



ACE Classes

Fairfax County Public Schools
Adult Community Education

<https://aceclasses.fcps.edu>



Welcome to ACE!



Welcome to the Fall ACE Catalog and Schedule of Classes!

In this electronic catalog you will find listings of all ACE courses, including dates, times and locations. Our goal is to deliver an engaging print catalog and also provide an electronic catalog that gives you all the needed information to enroll in ACE courses. We hope that you will find the new online format easier to read and also easier to find the courses that fit your educational interest.

Located throughout this catalog are links to the ACE registration page which will allow you to quickly register for the course of your choice.

ACE uses online platforms, like Google Meet and Blackboard Collaborate Ultra, to ensure an easy way to access your virtual session from any device with an internet connection. ACE has expanded online offerings by utilizing a new Ed2Go platform to offer additional choices. With our large selection of classes in this catalog, we are confident that we have course offerings for everyone's interest and needs!

Thank you for taking the time to review the ACE catalog and schedule of classes. ACE looks forward to helping you grow on the path to lifelong learning.

Paul Steiner, ACE Administrator

FCPS ACE COVID-19 health and safety protocols

FCPS ACE is committed to safety and quality instruction. When permitted to return to in-person classes we strictly adhere to the health and safety guidelines provided by the Fairfax Department of Health and Fairfax County Public Schools. For the most current listing of health and safety protocols, please visit www.fcps.edu/node/40426.

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).



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Register Online—aceclasses.fcps.edu



ACE Makes it Easy – Four Ways to Learn



In-Person teacher-led

Meet inside a physical classroom. Instruction is delivered in person by our qualified instructors.



Online teacher-led

Online classroom, led by experienced instructors



Online self-paced

Move through the material at your own pace
Start dates are only place-holders



Blended learning

Combination of in-person and online classroom – led by experienced instructors



ACE Refunds and Cancellations

Visit aceclasses@fcps.edu and select **Request Refund** option from the top headings.

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.

A \$15 withdrawal fee is assessed for each refund (*applies to ALL classes—traditional, driver education, and online*). Allow at least four weeks for processing.

System Requirements

For ACE Online classes: A computer and internet access with: Windows 7 or higher, or Mac OS X v 10.9 operating system; Screen resolution of 1280 x 720 or higher (1920 x 1080 pixels recommended); Chrome (latest versions), Microsoft Edge, Mozilla Firefox, or Apple Safari browsers; a minimum of 4 GB RAM; a computer camera and microphone. If joining from a tablet or phone, be sure to download the free Google Meet app before class.

To Register please go to:
<https://aceclasses.fcps.edu/Default.asp>
For Further Assistance:
please email us: aceonline@fcps.edu



ACE Certificate Programs

→ Apprenticeship & Trades

→ Business & Information Technology

→ Healthcare

Certificate Programs are in high demand because half of Virginia job openings do not require a college degree. **Short on time?**

Complete your training in as little as 5 weeks! **Applying for a job in the near future?** Focus on one specific skill or set of skills.

Exploring other career options? An ACE Certificate program can lead to an industry credential and is a great stepping-stone toward your long-term career goals.

Why enroll in an ACE Certificate Program?

- ◆ One time registration fee links all classes taken towards a certificate
- ◆ No previous academic requirements needed
- ◆ Classes are affordable and short term
- ◆ Flexible class times
- ◆ Small size classes
- ◆ Instructors are subject-matter experts
- ◆ Over 165 Online courses

Still not sure if this option is for you?

Contact our ACE career counselor for more information:
educationalcounseling@fcps.edu

Ready to start? HERE'S HOW:

1. Choose your program
2. Pay registration fee at <https://aceclasses.fcps.edu/default.aspx>
3. Enroll in certificate classes
4. Start your journey online or in person

Contact us

business@fcps.edu

Office Assistant

Accounting Assistant

Administrative Assistant

Human Resources Management

Nonprofit Organization Development

Small Business Management

Child Care Provider

comptraining@fcps.edu

Computer Support Technician

Web Designer/Developer

healthmed@fcps.edu

Dental Assistant

Medical Administrative Assistant

Medical Assistant

Medical Billing and Coding

Veterinary Assistant

tradeandindustry@fcps.edu

Property Maintenance Technician

Property Maintenance Technician Certificate Program

Master general repair skills and construction-related tasks to maintain buildings and their infrastructure.



Career Certificate Programs in Business & IT

Accessible, affordable and short-term Business and Information Technology certificate programs that will enhance the learning experience.

Gain career readiness skills and knowledge for today's workplace.
For more information please email business@fcps.edu.



Office Assistant

CE01015 | Office Asst Cert Fee
CT01417 | Keyboarding
CT01416 | PC Basics
CT01402 | Windows 10-
File Management
BE01052 | Business English Essentials
CT01285 | Microsoft Office Proficiency
Workshop
CT01426 | Microsoft Office Outlook
Basic
PR09005 | Effective Note Taking



Professional Admin Assistant

CE01016 | Prof Admin Asst Cert Fee
BE01053 | Business English Essentials II
BE01061 | Office Communication Skills
BE01088 | Mediation and Conflict
Resolution
BE01504 | Time Management
BE01204 | Introduction to Project
Management
CT01344 | Word Intermediate
CT01442 | Excel Intermediate
CT01429 | Outlook Intermediate
CT01459 | MS Power Point – Basic



Accounting Assistant

CE01000 | Accounting Asst Cert Fee
BE01260 | Fundamentals of Accounting
IBE01261 | Fundamentals of Accounting II
CT01402 | Windows 10 File Management
CT01285 | Microsoft Office Proficiency
Workshop
BE01061 | Office Communication Skills
CT01426 | Microsoft Outlook - Basic
CT01442 | Excel Intermediate
CT01435 | QuickBooks Pro 2018 I
CT01436 | QuickBooks Pro 2018 II



Bookkeeping Assistant

CE01100 | Bookkeeping Asst Cert Fee
BE01264 | Fast Track Bookkeeping & Acc
CT01436 | QuickBooks Pro 2018 II



Non-Profit Organization and Development

CE01056 | Non-Profit Cert Fee
 BE01871 | Starting a Nonprofit
 BE01915 | Grant Writing
 BE01913 | Success Fund raising
 BE01886 | Event Planning
 BE01209 | Project Management for Nonprofit
 BE01910 | Strategic Planning for your Nonprofit
 BE01872 | The 3 R's of Volunteerism



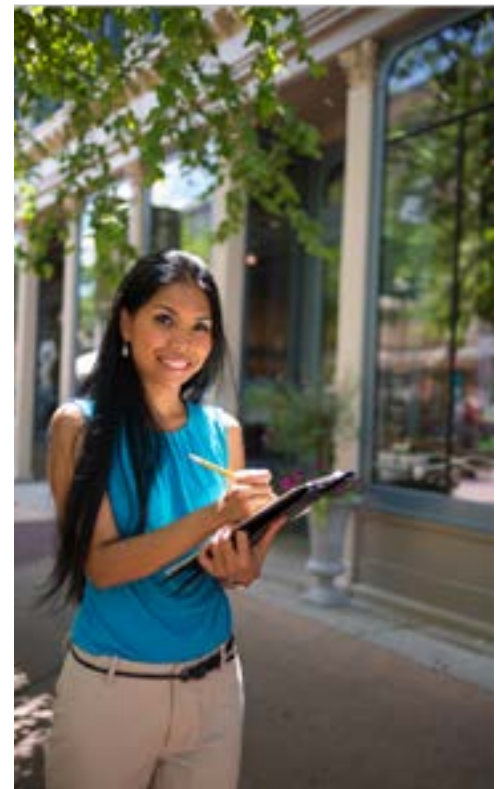
Child Care Provider

CE01048 | Child Care Provider Cert Fee
 BE08099 | Child Care Provider
 HM01796 | Pediatric CPR & First Aid



