936| Tuition
|$27| User Fee
|$386| Text: Electrical Wiring Residential, 18th ed ($122); Electricity, Devices, Circuits, Materials, 10th ed ($112); FEPS Electricity 1 Workbook ($30); National Electrical Code 2014 ($122)

|$1349| Total Cost

Section 0015 | 6:30 pm
Chantilly HS | Th, January 18-May 15
Rm 567 | Tzaferis, Instructor

Section 0010 | 6:30 pm
Plum Center | M W, January 24-May 23
Rm TR1 | Freeman, Instructor

HVAC-R

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

|$1253| Tuition
|$12| User Fee
|$334| Text: FEPS HVAC-R Workbook ($30); Refriger & AC Tech Lab Manual, 8th ed ($58); Refrigerant Transition and Recovery Certification ($68); Refrigeration & AC Test, 8th ed ($178)

|$1599| Total Cost

Section 0010 | 6:30 pm
Bryant Ctr | W, January 24-June 25
Rm 2 | Lyons, Instructor

Section 0015 | 6:30 pm
Chantilly HS | Th, January 25-June 12
Rm 588 | Staff, Instructor

PLUMBING

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

|$1003| Tuition
|$172| User Fee
|$124| Text: FEPS Plumbing 1 Workbook ($30); Plumbing 101, 6th ed ($94)

|$1299| Total Cost

Section 0010 | 6:30 pm
Woodson HS | M Tu, January 23-June 4
Rm G121 | Walters, Instructor

Auto Mechanics—Beginning: Sunday Class | Course TI05311
Perform simple checks and repairs including changing oil, assorted filters, lights, and belts. Understand various systems, parts, and functions of your automobile to help diagnose and fix basic problems. All tools needed for class will be provided. Instructor will recommend tools students may consider purchasing. 2 sessions @ 6 hrs each.

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

Section 0010 | 11:00 am
Hayfield SS | Su, January 21-January 28
Rm 017 | Terrien, Instructor

Section 0011 | 11:00 am
Hayfield SS | Su, February 4-February 11
Rm 017 | Terrien, Instructor

Auto Mechanics—Advanced | Course TI05313
This is a hands-on class. Study various systems and develop skills for tasks, diagnose, and perform repairs on your vehicle; learn what repairs are appropriate to do yourself. No major repairs. Assistance is available. Bring your project vehicle, any special tools, and necessary parts to the first class, if possible. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

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

Section 0010 | 11:00 am
Hayfield SS | Su, February 25-March 18
Rm 017 | Terrien, Instructor

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

|$239| Tuition
|$10| User Fee
|$249| Total Cost

Section 0010 | 6:30 pm
Pimmit Hills Ctr | Th, February 22-March 22
Rm 155 | Pierce, Instructor

Information

Apprenticeship Related Instruction classes complement on-the-job training provided by employers participating in the Virginia State Registered Apprenticeship Program. Most classes start in September but for winter we are offering Electricity 1, HVAC-R 1, and Plumbing 1. This training leads to journeyman licensing eligibility (see our fall apprenticeship class bulletin for full details on licensing). For other trades, we offer individualized study courses through our Directed Study Program to meet the requirements for related instruction for State Registered Apprentices.

The trade classes listed above are also open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade. Working in the trade as a State Registered Apprentice 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.

Any student with prior training elsewhere who desires an FCPS Apprenticeship Program Certificate of completion upon graduating must take the credit-by-exam (CBE) to get credit for previous training. State Registered Apprentices need to check with their apprenticeship consultant regarding credit for their prior training.

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

State Apprenticeship Registration:

“Virginia Registered Apprentice” means the apprentice must be working for a Virginia Employer in an apprenticeable occupation and is registered with the Virginia Department of Labor and Industry (for more information please visit http://www.dol.virginia.gov/ or call 703-392-0900 ext. 102 or 131, choose ext. 108 for Spanish). The “Apprentice Action Form” is evidence of state registration. Those who are not Virginia-registered apprentices are also welcome to join electricity, HVAC-R, plumbing, or surveying classes to gain basic trade knowledge and to network with apprentices working in the occupation which can lead to employment opportunities.

Each year you will receive a transcript of your grades and attendance. 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.

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

For more information about apprenticeship, please call 703-658-1229.
Home Remodeling Basics | Course TI05173
This is for do-it-yourself enthusiasts. Class includes three hours spent on layout, six hours on wall framing, three hours on electrical, six hours on trim. Includes lab demos and some hands on opportunities. 8 sessions @ 3 hrs each.

$349  Tuition
$ 46  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)
$419 Total Cost

Section 0010 6:30 pm
Bryant Ctr M, January 16-March 20
Rm 50A Raiche, instructor

Bathroom Remodeling Workshop | Course TI05179
Learn how to makeover a complete bathroom to include lavatory, shower/tub, plumbing, tile, and vanity/sink. The class builds a mock bathroom and will have plenty of hands-on opportunities. Enroll now before it sells out. 10 sessions @ 3 hrs each.

$525  Tuition
$100  User Fee
$625 Total Cost

Section 0010 6:30 pm
Bryant Ctr Tu, January 16-March 20
Rm 50A  Raiche, instructor

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

$179  Tuition
$ 32  User Fee
$211 Total Cost

Section 0010 6:30 pm
Chantilly HS Tu, January 16-January 30
Rm 577  Dominick, instructor

Section 0011 6:30 pm
Bryant Ctr M, March 5-March 19
Rm 50A  Raiche, instructor

Kitchen and Bath Design Seminar | Course TI05169
Review the major design aspects for modern kitchen and bath design and basic code requirements, layout of fixtures and appliances for function based on available spaces. Discussion includes project considerations from cabinetry and hardware to selecting the right contractors. 1 session @ 3 hrs.

$ 75  Tuition
$  4  User Fee
$ 79  Total Cost

Section 0010 6:30 pm
Pimmit Hills Ctr Tu, January 23
Rm 155  Pierce, instructor

Section 0011 6:30 pm
Pimmit Hills Ctr Tu, March 6
Rm LIB  Pierce, 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, garage disposals, and connecting and soldering pipe. 1 session @ 4.5 hrs.

$115  Tuition
$ 30  User Fee
$145 Total Cost

Section 0010 12:00 pm
Pimmit Hills Ctr Sa, January 20
Rm 158  Sickels, instructor

Section 0011 8:30 am
Pimmit Hills Ctr Sa, April 7
Rm 158  Sickels, instructor

Do-It-Yourself Plumbing | Course TI05190
The basics of your plumbing system including the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains. 3 sessions @ 3 hrs each.

$119  Tuition
$ 21  User Fee
$199 Total Cost

Section 0010 6:30 pm
Pimmit Hills Ctr W, March 7-March 21
Rm 158  Sickels, instructor

Beginner’s Guide to Drywalling | Course TI05208
Through lecture, board diagrams, and hands-on practice with models, students learn how to tips and techniques for installing drywall; repairing cracks, nail pops, and feathering; covering stains; and painting. Students will also learn how to control that annoying drywall dust. 1 session @ 4.5 hrs.

$115  Tuition
$ 30  User Fee
$145 Total Cost

Section 0010 12:00 pm
Pimmit Hills Ctr Sa, February 10
Rm 158  Sickels, instructor

Residential Moldings | Course TI05163
Learn how to improve the look of your room by replacing or installing mitered or non mitered moldings. Learn the different methods for attaching molding such as nailing, stapling, and using adhesives. 3 sessions @ 3 hrs each.

$213  Tuition
$ 42  User Fee
$255 Total Cost

Section 0010 6:30 pm
Bryant Ctr M, January 29-February 12
Rm 50A  Raiche, 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.

$254  Tuition
$ 41  User Fee
$295 Total Cost

Section 0010 8:30 am
Pimmit Hills Ctr Sa, January 20-February 3
Rm 158  Kasulaitis, instructor

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

$ 59  Tuition
$ 59 Total Cost

Section 0010 6:30 pm
Woodson HS Tu, January 23
Rm G113  Lyons, instructor

Section 0011 6:30 pm
Chantilly HS Tu, February 27
Rm 259  Lyons, instructor

Section 0012 6:30 pm
Pimmit Hills Ctr Th, March 22
Rm LIB  Tompkins, instructor

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

$ 65  Tuition
$ 65 Total Cost

Section 0010 8:30 am
Pimmit Hills Ctr Sa, January 27
Rm 161  Bookfor, 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.

$105  Tuition
$ 4  User Fee
$109 Total Cost

Section 0010 8:30 am
Pimmit Hills Ctr Sa, February 17
Rm 161  Lyons, instructor

Section 0011 8:30 am
Plum Center Sa, March 24
Rm TR2  Lyons, instructor

Oops! Don’t miss out on a great class.
Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!
Register today at aceclasses.fcps.edu or call 703-658-1201.
Veterinary Studies and Pet Care

**NEW**

**Veterinary Terminology and Anatomy | Course HM01980**
Basic terms used in animal hospitals amongst veterinary assistants, technicians, and doctors. Wonderful introduction into the veterinary medical field. No prerequisites. 5 sessions @ 4 hrs each, plus one session @ 2 hrs.
$419 Tuition
$419 Total Cost

**Section 0010**
- Plum Center
- W, January 3-February 21
- Rm 150
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**Section 0011**
- Plum Center
- Tu Th, January 9-January 25
- Rm 150
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**NEW**

**Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981**
Exposure to blood cells and common parasites of our dogs and cats. Covers associated lab tests to detect these diseases. 3 sessions @ 4 hrs each, plus one session @ 2 hrs.
Prereq: HM01980 Veterinary Terminology and Anatomy
$269 Tuition
$294 Total Cost

**Section 0010**
- Plum Center
- Tu Th, February 6-February 20
- Rm 150
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**Section 0011**
- Plum Center
- W, March 14-April 18
- Rm 150
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**NEW**

**Veterinary Hospital Visits and Basic Restraint | Course HM01983**
Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting. 5 sessions @ 3 hrs each.
Prereq: HM01980 Veterinary Terminology and Anatomy
Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab
$289 Tuition
$289 Total Cost

**Section 0020**
- Plum Center
- Tu, May 15-May 31
- Rm 119
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**NEW**

**Veterinary Preventive Medicine for Dogs and Cats | Course HM01982**
In-depth coverage of vaccines, legal requirements, and dentistry. Good for pet owners and veterinary students. No prerequisites. 5 sessions @ 4 hrs each.
$379 Tuition
$379 Total Cost

**Section 0010**
- Plum Center
- Tu Th, March 6-March 22
- Rm 104
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**Section 0020**
- Plum Center
- W, May 2-June 13
- Rm 119
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**NEW**

**Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984**
Introduction to zoonotic diseases. Plus gain exposure to surgical protocol, instruments, pharmacology, and anesthetics. We will discuss topics veterinary medical personnel must face, such as ethics and euthanasia. No prerequisites. 5 sessions @ 4 hrs each.
$379 Tuition
$379 Total Cost

**Section 0010**
- Plum Center
- Tu Th, April 17-May 8
- Rm 104
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**PET CARE**

**Arthritis Management for Your Pet | Course HM01832**
Arthritis 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.
$95 Tuition
$95 Total Cost

**Section 0010**
- Plum Center
- Sa, January 20
- Rm 122
- Nalepa, instructor

**Section 0011**
- L. Braddock SS
- Sa, March 3
- Rm C151
- Nalepa, instructor

**Common Pet Medications | Course HM01840**
Learn and discuss some of the common pet medications given by veterinarians and how they differ from the medications your doctor may give you. Taught by a licensed veterinary technician. 1 session @ 3 hrs.
$49 Tuition
$49 Total Cost

**Section 0010**
- Plum Center
- W, January 24
- Rm 119
- Lanie Samonte Martin, AAS, LVT, BA, instructor

**Dog Training Theory and Techniques | Course HM01634**
Not getting the results you had expected from your previous dog-training efforts? Better understand how to get positive results and why past methods may not have worked. This class explains animal learning theory so is valuable for veterinary professionals. Taught by certified dog trainer and behaviorist. 1 session @ 3 hrs.
$49 Tuition
$49 Total Cost

**Section 0010**
- Pimmit Hills Ctr
- M, February 26
- Rm 156
- Carole Peeler, CPCT, CDRC, CNWI, instructor

**Pet Emergencies: What to Do First! | Course HM01632**
Pets are part of the family and it’s important for professionals interested in a career in the veterinary field and pet owners alike to recognize medical problems and provide assistance. Topics include basic pet first aid and CPR including vital signs, moving injured animals, signs of common emergency conditions, and when to call for emergency assistance. 2 sessions @ 3 hrs each.
$75 Tuition
$75 Total Cost

**Section 0010**
- Pimmit Hills Ctr
- M, January 29-February 5
- Rm 156
- Carole Peeler, CPCT, CDRC, CNWI, instructor

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

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

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

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

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

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

Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07121
If you own a small business, you know that you need a mobile app. Over 30% of traffic on the Internet now comes from mobile devices, and that number is growing. If you don’t have a mobile app, you’re missing out on a huge number of new customers. 12 Month Access to All Course Material. Course can be completed sooner based on your knowledge and expertise and time devoted to the learning and applying of the subject matter.
$114.9 Total Cost | Section 0040

Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112
Build iPhone, iPod and iPad apps like the pros. Start learning today with our comprehensive course for beginners and you’ll be on your way to app stardom. Xcode is Apple’s graphic user interface for creating iPhone, iPod and iPad apps, and there is nothing it can’t do. Whether you want to build apps for yourself or build apps for clients, Xcode is a must-have tool in your toolbox.
$229.0 Total Cost | Section 0040

Create HTML5 Games from Scratch | Course DL07117
Making games is a lot easier than you think. Create HTML5 games that run in all browsers and Windows 8. Learn how to create a Zelda-like action game demo from scratch using only Javascript and HTML. No experience or previous knowledge is required, although understanding the basics of HTML and Javascript is recommended. Start Today!
$229.0 Total Cost | Section 0040

IT Cloud Certificate Series | Course DL07219
Cloud Technology has exploded in the IT industry over the past few years, as virtualization and cloud computing continue to replace hardware and infrastructure. The emergence of Cloud technology has removed infrastructure as a barrier to rapid scaling of applications. In the past, a substantial need for physical hardware created a roadblock for organizations needing to grow their infrastructure dramatically. Because of Cloud Technology, the IT industry is rapidly changing, and IT pros and aspiring IT professionals need a way to highlight their skills in this new arena. The IT Cloud Certificate Series includes three of the most popular cloud certification courses in the marketplace. There is one-year access from the start of the course. Complete as quickly as you care to.
$999.0 Total Cost | Section 0040

Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144
Builds upon foundational Microsoft® Office 2007/2010 knowledge. Focuses on enhanced features to improve the way you manage, present and distribute data. Explore some of the new features such as Word’s ability to edit PDF files and Flash Fill in Excel. Bridge the gap from the version you know to this latest release. Students who purchase this course have unlimited access to course materials, 1 year post course completion and will automatically receive any updates or revisions specific to this course.
$129.0 Total Cost | Section 0040

The Best Online Typing Course | Course DL02880
Learn keyboarding quickly and easily at your own computer using a free online site. It is an indispensable tool for improving your productivity on the computer! Your tuition payment is for the evaluation of independent work, which is reviewed and a pass/fail grade turned in at the end of the course. For an interactive class with immediate feedback, please register for Course DL01417.
$9.0 Total Cost | Section 0040

Legal

Comprehensive Paralegal Program | Course DL01050
Paralegals can assist lawyers in the delivery of many basic services. A paralegal’s general knowledge about the American legal system and specific knowledge about civil and criminal law can enhance a paralegal’s value in the workplace. This six-course bundle of courses will set you up on the right career track. Instructor interaction and 24/7 access to on-line testing materials.
$999.0 Total Cost | Section 0040

Questions?
Please contact comptraining@fcps.edu

Medical

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

Bloodborne Pathogens | Course DL01010
Course provides training as required by OSHA’s Bloodborne Pathogens Standard (29 CFR 1910.1030). Cover definitions of bloodborne pathogens, modes of transmission, universal precautions, engineering and work practice controls, exposure control plans, hepatitis B vaccinations, and other information needed to ensure worker safety. Complete in as little as 8 hours.
$159.0 Total Cost | Section 0040

Comprehensive Medical Transcription Training | Course DL01230
Medical transcription skills continue to be in high demand. After completing the course successfully you will be able to pass employer examinations and fulfill requirements for over 300 hours of transcription practice. You will acquire practical knowledge of medical terminology and transcription rules and know how to set yourself up in business for contract work. The program takes six months to complete. Must purchase a foot pedal, the software to operate it, and a medical dictionary; purchasing information is included in the detailed course description on coursecatalog.com/fairfax.
$1399.0 Total Cost | Section 0040

HIPAA Privacy Training & Certification Program | Course DL01240
Learn how to administer the federally-mandated HIPAA Privacy rules and earn a “Certified HIPAA Privacy Administrator” designation. This self-paced course qualifies for 8 hours of PHR/SPHR re-certification credits and can be completed either at one time or over several sessions.
$429.0 Total Cost | Section 0040
Online Classes / ESOL Special Interest

Professional Writing and Communication

Certificate in Technical Writing | Course DLO3600
Enhance your existing career or move in a new direction within the workforce. Completion of this rigorous program will add substantially to your repertoire of skills and prepare you for a field that is in high demand now. Expect to take this online course under stringent guidelines. 90 contact hours.
$1150 Total Cost | Section 0040

Efficient Reading: Improving Speed and Comprehension | Course DLO4058
An introduction to reading skills will teach you how to be a flexible and involved reader, limit re-reading, and overcome habitually slow reaction time. Learning how to skim and scan will allow you to go through materials quickly. Building a better vocabulary is also a part of improving reading ability, and learning to use words in context and word origins will help in this effort. Author and publisher aids, and punctuation will be used as reading aids.
$129 Total Cost | Section 0040

Writers at Work: A Review for Professionals Part I—Basics | Course DLO4021
Reviews basic aspects of good writing on the job: understanding good paragraph structure; understanding parts of sentences and speech; ensuring sentence completeness; and conquering common difficulties with subjects, verbs, and pronouns. Readings and exercises will reinforce your understanding of the concepts. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details.
$149 Total Cost | Section 0040

Writers at Work: A Review for Professionals Part II—Punctuation | Course DLO4022
Thorough review provides you with practical understanding of punctuation without forcing you to memorize countless rules. Master the use of commas, semicolons, apostrophes, colons, quotation marks, and parentheses. Learn to recognize and revise punctuation errors in your writing. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details.
$149 Total Cost | Section 0040

Writers at Work: A Review for Professionals Part III—Clear, Concise Writing | Course DLO4023
Develop a clear, concise, and dynamic writing style. Tutoring, readings, textbook, and exercises help you understand concepts and improve your own writing through revision. Learn to use synonyms and transitions, avoid redundancy, employ strong action verbs, and more. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details.
$149 Total Cost | Section 0040

Writers at Work: A Review for Professionals Part IV—Style | Course DLO4024
Develop an emphatic, readable style and design visually appealing documents. Exercises, tutoring and mastery quizzes ensure that you understand the concepts. You will revise your writing to emphasize important points, flow logically, create parallel structures in sentences and paragraphs, maintain focus in sentences and paragraphs, and design documents.
Book required—see www.coursecatalog.com/fairfax for details.
$149 Total Cost | Section 0040

ESOL Special Interest Classes

American English Pronunciation | Course ES06543
You’ve learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required. 11 sessions @ 2 hrs each. All registrations must be received one week prior to the start date.
$305 Tuition
$38 Text: Clear Speech
$343 Total Cost

Section 1809 9:00 am
Plum Center Sa, January 13-March 24
Rm 102 Staff, Instructor

Citizenship Examination Preparation | Course ES06877
Designed for people who are preparing to take the citizenship test and interview. Learn U.S. history and civics. Practice reading, writing, speaking and listening. Practice in class for the USCIS citizenship interview. You must be able to read and write English and have basic oral fluency (minimum high-beginning level.) Testing is not required. 10 classes @ 2 hours each. All registrations must be received one week prior to the start date.
$110 Tuition
$19 Text: Citizenship, Passing the Test
$129 Total Cost

Section 1809 9:00 am
Plum Center Sa, January 13-March 17
Rm 102B Staff, Instructor

Section 1806 9:00 am
ACE Herndon Learning Ctr Sa, January 13-March 17
Rm TBD Staff, Instructor

Conversation High Intermediate Plus | Course ES06561
This is a conversation class for people with a high intermediate level of English and above. If you have not studied at high intermediate and above in our program within the last two terms, you must take a placement test. Please see the schedule for our regular ESOL classes to find a testing site and date that is convenient for you.
$185 Tuition
$57 Text: Speaking of Values
$242 Total Cost

Section 1808 9:00 am-11:30 am
Pimmit Hills Ctr Tu Th, January 9-March 8
Rm 156 Staff, instructor

Section 1807 10:00 am-12:15 pm
Mott Comm Ctr Tu, January 16-March 22
Rm TBD Staff, instructor

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

Need a High School Diploma?
You have options!

Call us TODAY!

Speak with our counselors to determine which program is best for you!

703-503-6442

Need a High School Diploma?
You have options!

Spring Classes Start
February 2018
Schedule Entrance Exam Appointment for December or January

Adult H.S.
Classes Ongoing
Have your transcript evaluated to determine classes needed to graduate
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 April 2018. 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.