Human Resource Management

CE01018 | HR Management Cert Fee
 BE01400 | HR Management Fundamentals
 BE01401 | Building the Organizational Structure
 BE01402 | Recruiting and Placing Employees
 BE01403 | Training and Development
 BE01407 | Maintaining a Positive Work Environment
 BE01410 | HR Law Overview
 BE01088 | Mediation and Conflict Resolution
 BE01404 | HR Organizational Downsizing
 BE01406 | HR Management/Equal Opportunity Environment



Small Business Management

CE01053 | Small Bus Management Cert Fee
 BE01896 | Starting your own Business
 BE01879 | Creating a Successful Business Plan
 BE01245 | Developing a Marketing Plan
 BE01880 | Small Business Legal
 CT01545 | Create your own Business Website
 BE01277 | Accounting for Non-Accountant
 BE01400 | HR Management Fundamentals
 BE01882 | Financing your Small Business
 BE01387 | Social Media Networking
 BE01275 | Federal Income Tax for Small Business Owners



Web Designer

CE02020 | Web Designer Cert Fee
 CT01525 | HTML 1
 CT01526 | HTML 2
 CT01527 | HTML 3
 CT01530 | HTML 5 for Mobile Website
 and Devices
 CT01541 | Web Design/ Cascading
 Styles Sheets CSS
 CT01542 | Web Design with CSS 2
 CT01531 | JAVA Script: Building
 Interactive Websites
 CT01550 | Graphics for the Web
 CT01756 | Intro to Word Press



Computer Support Technician

CE02000 | Comp Support Tech Cert Fee
 CT01402 | Windows 10 – File Management
 CT01465 | A+ Troubleshooting your
 Computer
 CT01473 | Network+
 CT01480 | Security +

To Register please go to:
<http://bit.ly/2K9TEfp>
 For Further Assistance:
 please email us: aceonline@fcps.edu



Career Certificate Programs in Healthcare

Healthcare employees are in high demand! Gain skills and improve employability by earning a credential! Certificates lead to credentials, and credentials lead to employment, higher salaries, or associate/bachelor's degrees.

Short on time?

Many of our credentialed certificate programs can be completed in 5 – 16 weeks.

Short on funds?

Our classes are affordable and flexible - with online and in person options! We've partnered with NHA to offer the credentials that employers demand. Stacking the right credentials shows employers you are work-ready across multiple disciplines. Our goal is to graduate the best candidates who can compete in the workplace!

We are pleased to offer the following NHA exams:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Billing and Coding Specialist (CBCS)
- Certified Pharmacy Technician (CPhT)
- Certified EKG Technician (CET)
- Certified Electronic Health Records Specialist (CEHRS)
- Certified Patient Care Technician/Assistant (CPCT/A)

Exam vouchers may be included. Check specific programs for details. Email healthmed@fcps.edu for information or questions.





Medical Administrative Assistant

CE01004 | Med Admin Asst Cert Fee
 HM05011 | Certified Medical
 Administrative Assistant
 HM01625 | CPR AED First Aid



Medical Assistant

CE01002 | Med Asst Cert Fee
 HM01605 | CNA Placement Test
 HM01780 | Certified Nurse Aide,CNA
 HM01614 | EKG Technician
 HM05002 | Phlebotomy Technician
 HM01625 | CPR AED First Aid



Veterinary Assistant

CE01050 | Vet Asst Cert Fee
 HM01980 | Veterinary Terminology and
 Anatomy
 HM01981 | Veterinary Parasitology,
 Hematology and Wet Lab
 HM01982 | Veterinary Preventative
 Medicine for Dogs and Cats
 HM01983 | Veterinary Hospital Visits
 and Basic Restraint
 HM01984 | Zoonotic Diseases, Ethics,
 and Medical Asepsis
 HM01625 | CPR AED First Aid



Medical Billing and Coding

HM01950 | Medical Billing and Coding
 Comprehensive



Dental Assistant

HM01647 | Dental Assistant
 Comprehensive

Career Certificate Programs in Trade and Industry

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.

Take the courses below in any order that works for you! Classes are great for individual homeowners, as well as those looking to elevate their career.

Questions? Please email tradeandindustry@fcps.edu.

Property Maintenance Technician

CE01006| Property Maint Tech Cert Fee

TI05581 | Drywall, Painting, and Waterproofing
Workshop

TI05582 | Principles of Heating & AC Systems

TI05583 | Nuts and Bolts of PMT Careers

TI05587 | Electrical Workshop: Maintenance & Repair

TI05590 | Plumbing Workshop: Maintenance & Repair

TI05593 | Appliance Repair Workshop

TI05595 | Door Locks Workshop: Installation
Maintenance & Repair

Optional Courses

TI05358| Blueprint Reading

Approved by:



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 improve ones skills and experience.

8 sessions @ 3 hrs each.

\$285 Total Cost

Section W010 7:00 pm - 10:00 pm

Fairfax Public Access (TV & Radio) Tu, August 3-September 21

TBD, instructor

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

Learn the key concepts to conduct an electronic field production. From pre-production planning to on-site preparation, all while learning the use of our latest field camera equipment and all FPA available field gear to enhance such productions. The class uses a mix of lectures with hands-on demonstrations to teach items such as proper camerawork, lighting and audio recording techniques when using our JVC and GoPro cameras and additional accessories such as camera mounts and dolly system. This is the core recommended course for members interested in using FPA field equipment to produce a show outside a formal television studio environment, such as field interviews, concerts, events and/or documentary style projects. Upon completion students are certified in the use of FPA's field camera equipment and all accessories for approved FPA productions.

8 sessions @ 3 hrs each.

\$285 Total Cost

Section W010 7:00 pm - 10:00 pm

Fairfax Public Access (TV & Radio) Tu, October 5-November 23

TBD, instructor

Radio Production | Course BE02022

This course is designed to teach the key operating functions of FPA's radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start a show of their own.

Basic knowledge of computers is recommended for this course. 6 sessions @ 3 hrs each.

\$200 Total Cost

Section W010 9:00 am - 12:00 pm

Fairfax Public Access (TV & Radio) Sa, September 11-October 2

TBD, instructor

Section W020 9:00 am - 12:00 pm

Fairfax Public Access (TV & Radio) Sa, October 9-October 30

TBD, instructor

Adobe Audition Fundamentals (Digital Audio Editing) | Course BE02023

In this workshop, you will learn the basics of digital recording, audio editing, and processing, as well as mixing voice with sound effects and music, using the industry standard Adobe Audition CC program. The class is designed to teach the necessary skills to edit radio shows or creating audio promos. Furthermore, you'll gain an understanding on how to prepare audio files for podcasting or web purposes. Upon completion of this course use of this equipment is authorized for volunteer purposes or for those working on their own approved FPA program. We highly recommend beginner students to take our Radio Production course first to learn all the capabilities available in our Radio Fairfax and WRLD Radio studios prior to registering in this class. Class fee includes course textbook Audition CC. 6 sessions @ 3 hrs each.

\$200 Total Cost

Section W010 12:00 pm - 3:00 pm

Fairfax Public Access (TV & Radio) Sa, August 7-August 28

TBD, instructor

Adobe Premiere Essentials | Course BE02026

Adobe Premiere is a real-time computer video editing software application applicable to both beginner enthusiast and those working in the professional field. Our Adobe Premier class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include importing, project management, trimming clips, creating titles, and final outputting. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. (Class fee includes textbook) 6 sessions @ 3 hrs each.

\$285 Total Cost

Section W010 9:00 am - 12:00 pm

Fairfax Public Access (TV & Radio) Sa, August 7-September 18

TBD, instructor

Section W020 9:00 am - 12:00 pm

Fairfax Public Access (TV & Radio) Sa, October 16-November 20

TBD, instructor

Adobe After Effects Essentials - CC version | Course BE02028

After Effects is an industry standard digital, post-production program that provides a comprehensive set of 2D and 3D tools for creating graphic animations and effects used for broadcast television, web, and other video production needs. Using the program, you can composite layers in various ways and combine sophisticated visual effects to enhance a presentation, image, or a particular video project. Through the use of class demonstrations and practice sessions, this course is designed to teach the essential functions of the program to beginners and those with editing experience alike. (Class fee includes the new course textbook, AE creative cloud version for 2017.) For this class, knowledge of basic computer non-linear video editing is recommended. We also recommend each student bring their own external hard-drive as part of the course. Certification requires the completion of class project. 6 sessions @ 3 hrs each.

\$285 Total Cost

Section W010 7:00 pm - 10:00 pm

Fairfax Public Access (TV & Radio) M, November 1-December 6

TBD, instructor



BUSINESS FINANCE

NEW

Certified Bookkeeper with Microsoft Excel 2019 | Course BE03435

Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. Gaining industry-recognized certification increases your earning potential and enhances your professional status. This course prepares for American Institute of Professional Bookkeepers (AIPB) certification as well as Microsoft Office Specialist and Expert certification exams for Microsoft Excel 2019. Gaining AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.

\$2495 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

NEW

PERSONAL FINANCE

Baby Boomer Retirement Planning | Course BE01152

This course prepares students for the real risks, faulty assumptions, and the guardrails they can install in their retirement planning. This is an academic, compressed presentation to fit our busy lives, that you might find as enjoyable as it is valuable. 2 sessions @ 2 hours each.

\$97 Total Cost

Section F010 9:00 am - 11:00 am
Pimmit Hills Ctr Sa, September 11-September 18
James Steele, MBA, IAR, instructor

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

Learn what the Wall Street elite and Washington establishment do not want you to know. Using lessons from history, economics, finance, politics, accounting, demographics, war, religion and simple math you will learn how the Federal Reserve, one of the most powerful entities in the world, was created, what it does and how its actions have a direct effect on your wealth. 1 session @ 3 hrs.

\$99 Total Cost

Section F010 7:00 pm - 10:00 pm
Pimmit Hills Ctr W, November 10
Christopher J. Inglese, CPA, MS (Tax), instructor

COMMUNICATIONS

Business English Essentials I | Course BE01052

This course is designed for people who need to improve their English grammar skills to enter or advance in the workforce. It introduces basic principles of grammar and focuses on sentence structure. 4 sessions @ 3 hrs each

\$231 Total Cost

Section A010 7:00 pm - 9:00 pm
ACE Online Tu, September 14-October 19
Jones Porter, instructor

Business English Essentials II | Course BE01053

Apply the building blocks of English grammar! Learn how to construct complex sentences with a variety of patterns and write cohesive paragraphs with smooth transitions and accurate grammar. 4 sessions @ 3 hrs each.

Prereq: BE01052 Business English Essentials I

\$231 Total Cost

Section A010 7:00 pm - 9:00 pm

ACE Online Th, November 4-December 16

Jones Porter, instructor

NEW

Time Management | Course BE01504

Beat the overload, take control of your time and be more effective and productive! Learn how to develop an action plan, focus on the important issues, prioritize tasks and maintain the discipline needed to complete them. 3 session @ 2 hrs each.

\$177 Total Cost

Section A010 7:00 pm - 9:00 pm

ACE Online M, October 4-October 14

Jones Porter, instructor

NEW

Powerful Questioning | Course BE02053

Learn the best practices for powerful of questions to dramatically increase your professional and personal effectiveness.

This is 1-hour session.

\$49 Total Cost

Section A010 7:00 pm - 8:00 pm

ACE Online W, November 10

Sally Silberman, MBA, ACC, BCC, instructor

S.M.A.R.T.E.R Goals | Course BE02054

We've all heard that it is better to work smarter than harder. The same is true for writing out your goals. In this 1-hour session, learn a S.M.A.R.T.E.R. and easier way to approach goal setting and goal achievement.

\$49 Total Cost

Section A010 7:00 pm - 8:00 pm

ACE Online W, December 15

Sally Silberman, MBA, ACC, BCC, instructor

Stop Talking; Start Listening | Course BE02055

A true commitment to listening well is important in any conversation. This 1-hour session will introduce you to the three Levels of listening and provide tools to start practicing more effective listening skills.

\$49 Total Cost

Section A010 7:00 pm - 8:00 pm

ACE Online W, December 8

Sally Silberman, MBA, ACC, BCC, instructor

Goal Setting and Time Management | Course BE03015

Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. Goal setting is one of the most important time-management techniques. This course will help you set goals that are your own and help you use leading-edge strategies to bring them to culmination.

\$119 Total Cost

Section V010 9:00 am - 9:15 am

Online W, July 14-August 18

TBD, instructor

Executive Assistant (Voucher Included) | Course BE03432

If you're pursuing a career as an executive assistant, this course will prepare you for the Certified Administrative Professional (CAP) and teach you key business management skills. This body of knowledge will help you thrive in an executive assistant role in any corporate office setting. You will learn the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You'll also gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes.

\$3595 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

Certified Paralegal (Voucher Included) | Course BE03437

"The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer. Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time."

\$2495 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

Certified Administrative Professional (Vouchers Included) | Course BE03439

The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicine. In this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You'll gain event and project management skills, which includes virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you to effectively track your progress and test your skills. This course includes a voucher which covers the fee of the exam.

\$1695 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

ENTREPRENEURSHIP/SMALL BUSINESS

Creating a Successful Business Plan | Course BE01879

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

4 sessions @ 3 hrs each.

\$299 Total Cost

Section A010 9:00 am - 12:00 pm
ACE Online Sa, November 6-November 27
Tiffanie Kendrick, MBA, instructor

Small Business Legal Primer | Course BE01880

Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you are paid.

2 sessions @ 3 hrs.