English for Speakers of Other Languages (ESOL)
Daytime classes are nine weeks and one day long & evening classes are nine weeks long.

### Classes at these locations start January 8, 2018

<table>
<thead>
<tr>
<th>Class</th>
<th>Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryant Adult Center</td>
<td>2709 Popkins Lane, Alexandria, VA 22306</td>
<td>M-F</td>
<td>9 am-12:30 pm</td>
<td>46 cls</td>
<td>$20</td>
<td>$115</td>
<td>$35</td>
<td>Literacy</td>
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<td></td>
<td></td>
<td></td>
<td>9 AM: 1/3</td>
<td></td>
<td>$20</td>
<td>$325</td>
<td>$35</td>
<td>Low Beginning to High Intermediate</td>
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<td></td>
<td></td>
<td>6 PM: 1/3</td>
<td>M&amp;W 7 pm-9:30 pm</td>
<td>18 cls</td>
<td>$20</td>
<td>$325</td>
<td>$48</td>
<td>High Intermediate R&amp;W</td>
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<tr>
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<td></td>
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<td>High Intermediate R&amp;W</td>
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<td></td>
<td></td>
<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced</td>
</tr>
<tr>
<td>Graham Road Community Ctr</td>
<td>3036 Graham Road, Falls Church, VA 22042</td>
<td>M-F</td>
<td>9 am-12:30 pm</td>
<td>46 cls</td>
<td>$20</td>
<td>$325</td>
<td>$35</td>
<td>Low Beginning to High Intermediate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9 AM: 1/2</td>
<td></td>
<td>$20</td>
<td>$325</td>
<td>$40</td>
<td>Low Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 PM: 1/3</td>
<td>M&amp;W 7 pm-9:30 pm</td>
<td>18 cls</td>
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For more information, call 703-658-2777.

### Classes at these locations start January 16, 2018

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

### Classes at these locations start January 8, 2018

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

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

No reservations are required for testing. At the time of testing, appointments will be given to return for registration.

Questions? Please call 703-658-2777.

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

**NEW**

Cake Decorating, Advanced | Course HI03939

You have the basics of icing, decorating, and applying fondant to your cakes. Now learn how to make and dry flowers out of gum paste and other advanced decorating techniques. **Prerequisite:** Should have attended Cake Decorating Basics or have previous skill set to attend this class. 5 sessions @ 2.5 hrs each.

$199  Tuition
$ 27  User Fee
$ 30  Text: Step-by-Step Cake Decorating
$256  Total Cost

**Section 0010** 7:00 pm
Woodson HS  Tu, February 20-March 20
Rm L111  Hofstetter, instructor

**NEW**

German Desserts | Course HI06036

Take a culinary tour through Germany from the North Sea to the Alps with traditional German desserts like Rote Grütze, and Crème Bavaroise. Learn how to prepare hot dessert like Aprikosenknoedel and Kaiserschmarrn and find out your favorite version of the Strudel. 2 sessions @ 3 hrs each.

$ 94  Tuition
$ 37  User Fee
$121  Total Cost

**Section 0010** 6:30 pm
Plum Center  W, January 24-January 31
Rm 115  Hofstetter, 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.

$ 94  Tuition
$ 37  User Fee
$126  Total Cost

**Section 0010** 6:30 pm
Plum Center  W, March 14-March 21
Rm 115  Hofstetter, instructor

**NEW**

Profiteroles (Cream Puffs) & Eclairs Workshop | Course HI03931

Learn to make delicious profiteroles and eclairs using a choux dough. Impress your family and friends when you bring a homemade French pastry to your next party! 2 sessions @ 3 hrs each.

$ 94  Tuition
$ 32  User Fee
$126  Total Cost

**Section 0010** 6:30 pm
Woodson HS  Tu, January 23-January 30
Rm J303  Spinks, instructor

**Culinary Arts**

**Cooking Thai With Seafood | Course HI06461**

All new dishes this class! This class will introduce authentic Thai cooking methods and ingredients with fish and seafood to create classic Thai flavors. The menu will include exciting dishes like Baked Shrimp and Glass Noodle in a (Clay) Pot, Stir-fry Fish with Chinese Celery in Salted Soy Bean Sauce, Spicy Shrimp Salad with Lemongrass and Steamed Fish Curry. Experience a new way of cooking delicious, signature Thai dishes from a people who love their seafood! 2 sessions @ 3 hrs each.

$ 97  Tuition
$ 52  User Fee
$149  Total Cost

**Section 0010** 10:00 am
Plum Center  Sa, March 10-March 17
Rm 115  Seriruk, instructor

**NEW**

Favorite Thai Dishes | Course HI06446

Delicious Pad Thai and Som Tum (Spicy Green Papaya Salad) are on the menu! This class will emphasize the traditional way of cooking these popular dishes. There will be fresh and dried shrimp, peanuts and tofu on the list of ingredients. **Please note:** If you are allergic to these ingredients, please be aware before you register. 1 session @ 3 hrs.

$ 62  Tuition
$ 37  User Fee
$ 99  Total Cost

**Section 0010** 1:00 pm
Plum Center  Su, January 21
Rm 115  Seriruk, 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.

$ 63  Tuition
$ 42  User Fee
$105  Total Cost

**Section 0010** 1:00 pm
Plum Center  Su, January 14
Rm 115  Euiipyachat, instructor

**Quick & Easy Italian Dishes | Course HI06438**

Expand your weeknight repertoire with quick and easy Italian recipes. You will surprise your family and friends with these delicious dishes using fresh ingredients! On the menu **Session 1:** mushrooms, sage, and burrata soufflé, vegetarian lasagna, fried chicken with “fast” mayonnaise, and ginger cookies. On the menu **Session 2:** tuna and bell peppers salad, 3-P’s spaghetti, Mediterranean style salmon filets, and shortcrust pastry with jam. 2 sessions @ 3 hrs each.

$ 94  Tuition
$ 43  User Fee
$137  Total Cost

**Section 0010** 6:30 pm
Plum Center  Th, February 8-February 15
Rm 115  De Bernardinis, 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.

$ 62  Tuition
$ 42  User Fee
$104  Total Cost

**Section 0010** 10:00 am
Plum Center  Sa, March 3
Rm 115  Euiipyachat, instructor

**Ultimate Sushi | Course HI03891**

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

$ 93  Tuition
$ 52  User Fee
$145  Total Cost

**Section 0010** 1:00 pm
Plum Center  Su, March 4-March 11
Rm 115  Moore, instructor

**NEW**

**Quick & Easy Thai | Course HI06052**

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

$ 63  Tuition
$ 42  User Fee
$105  Total Cost

**Section 0010** 1:00 pm
Plum Center  Su, February 11
Rm 115  Euiipyachat, instructor

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**Excellent instruction and recipes. Nutritious food prepared “quick & easy” as advertised. Both the teacher and the assistant were very cordial and professional.”**

ACE Student
Quick & Easy Thai
NEW
Sweet & Savory Foccacia | Course HI03857
Sweet or savory! You will learn the essentials of making fresh yeast foccacia at home. All steps will be covered from mixing, kneading, shaping, and baking the bread. Choose your favorite ingredients as filling! Also on the menu, piadina romagnola, sweet foccacia and sweet croissants. 1 session @ 3 hrs.

$ 62 Tuition
$ 32 User Fee
$ 94 Total Cost

Section 0010 6:30 pm
Plum Center F, February 23
Rm 115
De Bernardinis, instructor

NEW
The Lasagna Class! | Course HI03803
Learn how to prepare Bolognese lasagna with Bolognese meat ragu’, béchamel sauce and ready-to-cook lasagna. You will also learn how to make a meat plum-cake, an original recipe as well as desserts for the whole family. Here are some of the dishes on the menu: Poor Man’s Spaghetti, tricolor skewers, plum and meat cake with bell peppers, lemon cookies, Bolognese lasagna, meatball skewers, Roman style spinach and apple pastry. 2 sessions @ 3 hrs each.

$ 94 Tuition
$ 43 User Fee
$ 137 Total Cost

Section 0010 6:30 pm
Plum Center F, January 19-January 26
Rm 115
De Bernardinis, instructor

NEW
One Ingredient, Myriad Ways: Bacon | Course HI03965
Bacon, bacon, and more bacon! It’s delicious and can be used in every meal from breakfast to dinner, appetizers to desserts, to drinks! Come join us to celebrate this most yummy of ingredients! 2 sessions @ 3 hrs each.

$ 94 Tuition
$ 42 User Fee
$ 136 Total Cost

Section 0010 6:30 pm
Plum Center M, February 26-March 5
Rm 115
Ross, instructor

NEW
One Ingredient, Myriad Ways: Herbs | Course HI06478
From herbed butters, to infused breads, to marinades for tenderloins. Herbs are everywhere and can be used in a thousand ways. In this course, we will explore their uses, and make entrees, side items, and savory desserts celebrating these fragrant ingredients! 2 sessions @ 3 hrs each.

$ 94 Tuition
$ 42 User Fee
$ 136 Total Cost

Section 0010 6:30 pm
Plum Center M, March 12-March 19
Rm 115
Ross, instructor

NEW
One Ingredient, Myriad Ways: Quinoa | Course HI06045
Key, huh???? Quinoa is gluten free, and high in protein, fiber, minerals, and nutrients! Come find some amazing, and delicious, ways to make QUINOA a part of your day! Entrees, side items, and desserts will all be made! 2 sessions @ 3 hrs each.

$ 94 Tuition
$ 42 User Fee
$ 136 Total Cost

Section 0010 6:30 pm
Plum Center M, February 5-February 12
Rm 115
Ross, instructor

NEW
One Ingredient, Myriad Ways: Winter Vegetables | Course HI03898
Need ideas for what to do with all those winter and root vegetables? This course will feature the delicious, and nutritious vegetables of winter. Entrees, side items, and desserts will all be made! 2 sessions @ 3 hrs each.

$ 94 Tuition
$ 42 User Fee
$ 126 Total Cost

Section 0010 6:30 pm
Plum Center M, January 22-January 29
Rm 115
Ross, instructor

NEW
Setting Up Your Kitchen | Course HI03885
Let Chef Cal Kraft give you tips, ideas, and reasoning behind hoe to set up your new kitchen, refurbished kitchen, or just a face lift for your kitchen. He will explain the things you really should have and the things that you can do without. Some of the topics that will be covered are: basic kitchen supplies, herbs/spices, pots and pans, dry goods/pantry items, electric equipment, and kitchen design and layout. Most importantly, he will answer the “Why” of his suggestions. 1 session @ 3 hrs.