\$165 Total Cost

Section A010 9:00 am - 12:00 pm
ACE Online Sa, September 18-September 25
Kathleen McDermott, JD, instructor

Section A020 6:00 pm - 9:00 pm
ACE Online M W, November 8-November 10
Kathleen McDermott, JD, instructor

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

Are you a one-person business and small corporations that frequently pays too much in taxes and do not know it? Save money by exploring 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. 2 sessions @ 3 hrs each

\$159 Total Cost

Section F010 7:00 pm - 10:00 pm
Pimmit Hills Ctr Tu Th, November 2-November 4
Christopher J. Inglese, CPA, MS (Tax), instructor

Landlording | Course BE01186

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.

\$109 Total Cost

Section A010 9:00 am - 11:30 am
ACE Online Sa, September 4
Kathleen McDermott, JD, instructor

Section A020 6:00 pm - 8:30 pm
ACE Online W, December 1
Kathleen McDermott, JD, instructor



Chartered Tax Professional | Course BE03444

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential. After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal Revenue Service.

\$1895 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

LEADERSHIP AND MANAGEMENT

NEW

Office Manager (Voucher Included) | Course BE03436

Office managers are vital in any business office setting, ensuring day-to-day workflow runs smoothly. This online course will train you for a career as an office manager and equip you with a highly transferable skill set. You'll learn effective business management techniques and gain with essential computer software skills, including best practices for using QuickBooks 2019 and Microsoft Office 2019. By course completion, you will also be fully prepared to take the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, Outlook and Access. This course offers enrollment with vouchers for the Microsoft Office Specialist (MOS) 2019 certification exams.

\$5495 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

Human Resources Professional | Course BE03438

"The Human Resources Professional course prepares you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).

By the time you finish the course, you will be equipped to start your career in this growing field. Additionally, you will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management.

You will also learn information useful to sitting for certification exams taken at more advanced stages in a human resources career, including the SHRM's Certified Professional exam and the HRCI's Associate Professional Human Resources exam."

\$1995 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

Introduction to Coaching | Course BE01560

If you seek to inspire and motivate others, then coaching may be the skill set for you. This continuously emerging field draws on numerous communication approaches and techniques you can use to support others in achieving their short and long-term goals by developing a positive approach to all areas of their lives. In this experiential introductory session, we'll discuss the basics of how coaching works and discover what coaching is--and isn't--distinguishing coaching from mentoring, consulting, therapy, training and athletic development and the essential components of all coaching interventions. 1 session @ 4 hrs.
\$159 Total Cost

Section A010 9:00 am - 1:00 pm
ACE Online Sa, October 30
Sally Silberman, MBA, ACC, BCC, 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. 4 sessions @ 3 hrs each.
\$289 Total Cost

Section F010 9:00 am - 3:00 pm
Pimmit Hills Ctr Sa, September 11-September 18
Melson Martis, MBA, PMP, CSM, instructor

NEW

PMI Risk Management Professional | Course BE03441

When it comes to cybersecurity projects, there are many knowns and unknowns. Luckily, risk management professionals plan for all potential risks during a project's lifecycle. If you manage complex projects, earning the PMI RMP certification confirms that you can identify, assess, and mitigate project risks. This online project management course will fully prepare you for the Project Management Institute's Risk Management Professional certification exam.
\$799 Total Cost

***This course is open enrollment, so you can register and start the course as soon as you are ready.
Access to your course can take 2-3 business days.***

Section V010

NEW

Procurement & Purchasing Management | Course BE03445

A career in purchasing can be fun and rewarding if you have the right skill set to succeed on the job. Buyers and purchasing agents buy products and services for organizations to use or to resell. But the job isn't as simple as just shopping. These professionals must consider many factors when purchasing such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events. The Procurement & Purchasing Management course will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.
\$2295 Total Cost

***This course is open enrollment, so you can register and start the course as soon as you are ready.
Access to your course can take 2-3 business days.***

Section V010

NEW

The Complete Project Manager with CAPM and PMP Prep | Course BE03440

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

\$1995 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

Project Management Fundamentals (self-paced) | Course BE03209

Gain the skills you'll need to succeed in the fast-growing field of project management. Discover and master the critical concepts you need to plan, implement, control and close any type of project.

\$119 Total Cost

Section V010

9:00 am - 9:15 am

Online

Sa, December 4-January 8

TBD, instructor

NONPROFIT

NEW

Building & Developing the Best Board | Course BE01936

Learn about assessing your current board's performance, creating/updating your board handbook, and developing a matrix to determine board composition and plan recruitment. Get practical tools to run more productive board meetings. This workshop is designed for new or experienced board members and nonprofit leaders who work with boards. 1 session @ 2 hrs.

\$89 Total Cost

Section F010

7:00 pm - 9:00 pm

Plum Center

Th, December 2

Lynn O'Connell, MA, instructor

Event Planning | Course BE01886

Make your company or life event a memorable, affordable, and smoothly executed experience. Learn tricks of the trade on picking the right type of event or activity, location, food, decorations, invitations, entertainment, and cleanup procedures. Leave with a plan for a memorable event. 1 session @ 2 hrs.

\$87 Total Cost

Section F010

7:00 pm - 9:00 pm

Plum Center

Tu, November 30

Lynn O'Connell, MA, instructor

Grant Writing | Course BE01915

Learn the skills you need to secure grants from foundations and corporations. 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

\$119 Total Cost

Section F010

7:00 pm - 9:00 pm

Plum Center

Tu, October 19-October 26

Lynn O'Connell, MA, instructor

Project Management for Nonprofits | Course BE01209

Learn the basic project management principles for success and details the five processes that make up the PM Life Cycle. Acquire the strategies for communication with stakeholders, cost management, and human resource management. This course will be offered online 3 sessions at 2 hrs. each.

\$179 Total Cost

Section F010 9:00 am - 3:00 pm
Pimmit Hills Ctr Sa, October 16
Melson Martis, MBA, PMP, CSM, instructor

Starting a Nonprofit Organization | Course BE01871

Understand what is needed to take a nonprofit start-up from vision to reality and the necessary processes to become a 501(c)(3) tax-exempt organization. 2 session @ 2 hrs each.

\$119 Total Cost

Section F010 7:00 pm - 9:00 pm
Plum Center Th, October 21-October 28
Lynn O'Connell, MA, instructor

Successful Fundraising | Course BE01913

You have a great program; now all you need is funding. Does this sound like your organization? Learn effective fundraising techniques such as grants, special events, personal solicitation, mailings, planned giving, and web-based fundraising.

2 sessions @ 2 hrs each.

\$119 Total Cost

Section F010 7:00 pm - 9:00 pm
Plum Center M, November 22-November 29
Lynn O'Connell, MA, instructor

The 3 Rs of Volunteers: Recruitment, Retention, and Recognition | Course BE01872

Discover the five initial steps to effective recruitment! Finish with strategies to make the experience for your volunteers memorable. 1 session @ 2 hrs.

\$89 Total Cost

Section F010 7:00 pm - 9:00 pm
Plum Center M, September 27
Lynn O'Connell, MA, instructor



MARKETING

NEW

Advertising & Outreach Specialist | Course BE03443

Nearly every business uses some form of advertising to promote their products or services. Even in today's digital marketing arena, advertising professionals play a vital role in driving product awareness. This course will teach you how to create advertisements for print and digital media. Being successful in advertising requires more than just creative thinking, it requires research and project management skills. This course will also teach you how to couple creative and strategic thinking. You will learn how to analyze consumer motives, research markets, and use this data to plan and create advertisements.

\$1295 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

Digital Marketing Strategist | Course BE03442

Digital marketing is one of the fastest growing industries globally. With more customers shopping online, many organizations are using marketing strategies like paid advertising, email, and SEO to reach new audiences. This course will teach you how to leverage your talent to plan and implement digital marketing campaigns. You will learn how to integrate digital, social, and content marketing verticals to drive engagement and build a sales funnel. You will also learn best practices for using today's most effective marketing tools. Topics include direct marketing, market research, Google AdWords, and more.

\$3595 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)



Information Technology

COMPUTER BASICS

Windows 10 - File Management | Course CT01402

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

\$99 Total Cost

Section F010 6:00 pm - 9:00 pm
Plum Center M, September 27
Ricardo Bahr, instructor

Section A010 7:00 pm - 10:00 pm
ACE Online M, October 25
Dr. Majid Imany, instructor

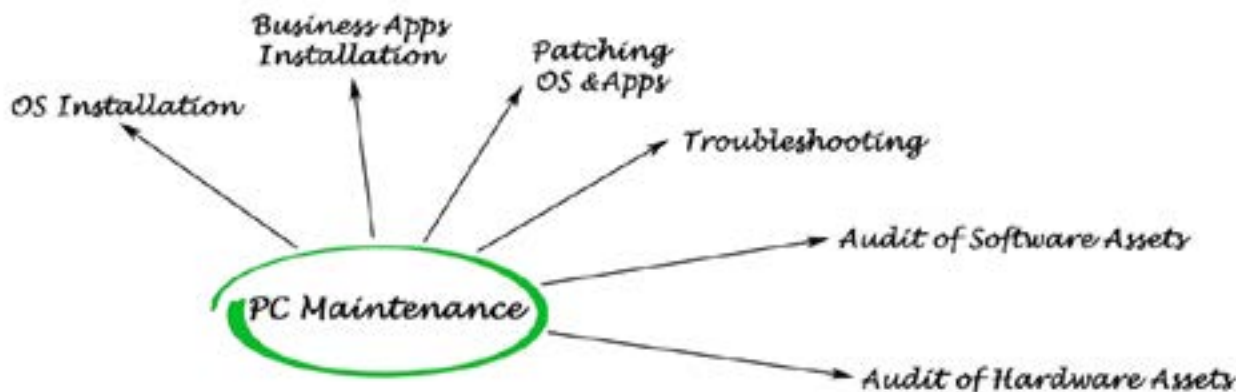
Section F020 6:00 pm - 9:00 pm
Plum Center Tu, December 7
Ricardo Bahr, instructor

Windows 10 Workshop: Tips and Tricks | Course CT01433

Learn about the Windows 10 features. Use the touch screen features or navigate with the mouse. Create shortcuts, customize and start menu and taskbar, resize tiles, search for applications and files, and learn other tips. 2 session @ 1.5 hrs each.

\$85 Total Cost

Section A010 7:00 pm - 10:00 pm
ACE Online M W, September 29
Dr. Majid Imany, instructor



GRAPHICS AND DESIGN

Adobe Illustrator Workshop | Course CT02160

Get ready to start to create beautiful graphics! Learn the basics of illustrator, how to create a logo and a simple vector illustration. This course will be offered online. 3 sessions at 2 hrs each.

\$159 Total Cost

Section A010 6:00 pm - 8:00 pm
ACE Online Tu Th, November 4-November 11
Mary Ann Smith, MOS, instructor

Adobe InDesign Workshop 101: Introduction | Course CT02140

Become a better designer! Learn the user interface, tools and panels. Create a business card, flyer, and newsletter that can be published and distributed in print or online. This course will be offered online 3 sessions at 2 hrs. each.

\$159 Total Cost

Section A010 4:00 pm - 7:00 pm
ACE Online Tu W, October 19-October 20
Mary Ann Smith, MOS, instructor

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

Learn the essential skills to digitally manipulate photos using Adobe Photoshop/Photoshop Elements. You will learn to enhance your photos by straightening, correcting color, cropping, using various selection tools, working with layers, and using masks.

Recommended book, ISBN: 9780321827333. 1 session @ 3 hrs.

Prereq: CT01416 PC Basics

\$119 Total Cost

Section A010 2:00 pm - 5:00 pm
ACE Online Th, October 28
Mary Ann Smith, MOS, instructor

Graphics for the Web | Course CT01550

Bring the exciting vision of your website to life. Create banners, buttons, and background images using Photoshop Element to help make your website "pop" and stand out from the rest. This course will be offered online 4 sessions at 3 hrs. each.

\$254 Total Cost

Section A010 1:00 pm - 4:00 pm
ACE Online Sa, September 25-October 16
Dr. Majid Imany, instructor

OFFICE PRODUCTIVITY

Excel Formulas and Functions | Course CT01444

Are you ready to go beyond the basics in Excel? Learn how to make calculations and obtain information the easy way by using count, if, VLookup, and text and date functions. This course will be offered online. 2 sessions at 1.5 hrs each.

\$134 Total Cost

Section A010 11:00 am - 12:30 pm
ACE Online W Th, October 27-October 28
Mary Ann Smith, MOS, instructor

Section A020 4:00 pm - 7:00 pm
ACE Online W, December 1
Mary Ann Smith, MOS, instructor

Mastering Pivot Tables and Macros | Course CT01586

Take your Excel skills to the next level. Learn to analyze millions of cells to quickly see totals, ranges, averages and how to convert results into charts. Prerequisite: Basic knowledge of Excel. This course will be offered online.
2 sessions at 3 hrs. each.

Prereq: CT01441 MS Excel - Basics

\$164 Total Cost

Section V010 6:00 pm - 9:00 pm
ACE Online Tu Th, December 7-December 9
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Proficiency Workshop | Course CT01285

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

\$493 Total Cost

Section F010 6:00 pm - 9:00 pm
Pimmit Hills Ctr Tu Th, September 21-October 14
Wayne Shewmaker, MBA, MOS, instructor

MS Excel - Basics | Course CT01441

New to Excel? Create, edit, modify the appearance of a worksheet and perform calculations by learning the basics of formulas and functions. 4 sessions at 3 hrs each.

\$25 Text: *MS Excel 2016: Part 1 Digital*

\$308 Total Cost (includes textbook fee)

Section F010 6:00 pm - 9:00 pm
Plum Center Tu Th, October 26-November 4
Wayne Shewmaker, MBA, MOS, instructor

MS Excel: VLookup Functions | Course CT02058

Save time and retrieve data automatically! Learn how to create lookup tables in Excel that can map one value to another the easy way. Students must be computer savvy and have basic knowledge of Excel.

1 session @ 1hr.