$ 62 Tuition
$ 12 User Fee
$ 74 Total Cost

Section 0010 10:00 am
Plum Center F, February 3
Rm 115
Kraft, instructor

NEW
Beyond Bacalau! Best of Portuguese Cooking | Course HI03881
Spain gets a ton of love in the food-world, but there’s another small but mighty culinary superpower in the Iberian Peninsula—Portugal! Portugal is one of the world’s most exciting destinations, whether you’re eating your way through Lisbon’s rapidly growing food scene or enjoying pastries and port in Porto, fresh seafood and aromatic spices like saffron makes a huge appearance in this cuisine; pork with clams from Alentejo, creamy seafood sauces, hearty meat stews to warm up on are some of the dishes we may be cooking up. But let’s not forget that Portuguese cuisine also extends to its old territories like India, Goa so a rich and spicy seafood curry just might be making an appearance as well. 1 session @ 4 hrs.

$ 72 Tuition
$ 37 User Fee
$ 109 Total Cost

Section 0010 10:00 am
Plum Center Sa, March 24
Rm 115
Das, instructor

NEW
Fisherman’s India | Course HI06460
From fish filets wrapped in banana leaves, to fish cooked in tomato gravies to coconut chutneys, we’re going to celebrate the myriad and delicious ways in which to cook your seafood. Say ‘namaste’ to tantalizing flavors and India’s seafood delicacies. 1 session @ 4 hrs.

$ 72 Tuition
$ 42 User Fee
$ 114 Total Cost

Section 0010 10:00 am
Woodson HS Sa, February 17
Rm 3103
Das, instructor

CHEF CAL KRAFT

Alain Ducasse’s Traditional French Cassoulet & Cobb Loaf | Course HI06447
“Cassoulet is less a recipe than a way to argue between villages.” - André Daguin.

If you have never had Cassoulet before, you have no idea what you are missing! Tarbais beans, garlic pork sausages, lamb shoulder, duck legs with spices, all cooked in duck fat come together in an amazing symphony of flavors. For those who are looking for that one dish this winter that’s going to knock your socks off or if you’ve found Cassoulet intimidating in the past, this is the class for you.

Session 1 @ 2.5 hours, Friday evening: Prep work for the Cassoulet and Cobb bread. Session 2 @ 4 hours, Saturday Morning: Assemble and cook the Cassoulet. Please note: A small dinner will be provided Friday evening. Total 6 hours, 2 sessions.

$ 102 Tuition
$ 47 User Fee
$ 149 Total Cost

Section 0010 7:00 pm
Plum Center F Sa, February 9-February 10
Rm 115
Das, instructor

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

Homestyle Irish Classics from the Emerald Isle | Course HI06074
Whether you’re Irish or not, St. Patrick’s Day can be the perfect excuse to tuck into hearty Irish fare. From lamb stew, fried cod and colcannon to soda bread, we’ve rounded up our favorite dishes from the Emerald Isle all ending with a delicious homemade Irish cream. With cold weather nipping at our heels, what else can we ask for! 2 sessions @ 3.5 hrs each.
$102 Tuition
$ 47 User Fee
$149 Total Cost
Section 0010 10:00 am
Woodson HS Sa, March 10-March 17
Rm J103 Das, instructor

NEW

French Style Fish Dishes | Course HI03858
Learn different ways to make classic French style fish dishes in a variety of sauces. 1 session @ 3 hrs.
$ 68 Tuition
$ 27 User Fee
$ 95 Total Cost
Section 0010 10:00 am
Plum Center Tu, February 27
Rm 115 Gaston, instructor

NEW

French Style Sunday Brunch | Course HI06485
A French style Brunch is a delicious treat for the weekend. Learn how to make a fabulous one. Eggs benedict, quiche and omelet, fruit soup are on the menu for a perfect brunch! 1 session @ 3 hrs.
$ 68 Tuition
$ 27 User Fee
$ 95 Total Cost
Section 0010 1:00 pm
Plum Center Su, March 25
Rm 115 Gaston, instructor

NEW

Japanese Cooking in an American Kitchen | Course HI06470
There is a lot more to Japanese Cuisine (Washoku) than sushi and sashimi. In this 2-session class, we will be cooking delicious Japanese meals that can easily be made with readily available ingredients, such as Japanese Curry, Teryaki, and Yakitori. 2 sessions @ 3 hrs.
$ 94 Tuition
$ 57 User Fee
$151 Total Cost
Section 0010 6:30 pm
Plum Center W, February 7-February 14
Rm 115 Brady, instructor

NEW

Organize—Focus method (POF), a systematic approach to 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.
$152 Tuition
$ 47 User Fee
$199 Total Cost
Section 0010 6:00 pm
Plum Center F, March 9-March 23
Rm 115 Brady, instructor

Register early for our culinary classes so our chefs can head for the markets in time to prepare for the classes! Register today at http://aceclasses.fcps.edu.
Floral Design

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

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 pre-requisite to attend Floral Design 1 before attending Floral Design 2. 4 sessions @ 3 hrs each.

$149 Tuition
$167 User Fee
$316 Total Cost

Section 0010 6:30 pm
Woodson HS Tu, February 20-March 13
Rm L113 Mason, instructor

NEW

Winter Fun with Flowers | Course HI03382
Four arrangements influenced by the winter season will be created. Learn to create a winter greenery garden, an arrangement of cones, nuts, branches and berries, a winter scene in a vase, and an arrangement with lights. Bring pruning clippers and floral shears to class.

4 sessions @ 3 hrs each.

$149 Tuition
$167 User Fee
$316 Total Cost

Section 0010 6:30 pm
Woodson HS W, January 17-February 7
Rm L113 Mason, instructor

NEW

Valentine’s Day Flowers | Course HI03400
Valentine’s Day flowers do not have to be traditional roses and carnations. This arrangement will use an assortment of other flowers and Valentine trim to create a non-traditional arrangement. Bring pruning clippers and floral shears to class. 1 session @ 3 hrs.

$62 Tuition
$52 User Fee
$114 Total Cost

Section 0010 6:30 pm
Woodson HS M, February 12
Rm L113 Mason, instructor

Spring & Easter Flowers | Course HI06476
This class will create an arrangement of spring flowers that can be used for Easter or to just celebrate spring. You will learn to how weave palm fronds. Bring pruning clippers and floral shears to class. 1 session @ 3 hrs.

$62 Tuition
$52 User Fee
$114 Total Cost

Section 0010 10:00 am
L. Braddock SS Sa, March 24
Rm C151 Mason, instructor

Personal and Creative Interest

NEW

Divorce 101: How to Survive and Thrive | Course HI04040
Divorce can be overwhelming and crazy, but it doesn’t have to be! In this course, participants will discover how divorce really works, what to expect, and uncover the five most common divorce mistakes that can waste time and money, and how to avoid them. Participants will also learn how to make better divorce decisions that can save them from legal, financial, and personal headaches, and will identify goals and create a plan that will enable them to heal and finally move on with their lives. Classes include lecture and Q&A time, as well as hands-on exercises and discussion. Attendees will leave the class with a curated list of resources to help navigate through divorce, as well as more clarity and confidence on their next steps.

1 session @ 2.5 hrs.

$52 Tuition
$17 User Fee
$69 Total Cost

Section 0010 10:00 am
Plum Center Sa, March 17
Rm 116 Bodyfelt, instructor

NEW

Suddenly Single? | Course HI03138
Whether it is from death of a spouse, divorce, or empty nest, adjusting to the single life can be tough! Join us for this interactive class where you will discover how to gain confidence and independence as a single person. Learn how to build, strengthen, and expand your support system, and the secrets to loving your alone time. This session will consist of discussion as well as hands-on exercises. Participants will receive a customized list of resources as well as an individualized action plan for singles. 1 session @ 2.5 hrs.

$52 Tuition
$5 User Fee
$57 Total Cost

Section 0010 6:30 pm
Edison HS Tu, January 30
Rm B129 Bodyfelt, instructor

NEW

Put the Puzzle of Your Life Together! | Course HI06556
What is the difference between reality and your vision of your life? Bridge the gap between the two and learn to surmount obstacles, shift perspectives, defeat the “gremlins” voice that says you can’t and create the life you want on your terms. Life coaching is the process that will help you do just that. In this workshop you will discover how the main pieces of your life fit together, what will bring more fulfillment and balance and some action steps to take to move toward that desired picture. We will use a variety of tools including the Wheel of Life Inventory, reflection, writing and creating your own personal call to action. Each participant will also have the opportunity to test-drive coaching in a complimentary 1/2 hour sample coaching session by phone to be scheduled at a later date. Bring your calendar! 2 sessions @ 2 hrs each.

$69 Tuition
$5 User Fee
$74 Total Cost

Section 0010 10:00 am
L. Braddock SS Sa, February 17-February 24
Rm H225 David, instructor

NEW

The Secrets to Beating Your Stress | Course HI03156
Does your life seem overwhelming right now? Are you unable to relax because too many things are stressing you out? In this course, we will discover the hidden reasons behind stress, uncover the secrets to recognizing your stress triggers, learn how to stop them from interfering with your wellness, and discover the best methods for overcoming the stress and everyday drama that keeps you from enjoying life. 1 session @ 2.5 hrs.

$52 Tuition
$17 User Fee
$69 Total Cost

Section 0010 6:30 pm
Plum Center Th, February 1
Rm 116 Bodyfelt, instructor

NEW

Getting Ready to Retire | Course HI06530
10,000 Americans retire every day. Will you be ready when your turn comes? Getting Ready to Retire will equip you to face the important but often overlooked non-financial challenges and opportunities of retirement and to make a happy and fulfilling transition. 1 session @ 4 hrs.

$80 Tuition
$5 User Fee
$85 Total Cost

Section 0010 9:00 am
Plum Center Sa, March 10
Rm 116 Moran/Dessingue, instructor

NEW

Bridge Made Easy | Course HI03024
Meet fun-loving people, escape work-a-day blues, exercise your mind! Discover the passion that is bridge and your life will never be the same. Forget textbooks! Learn to play bridge in a fun tournament setting so in 8 weeks you can play with friends and/or compete in local tournaments. We learn from playing the hands, from lessons, discussions, and practice. Please note: No class on February 18.

8 sessions @ 3 hrs each.

$284 Tuition
$17 User Fee
$301 Total Cost

Section 0010 12:30 pm
Plum Center Su, January 21-March 18
Rm 141 DeAnda, instructor

Finding Travel Deals for Business and Pleasure | Course HI03103
Travel can still be affordable if you know how to find the deals. In this fun, interactive class you will discover the best Internet sites for planning and booking your next vacation or business trip. Find out ways to use the Internet to become a more informed traveler and how to get the best price on hotels, last-minute travel, airfare, tours, cruises, car rentals, and much more. Finally, we will learn from each other about great travel destinations and get trip planning advice. 1 session @ 2.5 hrs.