\$49 Total Cost

Section A010 1:00 pm - 2:00 pm
ACE Online Th, November 4
Mary Ann Smith, MOS, instructor

Section A020 6:30 pm - 7:30 pm
ACE Online W, December 1
Mary Ann Smith, MOS, instructor

MS Excel: Count Functions | Course CT02055

The COUNT function is one of the most common functions used in Excel. Learn how it works and how to use it in formulas. Students must be computer savvy and have basic knowledge of Excel. 1 session @ 1hr.

\$49 Total Cost

Section A010 2:00 pm - 3:00 pm
ACE Online W, October 20
Mary Ann Smith, MOS, instructor

MS Excel: IF functions | Course CT02052

Learn to use the most common functions in Excel, IF, SUMIF, AVERAGEIF, functions in to extract data and calculate. Students must be computer savvy and have basic knowledge of Excel 1 session at 1hr.

\$49 Total Cost

Section A010 3:00 pm - 4:00 pm
ACE Online Th, November 4
Mary Ann Smith, MOS, instructor

MS Outlook - Basics | Course CT01426

Boost your productivity! Learn the key features on how to best set up and manage email, calendars, contacts, and task tools. This course will be offered online, 6 sessions at 2 hrs each.

\$27 Text: *MS Outlook 2013: Part 1*

\$280 Total Cost (includes textbook fee)

Section F010 6:00 pm - 9:00 pm
Pimmit Hills Ctr Tu Th, November 9-November 18
Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint - Basics | Course CT01459

Learn to create presentations from start to finish! Custom your presentation including text, images, shapes, charts, tables, and animation. Prerequisite: Basic experience with Windows.3 sessions at 2 hrs. each.

Prereq: CT01416 PC Basics

\$27 Text: *MS PowerPoint 2013: Part 1*

\$176 Total Cost (includes textbook fee)

Section A010 1:00 pm - 3:00 pm
ACE Online Tu W Th, November 9-November 11
Mary Ann Smith, MOS, instructor

MS Word: Controlling Alignment Using Indents and Ruler | Course CT02056

Properly align paragraphs and images using margins and indents. Use the ruler markings to adjust paragraph alignment and set tabs. Students must be computer savvy and have basic knowledge of Word. 1 session @ 1hr.

\$49 Total Cost

Section A010 2:00 pm - 3:00 pm
ACE Online Tu, October 19
Mary Ann Smith, MOS, instructor

MS Word: Use Borders in Word | Course CT02051

Make your documents more attractive, organized, and easy to read! Learn to emphasize text by adding borders to pages, words and paragraphs. Students must be computer savvy and have basic knowledge of Word. 1 session at 1hr.

\$49 Total Cost

Section A010 2:00 pm - 3:00 pm
ACE Online W, October 27
Mary Ann Smith, MOS, instructor

Agile Software Project Management with Scrum | Course CT01693

Discover what it means to be agile and how the Scrum methodology will expose flaws in your existing process and motivate your team to deliver working software faster. 2 sessions @ 3 hrs each.

\$284 Total Cost

Section F010 9:00 am - 3:00 pm
Pimmit Hills Ctr Sa, November 6
Melson Martis, MBA, PMP, CSM, instructor

PROGRAMMING

Introduction to Programming Using Python | Course CT02403

Learn the basics of programming using Python computer language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the Python language, using variables, statements, strings and data structures. Good foundation for learning C++ and Java. 16 hours of instruction.

\$369 Total Cost

Section A010 7:00 pm - 9:00 pm
ACE Online Tu Th, November 30-December 28
Alex Machina, instructor

WEB DESIGN AND DEVELOPMENT

Create Your Own Small Business Website | Course CT01545

Promote your small business and create a professional looking website using content management and publishing platforms. 4 sessions at 3 hrs each. <https://aceclasses.fcps.edu/CategorySubjectListing>.

Prereq: CT01416 PC Basics

\$254 Total Cost

Section A010 1:00 pm - 4:00 pm
ACE Online Sa, November 6-November 27
Dr. Majid Imany, instructor

Full Stack Software Developer | Course CT03533

Learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games. By course completion, your website will allow users to log in, play games, track their progress, see leaderboards, and manage their accounts.

\$4995 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

HTML 1 - Your First Website | Course CT01525

Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. 3 sessions at 3 hrs. each.

\$229 Total Cost

Section A010 7:00 pm - 10:00 pm
ACE Online Tu Th, September 9-September 16
Dr. Majid Imany, instructor

HTML 2 - Enhancing Your Website | Course CT01526

Learn how to enter, organize information into tables and add a better browsing experience to your site with navigation bars, colors, and borders. 3 sessions at 3 hrs. each.

Prereq: CT01525 HTML 1 - Your First Website

\$229 Total Cost

Section A010 7:00 pm - 10:00 pm
ACE Online Tu Th, September 23-September 30
Dr. Majid Imany, instructor

HTML 3 - Interacting With Your Website | Course CT01527

In the last installment of the HTML series, you learn to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. 3 sessions at 3 hrs each.

Prereq: CT01526 HTML 2 - Enhancing Your Website

\$229 Total Cost

Section A010 7:00 pm - 10:00 pm
ACE Online Tu Th, October 5-October 12
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. 6 sessions @ 3 hrs each.

\$409 Total Cost

Section F010 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu Th, September 7-September 23
Adrian Mikeliunas, CISSP, CISA, instructor

Oracle SQL and PL/SQL + Python Developer + Java Programmer | Course CT03534

This course will teach you how to use SQL to build applications and generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. You will also learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. The introductory section will show you how Python works and what it's good for. You will also gain an understanding of Python's place in the wider programming world. You will begin coding quickly after starting the course. Afterwards, you'll move on to advanced methods in which you'll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug their Python code. In the last section, you get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries. This course will prepare you for entry into the job market as a Java or Python programmer or an entry-level Oracle SQL Developer or allow you to take on more responsibility using new skills gained in a current job.

\$2695 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

NEW

Web Applications Developer | Course CT03531

This course will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You will first master basic HTML, the core technology behind almost all websites. You will then learn CSS for styling pages and discover JavaScript makes your pages more dynamic. In addition, you will learn best practices and uses for PHP and Vue. You will then dive into SQL and learn how to create intranets and e-commerce sites. Don't forget XML; this course will also teach you the basics of the fundamental markup language. Lastly, you will learn how to add a functional WordPress blog. Your final project will put your skills to the test—you will build and develop a database-driven web application from the ground up. After completing the course, you will have the skills needed to start an entry-level career in web application development.

\$2395 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

NEW

Web Design Professional | Course CT03532

If you're looking to use your creative skills in today's digital landscape, the Web Design Professional course is for you. This course will teach you foundational web design skills. You will first learn best practices for the technologies that drive web functionality: HTML, CSS, and JavaScript. You will then learn Creating, Styling, and Validating Forms, and take a deep dive into Bootstrapping to further your knowledge of web development. Finally, you will learn how to use the tools of the trade:

Adobe Photoshop, Dreamweaver, and Animate.

\$2995 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

Web Design with Cascading Style Sheets 1 | Course CT01541

CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. 3 sessions at 3 hrs. each.

Prereq: CT01525 HTML 1 - Your First Website

\$215 Total Cost

[Section A010](#)

7:00 pm - 10:00 pm

ACE Online

Tu Th, October 19-October 26

Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 2 | Course CT01542

Fully master this simple language to create clean web layouts and maintain the look of your site with ease. 4 sessions at 3 hrs. each.