$54 Tuition
$5 User Fee
$59 Total Cost

Section 0010 9:00 am
Plum Center Sa, February 10
Rm 150 Bruce Robertson, MS, SPHR, instructor

See page 55 for registration information.
Instructor Spotlight

**Bob Kovacs** has been working in television for decades and is a widely published author and photographer, particularly in the broadcasting industry. He discovered YouTube in 2008 and has since posted 1,000 videos on a variety of YouTube "channels" covering a broad range of subjects. Bob has a strong background in the technology of television and is comfortable in front of and behind the camera. Recently, he has been working on two professional video projects: a short film called "Rendezvous" and an online comedy TV series called "Almost Spies," both scheduled to be released in the spring of 2018.

**NEW**

**How to Become a YouTube Star | Course HI05115**

Learn how to create and upload videos, and how to earn money on YouTube. Think you can make a viral video? Do you have an idea for skills that you want to teach on YouTube? This class will explain how to make the best video you can, " monetize" it on YouTube and ways to promote your YouTube “channel.” The course will also cover camera and audio techniques, editing, copyrighted music, and the ins and outs of YouTube’s online video system. **Please note: A student should only enroll if they have a laptop/portable device on which editing software is installed such as Apple iMovie and Windows Movie Maker (free to install) that they can bring to class.**

Students will also need a video camera—a smartphone with camera is acceptable as are dedicated video cameras as well as the video feature on point-and-shoot cameras. 10 sessions @ 2 hrs each.

- **$108 Tuition**
- **$5 User Fee**
- **$113 Total Cost**

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**NEW**

**Your German Ancestors | Course HI04789**

More people have German ancestors than any other ethnic group. Discuss where, why and where they came. Look at their impact on America. Discuss where records are, regarding your ancestors, both in America and Germany. 3 sessions @ 2.5 hrs each.

- **$108 Tuition**
- **$5 User Fee**
- **$113 Total Cost**

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**NEW**

**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.

- **$96 Tuition**
- **$5 User Fee**
- **$103 Total Cost**

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**Genealogy: Research in the Washington D. C. Area Facilities | Course HI04774**

Research at the National Archives, the Library of Congress, the DAR Library, and other lesser known facilities will be included in this how-to class. Last year many changes were made at the Library of Congress and others are planned for the National Archives. These changes will be covered. 3 sessions @ 2.5 hrs each.

- **$108 Tuition**
- **$5 User Fee**
- **$113 Total Cost**

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**World War II: A Military And Social History | Course HI04031**

This course on WWII is designed for those interested in learning more about the war from a very broad perspective. Causes of WWII: explore the economic and political issues of each of the major countries engaged in the war. The Holocaust: its origins, organization and management within Germany. WWII in Europe: using a timeline as a chart, follow and discuss the major events of the war in Europe from initial fighting in 1939 through war’s end in 1945. WWII in the Pacific: using a timeline as a chart, follow and discuss the major events of the war in Asia starting with Japanese invasion of China, continuing through attack on Pearl Harbor and finishing with surrender in 1945. The Home Front (USA): discussion will focus on activities and events, political, economic and social in the US during the war years. 20 Personalities of WWII: this final section will allow the participants to discuss individuals from the war. 4 sessions @ 2.5 hrs each.

- **$129 Tuition**
- **$5 User Fee**
- **$134 Total Cost**

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**What If? A Historical Perspective | Course HI03081**

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

- **$129 Tuition**
- **$5 User Fee**
- **$134 Total Cost**

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**NEW**

**Your Irish Ancestors | Course HI04790**

Discuss the history of Ireland and why the Irish came to America. Look at standard repositories and new records that have come on line regarding Irish Records. Discuss both Irish and Scotch-Irish Ancestors. 3 sessions @ 2.5 hrs each.

- **$108 Tuition**
- **$5 User Fee**
- **$113 Total Cost**

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Genealogy: Probate Records | Course HI04798

The course content and instructor were both excellent. The instructor had invested much of his time and skill in assembling and distributing a vast array of data and research tools. The classes were open to discussion throughout, thereby encouraging each student to contribute his/her unique inputs and insights.”

Eli S.

World War II: A Military and Social History
NEEDLE ARTS

Crochet for Beginners | Course HI03998
New to crocheting but always wanted to learn? Then start at the very beginning! Learn crochet terms, basic stitches, pattern reading, yarn types. Bring crochet hook in size G (4), H (8), I (9), or J (10), scissors, tape measure that you will continue to use at home. No class Feb. 19 and March 5. 6 sessions @ 2 hrs each.

$134 Tuition
$15 User Fee
$149 Total Cost

Section 0010 9:00 am
Plum Center M, January 29-March 19
Rm 115
Holloway, Instructor

Crochet Granny Squares Like a Pro! | Course HI06550
Make colorful pillow covers, scarfs, 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 do crochet the classic granny square. As you practice stitches, read patterns and understand the effects of color combination, you will crochet granny squares and learn how to piece them together into a small project. We will also point to the resources you might need to expand upon the classic granny square and to take it to the next level. Materials: light to worsted weight yarn (#3 – #4) in three colors, leftovers are good; crochet hook size 7 – 1-9 (4.5 – 5.5 mm) 4 sessions @ 3 hrs each.

$159 Tuition
$5 User Fee
$164 Total Cost

Section 0010 10:00 am
L. Braddock SS Sa, January 20-February 10
Rm H214
Hofstetter, 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.

$159 Tuition
$20 User Fee
$179 Total Cost

Section 0010 10:00 am
Plum Center M, January 29-March 19
Rm 116
Molnar-Grabowski, Instructor

PHOTOGRAPHIC ARTS

PHOTOGRAPHY

NEW

Digital Photography Basics | Course HI03783
Do you want to step up from smart phone/point-and-shoot photography (for instance SnapChat)? Learn more about the key principles of photography? Understand the basics of using a DSLR or M4/3rds camera? This course will cover common features of all of these cameras (plus lenses, storage, and post processing) and help you deepen your understanding of using them. It will lay the foundation to add to your digital photographic skills and capture better photos under a wider range of conditions. 2 sessions @ 2 hrs each.

$99 Tuition
$20 User Fee
$119 Total Cost

Section 0010 10:00 am
Woodson HS Sa, February 24-March 3
Rm L111
Conry, Instructor

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

$120 Tuition
$5 User Fee
$125 Total Cost

Section 0010 6:30 pm
Chantilly HS Tu, January 23-February 6
Rm 268
Hunt, Instructor

Section 0011 6:30 pm
Pimmit Hills Ctr Th, March 8-March 22
Rm 123
Hunt, instructor

OOPS! Don’t miss out on a great class.
Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!
Register today at aceclasses.fcps.edu or call 703-658-1201.

THE ARTS

CINEMA

NEW

Cult Classic Film Masterpieces I | Course HI06557
World film presents the following classic cult films: Harold and Maude, an outrageously funny and affecting film that proves loves has no boundaries. The Loved One is a howling satire of the American funeral industry. Something for Everyone is a black comedy starring Angela Lansbury and Michael York. The History Boys has the original Tony Award winning cast. Set in the Ardennes Forrest in 1944, Ethan Hawke and Gary Sinise lead a superb cast in A Midnight Clear. In Suicide Kings, a group of youngsters kidnap a respected Mafia boss (Christopher Walken). And A Boy and His Dog is the doomsday fable that launched the post-apocalyptic genre as we know it. No tuition discounts or waivers. 5 sessions @ 3 hrs each.

$88 Tuition
$7 User Fee
$95 Total Cost

Section 0010 6:45 pm
Plum Center M, January 9-February 6
Rm 112
LeBlanc, Instructor

Section 0011 6:45 pm
Plum Center M, January 11-February 8
Rm 112
LeBlanc, Instructor

NEW

Cult Classic Film Masterpieces II | Course HI06558
The award winning The Crying Game became the film that everyone was talking about in 1992, but no one was giving up its secrets. Robin Williams delivers a terrifying performance in One Hour Photo. In David Cronenberg’s thriller Dead Ringers, twin gynecologists take full advantage that no one can tell them apart. From the UK, Unconditional Love is a film festival darling about unconventional love. In Apartment Zero an emotionally crippled Colin Firth discovers he has rented out his apartment to a serial killer. Award winning Felicity Huffman has a transgender identity crisis in Transamerica, a film that Joe Morgenstern of The Wall Street Journal says “will leave you in a state of euphoria.” No tuition discounts or waivers. 5 sessions @ 3 hrs each.

$88 Tuition
$7 User Fee
$95 Total Cost

Section 0010 6:45 pm
Plum Center M, February 20-March 20
Rm 112
LeBlanc, Instructor

Section 0011 6:45 pm
Plum Center M, February 22-March 22
Rm 112
LeBlanc, Instructor

John is a true educator, providing cultural and/or historical background, other film resources, and printed material to add to the learning experience.”

Kay R.

World Cinema—Dystopian Future Worlds

“
Enrichment—Adult Enrichment Programs

**Enrichment—Adult Enrichment Programs**

Woodson HS Sa, March 17-March 24
Rm 112 Miller, instructor

Plum Center Sa, February 3-February 10
Rm 112 Jeffries, instructor

Plum Center Sa, January 20

$115 Total Cost

**MUSIC APPRECIATION**

Classical Music Appreciation | Course HI03768

Enhance your joy of classical music through knowledge. Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren’t sure who wrote it or the story behind it. In this 2 session course the lecture will focus on the Classical era, with particular emphasis on the first Viennese School—Haydn, Mozart, Beethoven, and Schubert. Their contemporaries may make a cameo appearance. This is a non-technical class to learn about the composers and the circumstances surrounding the music’s creation, as well as what to listen for. Students will discover why this music has remained popular for centuries. 2 sessions @ 2.5 hrs each.

$84 Tuition
$5 User Fee
$89 Total Cost

**ARCHITECTURE & DESIGN**

At Home, In Home—Aging in Place | Course HI06502

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

$108 Tuition
$7 User Fee
$115 Total Cost

**INTERIOR DESIGN**

Interior Design | Course HI02054

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

$154 Tuition
$5 User Fee
$159 Total Cost

**WRITING AND PUBLISHING**

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You’ll begin with learning how to view the world around you creatively, then move on to the value of reading as a writer. We’ll cover a technique a week: character development, dialogue, plotting, 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 hours

$204 Tuition
$5 User Fee
$209 Total Cost

Day Writers | Course HI04019

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

$204 Tuition
$5 User Fee
$209 Total Cost

**Share Your Story! Writing Your Memoirs | Course HI06494**

Whether you hope to capture your life’s meaningful moments for family, publication, or personal satisfaction, this class will help you get started. We will talk about how to compose your storytelling and offer some insights into what makes for memorable reading. We will discuss the difference between writing a memoir and writing an autobiography. Classes are highly interactive, with some time spent reading and critiquing each other’s work. Sharing of written work is optional. We will also touch on publication options and some of the rules you need to know and understand regarding publication of your written works. 4 sessions @ 2 hrs each.

$94 Tuition
$5 User Fee
$99 Total Cost

**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.

$106 Tuition
$5 User Fee
$111 Total Cost

**Look for our spring catalog after February 26!**

Online registration for spring classes will begin February 23, and print catalogs will be mailed February 26.
**World Language Questions**

**Q: How do I register?**
**A:** Call 703-658-1201 to register by phone or see page 55 for registration options. Register early, as many courses fill quickly. Consult https://aceclasses.fcps.edu for the most up-to-date information or to register online 24/7.

**Q: Is there a deadline to register?**
**A:** In order to register online, you must register BEFORE the start date of the class. In order to guarantee delivery of any materials to your first class session, you must register at least TEN days before the start date. Under-enrolled classes may be cancelled one-two days before the start date, so be sure to register early so that your enrollment will be taken into consideration.

**Q: What if a class has already started? May I still register for it?**
**A:** If you have had some previous exposure to the language you want to learn, you may feel comfortable joining a class after it has started. There is no tuition discount for classes that you missed, and you will not be able to register online. Call 703-658-1201 to enroll in a class that has already begun. **Please let us know if you need to purchase a textbook.**

**Q: What if I miss a class or a class is canceled?**
**A:** Many adult students miss a class because of work or other personal commitments. If you miss a class, do not give up! Attend as diligently as your schedule permits. No refunds or rebates are given for missed classes. If ACE cancels a class meeting date because of inclement weather or instructor illness, we will automatically add a make-up to that class. In some cases, a day may be added later on to start reading and writing simple sentences. This foundation will help you make a smooth transition to the next level.

**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 start date in order to guarantee delivery to the first class session. If you need to purchase a textbook, you will 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: 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.

**American Sign Language (ASL)**

**American Sign Language 100 — Beginning 1**

**Course FL02560**

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

$292 Tuition
$ 3 User Fee
$ 30 Text: A Basic Course in American Sign Language, 2nd ed
$ 335 Total Cost

**Section 0010**

7:00 pm
Pimmit Hills Ctr
M, January 22-April 9
Rm 160
Mohaghegh, instructor

**American Sign Language 200 — Beginning 2**

**Course FL02562**

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

$292 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 335 Total Cost

**Section 0010**

7:00 pm
Pimmit Hills Ctr
W, February 7-April 18
Rm 156
Maloney, instructor

**American Sign Language — Intermediate 5**

**Course FL02571**

Prereq: Intermediate Sign Language Part 4 or high intermediate skills. Students will have to order book by Willard J. Madsen, Intermediate Conversational Sign Language ISBN 978-0-913580-79-9. 10 sessions @ 2 hrs each.

$292 Tuition
$ 3 User Fee
$ 295 Total Cost

**Section 0010**

7:00 pm
Plum Center
T, January 16-March 20
Rm TR4
Hall, instructor

**Arabic**

**Introduction to Arabic | Course FL02618**

An introductory course to Modern Standard Arabic. You will be gradually introduced to Arabic sounds and writing systems. You will be introduced to the alphabet, vowels, some sight words, colors, days of the week and greetings. This foundation will help you make a smooth transition later on to start reading and writing simple sentences as well as understanding some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

$292 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$ 325 Total Cost

**Section 0010**

10:00 am
Plum Center
W, March 7-May 16
Rm TR4
Shockey, instructor

**Section 0011**

7:00 pm
L. Braddock SS
Th, February 1-April 12
Rm H219
Sadeg, instructor

**Class logistics occasionally change after the catalog is printed. Check https://aceclasses.fcps.edu to confirm the location and start date of your class.**
Arabic 100—Beginning 1 | Course FL02621
The course is designed to build up your Arabic vocabulary by presenting basic language function in different life situations. You will review the alphabet, vowels, and sight words. Learn gradually about Arabic parts of speech and prepositions. This will help you start reading and writing simple words and sentences. You will also learn about the culture and some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.
Prereq: FL02618 Introduction to Arabic

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Arabic 200—Beginning 2 | Course FL02622
Continue to build vocabulary and communicative skills to navigate through a variety of common situations. We will equip you with the skill to read and write. Prerequisite: Arabic 100 or previous introductory course is recommended. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.
Prereq: FL02621 Arabic 100—Beginning 1

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<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>Th, March 1-May 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 116</td>
<td>Shokry, instructor</td>
</tr>
</tbody>
</table>

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**CHINESE**

Chinese (Mandarin)—Beginning 1 | Course FL02631
Start communicating in Chinese. Emphasis on understanding comprehension, standard Beijing pronunciation. Learn greetings and useful expressions in simple sentences. Introduction to writing Chinese characters. Instructor will supply writing materials. 8 sessions @ 2 hrs each.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>7:00 pm</td>
<td>Pimmit Hills Ctr</td>
<td>Th, February 8-April 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 144</td>
<td>Pai, instructor</td>
</tr>
</tbody>
</table>

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**FRENCH**

Introduction to French for Beginners and Travelers | Course FL02669
Order food, ask directions, handle money, learn traveler’s vocabulary. 10 sessions @ 2 hrs each.
Prereq: FL02675 French 100—Beginning 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>7:00 pm</td>
<td>Chantilly HS</td>
<td>W, January 17-March 21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 271</td>
<td>Michelle Monk, instructor</td>
</tr>
</tbody>
</table>

French 100—Beginning 1 | Course FL02671
Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate text, CD, workbook, and Internet activities. Internet access and email are required. For students with no prior exposure to French. 12 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>10:00 am</td>
<td>Pimmit Hills Ctr</td>
<td>Tu, January 16-April 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 156</td>
<td>Shahin, instructor</td>
</tr>
</tbody>
</table>

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French 200—Beginning 2 | Course FL02672
Consolidate proficiency in present tense, augment vocabulary, add pronouns, comparisons to your repertoire and increased conversational skills. 12 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0012</td>
<td>7:00 pm</td>
<td>Bryant Ctr</td>
<td>M, January 22-April 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 21</td>
<td>Mollard-Grabowski, instructor</td>
</tr>
</tbody>
</table>

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French 300—Beginning 3 | Course FL02673
Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>10:00 am</td>
<td>Pimmit Hills Ctr</td>
<td>M, January 22-April 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 155</td>
<td>Shahin, instructor</td>
</tr>
</tbody>
</table>

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School Closings/Delays
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 53 for more information.
French 600—Conversation and Review | Course FL02686
Course offers structured grammar review followed by guided conversation and opportunity for free conversation. For intermediate students with comprehensive exposure to French grammar and vocabulary, who seek to improve conversational fluidity. 10 sessions @ 2 hrs each.
PreReq: FL02674 French 400—Beginning 4
$292 Tuition
$4 User Fee
$296 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr Tu, March 6-May 15
Rm 156 Hengel, instructor

French 610—Conversation and Review | Course FL02684
Intermediate conversation class with review of grammar as needed. Focus on listening comprehension and vocabulary development with guided and free conversation. 10 sessions @ 2 hrs each.
PreReq: FL02674 French 400—Beginning 4
$292 Tuition
$4 User Fee
$296 Total Cost
Section 0010 10:00 am
Plum Center F, February 2-April 13
Rm 150 Gaston, instructor

French 680—Conversation et Lecture | Course FL02690
Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d’un haut niveau. 10 sessions @ 2 hrs each.
$327 Tuition
$3 User Fee
$330 Total Cost
Section 0010 12:30 pm
Pimmit Hills Ctr Th, March 8-May 17
Rm 156 Long, instructor

NEW French 700—Conversation | Course FL02685
Parler des sujets quotidiens et des actualités. Lire, discuter et analyser un nouveau livre choisi pour ce cours, et des articles extraits des revues et des journaux français. Faire des exercices de grammaire, et revisiter la grammaire selon le besoin. Possibilités de donner des exposés. Niveau avancé. 10 sessions @ 2 hrs each.
PreReq: FL02686 French 600—Conversation and Review
$312 Tuition
$3 User Fee
$315 Total Cost
Section 0010 10:00 am
Pimmit Hills Ctr F, January 19-March 23
Rm 159 Shalhin, instructor

French 755—Conversation avancée | Course FL02689
Ce cours vous guidera à la compréhension et à l’analyse de sujets pris de l’actualité mondiale et francophone. Les textes utilisés sont de difficulté variée et seront discutés en groupe. Vous aurez la chance de parler du quotidien. La grammaire s’adressera selon la nécessité. 6 sessions @ 2 hrs each.
PreReq: FL02685 French 700—Conversation
$189 Tuition
$3 User Fee
$192 Total Cost
Section 0010 10:00 am
Pimmit Hills Ctr W, March 7-April 18
Rm 159 Morrissey, instructor

GERMAN
German 100—Beginning 1 | Course FL02701
Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.
PreReq: FL02701 German 100—Beginning 1
$297 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$325 Total Cost
Section 0010 7:16 pm
Woodson HS Th, January 18-April 12
Rm G119 Manley, instructor

German 200—Beginning 2 | Course FL02702
Consolidate command of present tense, including separable and reflexive verbs. New grammar: the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.
PreReq: FL02701 German 100—Beginning 1
$292 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$320 Total Cost
Section 0010 7:15 pm
Plum Center F, January 9-April 3
Rm 148 Long, instructor

German 400—Beginning 4 | Course FL02704
Continue to expand your knowledge of the German Grammar and conversation skills. New grammar: the genitive case, the imperative case and the relative and subordinate clauses. 12 sessions @ 2 hrs each.
PreReq: FL02703 German 300—Beginning 3
$312 Tuition
$3 User Fee
$25 Text: German Complete Course The Basics
$340 Total Cost
Section 0010 7:15 pm
Plum Center W, January 10-April 4
Rm 148 Long, instructor

German 500—Intermediate 1 | Course FL02709
The first of a three-part series designed to build on the foundation developed in beginning classes. Expand vocabulary and expressions to augment conversational skills, read excerpts and complete texts that reflect contemporary Germany; comprehensive grammar review to solidify structural base. 12 sessions @ 2 hrs each.
PreReq: FL02704 German 400—Beginning 4
$322 Tuition
$3 User Fee
$325 Total Cost
Section 0010 7:15 pm
Plum Center Th, January 11-April 5
Rm 148 Long, instructor

Instructor Spotlight
Monika Long from Frankfurt, received her education in Germany before moving to the United States, and she began teaching Adult and Community Education classes in 2007. Her passion is imparting her knowledge and love of the German language and culture to interested learners. In addition to teaching grammar and vocabulary, Monika provides her students with an understanding of and appreciation for German culture and current events. By bringing in a wide range of supplemental material that she continuously gathers for her students, her classes become a mirror of real life in Germany.