Prereq: CT01541 Web Design with Cascading Style Sheets 1

\$254 Total Cost

[Section A010](#)

7:00 pm - 10:00 pm

ACE Online

Tu Th, November 2-November 11

Dr. Majid Imany, instructor

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. Covers new curriculum for exams 220-1001 and 220-1002. Purchase book prior to first class: CompTIA A+ Complete Study Guide: Exams 220-1001 and 220-1002. ISBN: 9781119515968. 50hrs of instruction.

Prereq: CT02465 Basic PC Maintenance

\$999 Total Cost

[Section F010](#)

9:00 am - 2:30 pm

Pimmit Hills Ctr

Sa, September 25-December 4

Shahriyar Behbahani, A+, CCNA, MCSE, instructor

NEW

Cisco CCNA Certification Training (Voucher Included) | Course CT03525

"This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects. Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications"

\$2495 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

Section V010

Cisco Networking | Course CT01474

Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing. Configure networks using RIP, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included.

14 sessions covering 50 hours.

Prereq: CT01473 Network+

\$62 Text: *CCNA Routing and Switching Study Guide*

\$1055 Total Cost (includes textbook fee)

Section F010

6:30 pm - 10:00 pm

Pimmit Hills Ctr Tu Th, September 14-October 26

Shahriyar Behbahani, A+, CCNA, MCSE, instructor

NEW

CompTIA Network+ Certification Prep | Course CT03012

This course will teach you everything you need to take and pass the CompTIA Network+ certification exam (N10-007). You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more.

24 hrs total.

\$349 Total Cost

Section V010

9:00 am - 9:15 am

Online

W, September 15-October 20

TBD, instructor

Section V020

9:00 am - 9:15 am

Online

W, October 13-November 17

TBD, instructor

Section V030

9:00 am - 9:15 am

Online

W, November 10-December 15

TBD, instructor

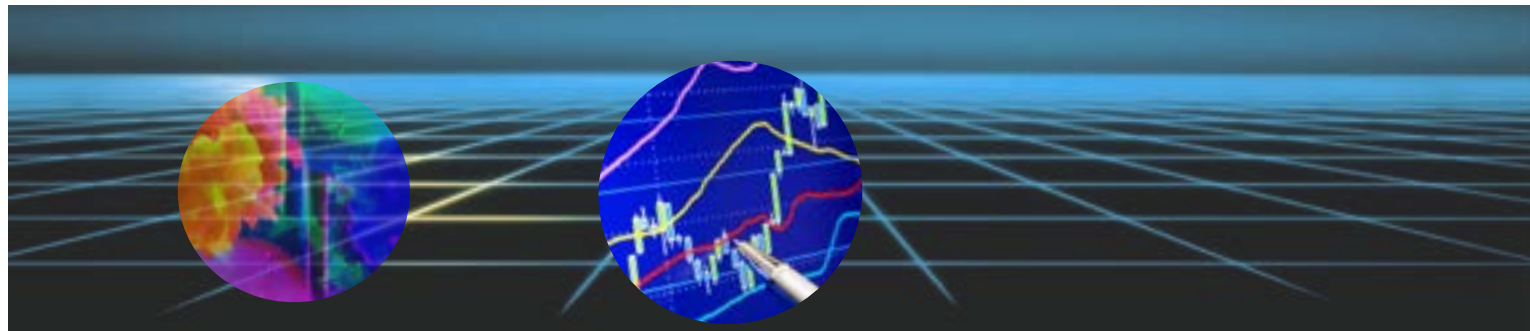
Section V040

9:00 am - 9:15 am

Online

W, December 15-January 19

TBD, instructor



NEW

CompTIA Security+ Certification Training | Course CT03524

The Security+ training course will assist you in preparing for the CompTIA Security+ certification SY0-601 exam through comprehensive material that covers the key objectives and fundamentals to perform core security functions while pursuing an information technology-based career. Successful completion of this course will allow you to assess an organization's security strength while recommending and implementing appropriate security solutions based on those assessments. Learners will be able to monitor and secure various security environments like cloud, mobile, and IoT (Internet of Things) in addition to obtaining an awareness of applicable laws, policies, and compliance standards. Also, you will be able to identify, analyze, and properly respond to security incidents.

\$1495 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

T

NEW

CompTIA™ A+ Certification Training (Vouchers Included) | Course CT03528

"This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures.

CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you're working in and what hardware you're working with.

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying CompTIA™ certification exams (CompTIA 220-1001 and 220-1002) upon completion of the course and eligibility. "

\$1995 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

CompTIA™ Network+ Certification Training (Voucher Included) | Course CT03529

Whether you're new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You'll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential.

In the course, you'll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices. To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you'll have the opportunity to put your new knowledge into action with networking scenarios you're likely to encounter during your IT career.

The voucher is prepaid access to sit for the certifying exam upon eligibility.

\$1695 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

NEW

Intermediate CompTIA A+ Certification Prep | Course CT03014

Learn how to install, organize, maintain, and trouble-shoot three different versions of Windows, plus explore similar features in macOS and Linux. You will examine and compare the features and structures of Windows 7, 8/8.1, and 10. Toward the end of the course, you will get a deeper understanding of virtualization and virtual machines in modern networks. Plus, you will learn about printers and multifunction devices, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 1001 and 1002 competencies. 24 hrs total. Prerequisites: Successful completion of the Basic CompTIA A+ Certification Prep course.

\$349 Total Cost

[Section V010](#) 9:00 am - 9:15 am
Online W, October 13-November 17
TBD, instructor

[Section V020](#) 9:00 am - 9:15 am
Online W, November 17-December 22
TBD, instructor

[Section V030](#) 9:00 am - 9:15 am
Online W, December 15-January 19
TBD, instructor

NEW

ITIL 4 Foundation (Voucher Included) | Course CT03527

As the most widely accepted approach to IT service management, earning your ITIL 4 certification is a vital step in your career as an IT management professional. This course covers key concepts of IT service management to prepare you for the ITIL 4 certification exam. You'll dive into service management, ITIL principles and the service value system (SVS). You will also gain an understanding of the ITIL 4 service management framework and how it adapts to modern technology. The voucher is prepaid access to sit for the ITIL 4 Foundation exam upon eligibility.

\$849 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

CYBER SECURITY

Certified Ethical Hacker (Voucher Included) | Course CT03526

"This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You'll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam."

\$2895 Total Cost

This course is open enrollment, so you can register and start the course as soon as you are ready.

Access to your course can take 2-3 business days.

[Section V010](#)

Healthcare and Dental

CPR AND FIRST AID

Heartsaver First Aid CPR AED | Course HM01625

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

\$4 Text: *Heartsaver First Aid CPR AED Student Workbook 2020*

\$161 Total Cost (includes textbook fee)

Section F308 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, August 21
Staff, instructor

Section F400 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, September 11
Staff, instructor

Section F401 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, September 25
Staff, instructor

Section F402 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, October 16
Staff, instructor

Section F403 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, November 6
Staff, instructor

Section F404 9:00 am - 4:30 pm
Pimmit Hills Ctr Tu, November 23
Staff, instructor

Section F405 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, December 4
Staff, instructor

Section F406 9:00 am - 4:30 pm
Pimmit Hills Ctr F, December 17
Staff, instructor



Heartsaver CPR & AED - Adult, Child, Infant | Course HM01695

Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and includes choking and AED training. Must be on time. Certification valid for two years. Book required.