German 510—Grammar Review and Conversation | Course FL02698
Review important grammar points (esp. cases and tenses) in a friendly setting while at the same time improving your conversational skills. Material will be provided by the instructor. 8 sessions @ 2 hrs each.
PreReq: FL02703 German 300—Beginning 3
$242 Tuition
$3 User Fee
$245 Total Cost
Section 0010 1:00 pm
ACE Herndon Learning Center Th, January 31-March 21
Rm 2 Gainey, instructor

German 755—Konversation fur Fortgeschrittene | Course FL02717
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu ueben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstaerken. 12 sessions @ 2 hrs each.
$342 Tuition
$3 User Fee
$345 Total Cost
Section 0010 11:00 am
Pimmit Hills Ctr M, January 22-April 23
Rm 115 Gainey, instructor

German 755—Konversation für Fortgeschrittene | Course FL02715
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.
$342 Tuition
$3 User Fee
$345 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr Th, January 11-April 5
Rm 159 Wright, instructor

Look for our spring catalog after February 26! Online registration for spring classes will begin February 23, and print catalogs will be mailed February 26.
**ITALIAN**

**Introduction to Italian for Beginners and Travelers Part 1 | Course FL02766**

This course is for those who have not had any or very little exposure to Italian. Survival language skills will help you take your first steps to learning this wonderful language. This class will also benefit those who are planning a trip to Italy. Emphasis is on travel vocabulary. 10 sessions @ 2 hrs each.

$ 272 Tuition
$ 3 User Fee
$ 31 Text: Learn Italian The Fast and Fun Way, 4th ed
$ 306 Total Cost

**Section 0010**
Plum Center Sa, January 20-March 24
Rm TR3

**Italian 100—Beginning 1 | Course FL02771**

Learn the basics to start conversing in present tense. For beginning students with little or no previous exposure to Italian. 10 sessions @ 2 hrs each.

$ 272 Tuition
$ 3 User Fee
$ 42 Text: Complete Italian
$ 317 Total Cost

**Section 0010**
L. Braddock SS Th, February 1-April 12
Rm H220

**Italian 200—Beginning 2 | Course FL02772**

Practice conversing on everyday subjects and learn to talk about past events. New grammar: present perfect tense. 12 sessions @ 2 hrs each.

$ 292 Tuition
$ 3 User Fee
$ 42 Text: Complete Italian
$ 337 Total Cost

**Section 0010**
ACE Herndon Learning Ctr Th, January 11-April 5
Rm TBD

**Section 0011**
Pimmit Hills Ctr Sa, January 20-March 24
Rm 115

**Italian 400—Beginning 4 | Course FL02774**

Learn past and future tenses and beginning Conversation skills. 8 sessions @ 2.5 hrs each.

Prereq: FL02773 Italian 300—Beginning 3

$ 272 Tuition
$ 3 User Fee
$ 42 Text: Complete Italian
$ 317 Total Cost

**Section 0010**
Pimmit Hills Ctr W, January 10-February 28
Rm 159

**Italian 420—Beginning Conversation | Course FL02770**

Practice conversation and expand vocabulary to boost your confidence in extemporaneous speaking. Instructor will review grammar as needed. 10 sessions @ 2 hrs each.

Prereq: FL02774 Italian 400—Beginning 4

$ 272 Tuition
$ 3 User Fee
$ 42 Text: Complete Italian
$ 317 Total Cost

**Section 0010**
Pimmit Hills Ctr W, January 10-February 28
Rm 159

**Italian 500—Intermediate 5 | Course FL02761**

Approfondimento della grammatica italiana, espansione del vocabolario e pratica della conversazione. For students who have completed the equivalent of three semesters of college Italian. 12 sessions @ 2 hrs each.

Prereq: FL02778 Italian 540—Intermediate 4

$ 342 Tuition
$ 3 User Fee
$ 345 Total Cost

**Section 0010**
Plum Center W, January 17-April 11
Rm 116

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.
Japanese 300—Beginning 3 | Course FL02787

Advance the use of the grammar skills as you build vocabulary. Develop new skills to use tenses in affirmative and negative forms in both verbs and adjectives. Listening and conversation skills will be reinforced through out the lessons while reading and writing continue to grow. 10 sessions @ 2 hrs each.
PreReq: FL02786 Japanese 200—Beginning 2
$372 Total Cost

$372 Tuition
$3 User Fee
$21 Text: Japanese for Busy People 1, Kana Version, 3rd ed
$396 Total Cost

Section 0010 7:00 pm
Chantilly HS Th, January 25–April 5
Rm 272 Kurimoto, instructor

KOREAN

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

Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes travel'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.
$272 Tuition
$3 User Fee
$24 Text: Read & Speak Korean for Beginners
$299 Total Cost

Section 0010 7:00 pm
L. Braddock SS Th, February 8–April 19
Rm TR1 Costa, instructor

Korean—Beginning 3 | Course FL02802

Improve conversational skills; for advanced beginners. 10 sessions @ 2 hrs each.
$312 Tuition
$3 User Fee
$28 Text: Korean Through English: Book 1 w/CD
$343 Total Cost

Section 0010 7:00 pm
Woodson HS W, January 17–March 21
Rm G120 Lee, instructor

NEW

Korean—Beginning 4 | Course FL02803

Practice conversation, build vocabulary, gain confidence in communication skills. 8 sessions @ 2 hrs each.
PreReq: FL02802 Korean—Beginning 3
$272 Tuition
$3 User Fee
$275 Total Cost

Section 0010 7:00 pm
L. Braddock SS Tu, February 13–April 10
Rm H250 Tudor, instructor

PORTUGUESE

Portuguese 100—Beginning 1 (Brazilian) | Course FL02820

Learn common Portuguese words, phrases and cultural tips for leisure and business. This course make pronunciation simple. 10 sessions @ 2 hrs each.
$292 Tuition
$3 User Fee
$72 Text: Aquarela Portuguese for Foreigners
$367 Total Cost

Section 0010 7:00 pm
Plum Center Th, February 8–April 19
Rm TR1 Costa, instructor

Portuguese 200—Beginning 2 (Brazilian) | Course FL02821

Practice using regular verbs and irregular verbs in the present and past tense. Learn to communicate effectively in both spoken and written Portuguese through a variety of guided and open-ended activities and assignments. Master your pronunciation and new vocabulary through music and videos. Join us for a fun class! 8 sessions @ 2 hrs each.
PreReq: FL02820 Portuguese 100—Beginning 1 (Brazilian)
$272 Tuition
$3 User Fee
$72 Text: Aquarela Portuguese for Foreigners
$347 Total Cost

Section 0010 7:00 pm
Plum Center Tu, February 6–April 3
Rm TR1 Costa, instructor

Russian

Russian 200—Beginning 2 | Course FL02836

Improve your vocabulary and increase your knowledge of Russian grammar by exploring topics such as family and friends, everyday life, and health issues. Build your ability to communicate and improve your conversational skills. Become more familiar with the Russian culture. 10 sessions @ 2 hrs each.
PreReq: FL02835 Russian 100—Beginning 1
$279 Tuition
$3 User Fee
$25 Text: Russian Complete Course The Basics
$307 Total Cost

Section 0010 7:00 pm
Pimmit Hills Ctr W, January 17–April 4
Rm 115 Colley, instructor

Section 0011 7:00 pm
Pimmit Hills Ctr M W, February 26–April 4 (Class meets twice a week.)
Rm 144 Daniellian, instructor

Russian 200—Beginning 4 | Course FL02835

Quickly learn Russian basics for beginners. This course is ideal for those who want to travel to a Russian-speaking country or who want to learn Russian for leisure and business. This course make pronunciation simple. 10 sessions @ 2 hrs each.
PreReq: FL02834 Russian 100—Beginning 1
$272 Tuition
$3 User Fee
$72 Text: Aquarela Russian for Beginners
$327 Total Cost

Section 0010 6:45 pm
Plum Center W, January 17–April 4
Rm TR4 Jackson, instructor

Section 0011 6:45 pm
Plum Center M W, February 26–April 4
Rm 115 Colley, instructor

Section 0012 6:45 pm
Pimmit Hills Ctr M W, March 5–May 3
Rm 144 Daniellian, instructor

Spanish

Spanish Language Boot Camp | Course FL06513

Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you’ll be comfortably able to tackle an academic class at the appropriate level. 5 sessions @ 2 hrs each.
$157 Tuition
$3 User Fee
$160 Total Cost

Section 0010 1:00 pm
Plum Center M Tu W Th F, January 8–January 12
Rm 102 Elbezé, instructor
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Cost</th>
<th>Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL02861</td>
<td>Spanish 100—Beginning 1</td>
<td>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.</td>
<td>$272</td>
<td>$22 (Complete Spanish Step-By-Step ($19))</td>
</tr>
<tr>
<td>FL02862</td>
<td>Spanish 200—Beginning 2</td>
<td>Increase knowledge and application of the present tense while developing comprehension skills. Practice conversation, grammar, and irregular verbs. Students will be introduced to additional verb tenses. 12 sessions @ 2 hrs each.</td>
<td>$292</td>
<td>$41 (Complete Spanish ($22); Complete Spanish Step-By-Step ($19))</td>
</tr>
<tr>
<td>FL02863</td>
<td>Spanish 300—Beginning 3</td>
<td>Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.</td>
<td>$317</td>
<td>$22 (Complete Spanish)</td>
</tr>
<tr>
<td>FL02864</td>
<td>Spanish 400—Beginning 4</td>
<td>Home in on your conversation and grammar skills. Review the preterit, conjugate more irregular verbs in the past tense and the imperfect tense, the double object pronoun, and the imperfect of regular and irregular verbs. 12 sessions @ 2 hrs each.</td>
<td>$332</td>
<td>$37 (Complete Spanish ($22); Ultimate Spanish Review &amp; Practice, 3rd ed ($15))</td>
</tr>
<tr>
<td>FL02865</td>
<td>Spanish 210—Review and Practice</td>
<td>This course will review and consolidate what you learned in Spanish 100 and 200. Expand vocabulary, practice pronunciation and strengthen your confidence in preparation for Spanish 300. 8 sessions @ 2 hrs each.</td>
<td>$336</td>
<td></td>
</tr>
<tr>
<td>FL02866</td>
<td>Spanish 300—Beginning 4 Review and Conversation</td>
<td>A review course to reinforce command of basic verb tenses introduced in Spanish 100 to 400. Conditional and future tense will be introduced. Vocabulary review, directed conversation and writing skills will be strengthened. 10 sessions @ 2 hrs each.</td>
<td>$330</td>
<td></td>
</tr>
<tr>
<td>FL02867</td>
<td>Spanish 420—Beginning 4 Review and Conversation</td>
<td>A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.</td>
<td>$310</td>
<td></td>
</tr>
<tr>
<td>FL02868</td>
<td>Spanish 500—Intermediate</td>
<td>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.</td>
<td>$375</td>
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<tr>
<td>FL02869</td>
<td>Spanish 510—Refresher Intermediate</td>
<td>A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.</td>
<td>$375</td>
<td></td>
</tr>
<tr>
<td>FL02871</td>
<td>Spanish 580—Conversation and Review</td>
<td>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.</td>
<td>$312</td>
<td></td>
</tr>
<tr>
<td>FL02872</td>
<td>Spanish 580—Conversation and Review</td>
<td>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.</td>
<td>$312</td>
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</tr>
<tr>
<td>FL02873</td>
<td>Spanish 580—Conversation and Review</td>
<td>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.</td>
<td>$312</td>
<td></td>
</tr>
<tr>
<td>FL02874</td>
<td>Spanish 680—Lectura y Conversación</td>
<td>Qué mejor forma de mantener, mejorar y disfrutar del español que tener la oportunidad de leer, escribir y conversar libremente y al mismo tiempo aprender y profundizar nuestro conocimiento de Latinoamérica, leyendo artículos de actualidad y aprendiendo sobre el arte e historia de Latinoamérica. 10 sessions @ 2 hrs each.</td>
<td>$332</td>
<td></td>
</tr>
<tr>
<td>FL02875</td>
<td>Spanish 680—Lectura y Conversación</td>
<td>Qué mejor forma de mantener, mejorar y disfrutar del español que tener la oportunidad de leer, escribir y conversar libremente y al mismo tiempo aprender y profundizar nuestro conocimiento de Latinoamérica, leyendo artículos de actualidad y aprendiendo sobre el arte e historia de Latinoamérica. 10 sessions @ 2 hrs each.</td>
<td>$332</td>
<td></td>
</tr>
<tr>
<td>FL02876</td>
<td>Spanish 750—Seminario-Panel: Estudios avanzados</td>
<td>Lecturas de obras literarias, publicaciones de los diarios y temas libres presentados por los estudiantes son discutidos en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 10 sessions @ 2 hrs each.</td>
<td>$372</td>
<td></td>
</tr>
<tr>
<td>FL02877</td>
<td>Spanish 750—Seminario-Panel: Estudios avanzados</td>
<td>Lecturas de obras literarias, publicaciones de los diarios y temas libres presentados por los estudiantes son discutidos en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 10 sessions @ 2 hrs each.</td>
<td>$372</td>
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### Study Skills

#### Effective Study Skills for Teens (Grades 6-9) | Course SM07624

Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.

- **Tuition:** $211
- **Text:** Effective Study Skills for Teens Workbook: $18
- **Total Cost:** $229

<table>
<thead>
<tr>
<th>Section 1020</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Woodson HS</td>
<td>Sa, February 24-March 24</td>
<td>Staff, instructor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1040</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 pm</td>
<td>Plum Center</td>
<td>Su, April 8-May 6</td>
<td>Staff, instructor</td>
</tr>
</tbody>
</table>

#### Fundamental Skills of Algebra (Grades 6-8) | Course SM07646

Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 5 sessions @ 4 hrs each.

- **Tuition:** $255
- **Text:** Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)
- **Total Cost:** $288

<table>
<thead>
<tr>
<th>Section 1030</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 pm</td>
<td>Plum Center</td>
<td>Su, March 4-April 8</td>
<td>Staff, instructor</td>
</tr>
</tbody>
</table>

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### GLOBAL PLUS

**GLOBAL PLUS 10 week classes—Winter 2018!**

Online registration begins December 1, 2017. Classes start January 18, 2018!

Save by taking advantage of early bird discounts or sibling discounts!!

Give your child the world. Establish a strong foundation in language learning that will provide an edge in middle school and beyond!

We offer classes in American Sign Language, Chinese, French, German, Korean, and Spanish.

- The goal of the GLOBAL PLUS program is to foster a world language advantage by offering high quality language classes to K-6 students at your child's OWN school. Thereby capturing the optimal time in a child's life to learn a new language.
- Our world class teachers have access to three different curricula that address the needs of varying skill levels—first-time learners to heritage speakers.
- The curriculum created by the FCPS World Language office is delivered using SMARTboard technology to offer interactive games, songs and activities for students at all levels.

Here's what parents are saying about GLOBAL PLUS:

- *The instructor was particularly excellent in introducing Chinese culture. My kid had so much fun during the class.*
  
  Haycock Elementary
  First Grade Chinese

- *I really appreciated how Sra. Smith provided emails to parents with what she covered in each class. It was nice to understand each week what my son had learned so I could talk to him about it at home.*
  
  Bull Run Elementary
  Second Grade Spanish

- *Marta is amazing—so thorough—a great teacher. My son absolutely loved her class.*
  
  Kings Park Elementary
  First Grade Spanish

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### Summer Camps

[Image of summer camp advertisement]
There’s MORE to us than Trees

Discover all we have to offer

Subscribe to Parktakes magazine, your quarterly guide to Fairfax County Park Authority classes, camps, events and more!

It’s Free! It’s Fun!
It’s delivered to your mailbox or inbox.

Sign up today!
703-222-4664
https://parktakes.fairfaxcounty.gov/newmember.asp

See page 55 for registration information.
This class gave me concentrated practice and problem solving methods. I like that the instructors left us with means to contact them if we have any further questions.”

ACE Student

SAT Test Preparation | Course SM08000

This course prepares students for the NEW SAT exam which began in March 2016. Students will review, concepts, and format needed for the NEW SAT. This course covers five math and five verbal sessions at 2 hours each. The total length of the class is 20 hours.

$536 Tuition
$ 73 Text: Victory for SAT, 12th ed
$609 Total Cost

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Practice for New Drivers! | Course DE07500

Learn the basics, such as starting a car, reading the instrument panel, covering pre-driving tasks, learning steering techniques, positioning hands, setting mirrors, braking, accelerating, backing up, and parking. Students will not leave the school parking lot, but will learn the skills needed to move to residential roads. This optional class is for high school students who have never driven a car and should be taken before behind-the-wheel. 1 session @ 2 hrs.

$149 Tuition
$149 Total Cost

Letter: $ 536 Tuition

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Classroom Driver Education | Course DE09353

Classroom driver education analyzes tasks an individual must perform while operating a motor vehicle. If you are currently eligible to take classroom driver education as part of FCPS 10th grade physical education, then you are NOT permitted to take this class. This class is for private school, homeschooled, FCPS 11th and 12th graders, and FCPS students who were unsuccessful in completing classroom driver education during 10th grade. Classroom driver education analyzes tasks an individual must perform while operating a motor vehicle. No scheduled classes may be missed. State-required hours and course content must be completed. Students must receive a minimum of 10 hours of classroom instruction prior to the beginning of the in-car instruction. 18 sessions @ 1.75 hrs each.

$239 Tuition
$239 Total Cost

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

School Closings/Delays

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

Information about closings is communicated in these ways:
- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via email 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 email notification of school closings, visit www.fcps.edu and sign up for News You Choose.
STUDENT SERVICES

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

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

CONTACT US

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

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

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

HELPING OTHERS

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

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

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

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

Policies

REGISTRATION

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

Confirmation

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

Payment

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

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

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

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

Textbooks & Materials

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

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 43.

User Fees

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

ACE WELCOMES ALL

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

Under 18?

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

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


Over 62?

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

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

Submit your registration together with the waiver application and appropriate payment.

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

REFUNDS

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

For any other refunds or cancellations, your written request must be received by 5:00 pm EST, three business days prior to the class start date. You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”) OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

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

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

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

A $15 withdrawal fee is assessed for each refund (applies to ALL classes—traditional, driver education, and online). Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

Class dates are subject to change due to school closings and cancellations. See page 53 for information.
## Winter 2018 Registration Form

### Five Ways to Register

**ONLINE**
Register anytime by visiting https://aceclasses.fcps.edu

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

**MAIL**
Include your payment with form:
FCPS-ACE, Dept. A
6815 Edsall Road
Springfield, VA 22151

**IN PERSON**
Visit Plum Center. (Check office hours below.)

**PURCHASE ORDER**
Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

### Customer Service

**Phone:** 703-658-1201 (M-F, 9 am-5 pm)
**FAX:** 703-658-1251
**E-mail:** aceonline@fcps.edu

**PLUM CENTER**
6815 Edsall Road
Springfield, VA 22151

**Hours:**
Phone: M–F, 9 am–5 pm
Walk-in: M–F, 9 am–5 pm

**CENTER WILL BE CLOSED:**
M–F, December 25-29
M, January 1
M, January 15
M, February 19

**HOURS WILL CHANGE:**
F, February 9, open 9 am-11 am

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<th>Course No.</th>
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<th>Start Date</th>
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<th>Course Title</th>
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- ☐ I am a first-time registrant
- ☐ male
- ☐ female
- ☐ Check if change of address

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

**ACE Participant ID Number**

**FIRST NAME**  **MI**  **LAST NAME**  **BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR)**

**STREET ADDRESS**  **APT #**  **CITY**  **STATE**  **ZIP CODE**

**HOME PHONE**  **BUSINESS PHONE**  **E-MAIL ADDRESS**

- ☐ Sign up for ACE classes e-mail updates.

**PAYMENT METHOD** (check one):
- ☐ MasterCard
- ☐ VISA
- ☐ Check (Make check payable to FCPS ACE; include home address and phone number.)

**CARD NUMBER**  **EXPIRATION DATE (MONTH, YEAR)**

**CARDHOLDER’S SIGNATURE**

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

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Directions to FCPS locations are available at [http://www.fcps.edu](http://www.fcps.edu)
www.fcps.edu *(search for adult education)*

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

Look for our spring catalog after February 26!

**Look for these new classes and many more inside!**

- Beef Bourguignon Page 38
- Beyond Bacalau! Best of Portuguese Cooking Page 37
- Cyber Security for Small Business Page 10
- Eating Your Way to Better Health Page 21
- Fisherman's India Page 37
- French Desserts Page 38
- German Desserts Page 36
- Home Inspector Prelicensing Course Page 27
- Homestyle Irish Classics Page 38
- Japanese Cooking in an American Kitchen Page 38
- Mastering Your iPad/iPhone Page 23
- Profiteroles & Eclairs Workshop Page 36
- Quality Kids' Lunches Page 21
- Retirement Readiness Planning: Your Money and Your Life! Page 14
- The Secrets to Beating Your Stress Page 39
- Suddenly Single? Page 39
- Using JavaScript Libraries (Handlebars, jQuery, DataTables) with SharePoint Page 25
- Veterinary Parasitology, Hematology, and Wet Lab Page 32
- Veterinary Preventive Medicine for Dogs and Cats Page 32
- Veterinary Terminology and Anatomy Page 32
- Winter Fun with Flowers Page 39
- Zoonotic Diseases, Ethics, Medical Asepsis Page 32

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