1 session @ 5 hrs.

\$4 Text: *Heartsaver CPR AED Student Workbook 2020*

\$117 Total Cost (includes textbook fee)

Section F040 9:00 am - 2:00 pm
Pimmit Hills Ctr F, October 8
Staff, instructor

Section F041 9:00 am - 2:00 pm
Pimmit Hills Ctr F, October 29
Staff, instructor

Section F042 9:00 am - 2:00 pm
Pimmit Hills Ctr F, November 19
Staff, instructor

Basic Life Support | Course HM01697

American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Must be on time. Book required. Recommend book be picked up prior to class - call 703 658-1201. Written test is open resource so be sure to bring your book to class! 1 session @ 5 hrs.

\$21 Text: *BLS Provider Manual 2020*

\$149 Total Cost (includes textbook fee)

Section F034 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, August 14
Staff, instructor

Section F035 9:00 am - 2:30 pm
Pimmit Hills Ctr F, August 27
Staff, instructor

Section F040 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, September 18
Staff, instructor

Section F041 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, October 23
Staff, instructor

Section F042 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, November 20
Staff, instructor

Section F043 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, December 18
Staff, instructor

Pediatric CPR and First Aid | Course HM01796

Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

\$4 Text: *Heartsaver Pediatric First Aid CPR AED Stu Wk 2020*

\$161 Total Cost (includes textbook fee)

Section F040 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, October 2
Staff, instructor

Section F041 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, November 13
Staff, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600

Learn anatomy, physiology, and terminology of body systems to build medical vocabulary to form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended.

\$112 Text: *Medical Terminology Online, 9th ed (online class only)- eBook (\$53); Pharmacology Handout (\$3); Quick & Easy Medical Terminology, 9th ed - (\$68)*

\$461 Total Cost (includes textbook fee)

Section F040 9:30 am - 12:00 pm
Plum Center Tu, September 21-November 23
Brooke Koons BSN, instructor

Section A041 7:00 pm - 9:30 pm
ACE Online W, October 20-December 29
Cossio, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601

Continue building medical vocabulary. (Same textbook as Part 1.) 10 sessions @ 2.5 hrs each.

Prereq: HM01600 Medical Terminology With Anatomy--Part 1

\$349 Total Cost

Section A040 9:00 am - 11:30 am

ACE Online Tu, October 19-December 21

Cossio, instructor

Certified Medical Transcriptionist (Self-paced) | Course HM05005

Learn how to properly transcribe and edit the medical notes of healthcare providers to document patient care.

Exam voucher included. 195 hours, completed at your own pace over 6 months

\$2695 Total Cost

[Section V040](#)

Online open enrollment

NEW

Certified Medical Administrative Assistant (CMAA) | Course HM05011

Comprehensive online course teaches medical office skills including: managing patient flow, scheduling appointments, processing insurance claims (including assigning medical codes), maintaining electronic health records, composing correspondence, and performing daily financial practices. Successful completion of course prepares student for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). Course includes an exam voucher. 160 hours, completed at your own pace over 6 months

\$1495 Total Cost

[Section V040](#)

Online open enrollment

MEDICAL BILLING AND CODING

Medical Billing and Coding—Comprehensive | Course HM01950

Online course for medical billing, coding, payment and claim adjudication, general revenue cycle management and associated professions. Topics covered include basic medical terminology, the billing cycle, front end procedures, claim preparation and submission, account resolution, introduction to the coding systems (ICD10-CM, CPT, HCPCS and ICD10-PCS), fraud and abuse, Medicare, Medicaid, commercial insurance and regulatory compliance. Prepares students for the Certified Billing and Coding (CBCS) exam. Exam voucher included.

\$89 Text: *Certified Billing & Coding Specialist (CBCS)*

\$199 ICD-10-CM, CPT, HCPCS bundle

\$2878 Total Cost (includes textbook fee)

[Section A040](#) 7:00 pm - 10:00 pm

ACE Online Tu Th, September 21-December 2

Crudup, instructor

[Section A041](#) 7:00 pm - 10:00 pm

ACE Online M Th, October 25-January 10

Perez, instructor



Certified Electronic Health Records Specialist (CEHRS) (Self-paced) | Course HM05004

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist. 134 hours, completed at your own pace over 6 months. Exam voucher included.
\$1795 Total Cost

[Section V040](#)

Online open enrollment

NEW

Medical Interpreter (Spanish/English) (Self-Paced) | Course HM05008

This online course will teach you the skills needed to work as a Medical Interpreter and to sit for any of the Medical Interpreting examinations available in the United States. 200 hours, completed at your own pace over 9 months.
\$2395 Total Cost

[Section V040](#)

Online open enrollment

NEW

NASM Certified Nutrition Coach (exam included) (Self-Paced) | Course HM05010

Incorporate nutrition coaching and behavior change into your fitness instruction. 195 hours, completed at your own pace over 6 months.
\$1295 Total Cost

[Section V040](#)

Online open enrollment

NEW

NASM Certified Personal Trainer and Exam Preparation (Self-Paced) | Course HM05009

This course will prepare you to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry. Exam voucher included. 80 hours, completed at your own pace over 6 months.
\$1295 Total Cost

[Section V040](#)

Online open enrollment

Patient Care Technician (Self-paced) | Course HM05003

Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Exam voucher included. 300 hours, completed at your own pace over 12 months
\$2695 Total Cost

[Section V040](#)

Online open enrollment

Certified Physical Therapy Aide (Self-Paced) | Course HM05007

Learn foundational physical therapy principles, medical terminology, tasks, and responsibilities needed to work as a certified physical therapy aide. Exam voucher included. 190 hours, completed at your own pace over 9 months.
\$1995 Total Cost

[Section V040](#)

Online open enrollment

NEW

Certified Clinical Medical Assistant (CCMA) (Self-paced) | Course HM05000

Learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties. Exam voucher included. 540 hours, completed at your own pace over 12 months.

Includes externship starter kit.

\$2995 Total Cost

[Section V040](#)

Online open enrollment

NEW

Certified EKG Technician (Self-paced) | Course HM05001

Learn to measure basic vital signs, perform rapid response procedures, operate an EKG machine and identify rhythms.

Exam voucher included. 100 hours, completed at your own pace over 6 months.

\$1995 Total Cost

[Section V040](#)

Online open enrollment

NEW

Certified Phlebotomy Technician (Self-paced) | Course HM05002

Learn Phlebotomy fundamentals including medical terminology, human anatomy and physiology, infection control, collection, and transport. Learn about phlebotomy equipment and supplies and venipuncture procedures. Prepares you for provisional Certified Phlebotomy Technician Specialist (CPTS) exam offered by the American Education Certification Association (AECA). After earning your provisional certification, you will have six months to complete the clinical skills requirements and convert to full certification. Additionally, this course provides opportunity to complete an on-site externship to gain clinical skills needed for full certification through AECA or NHA. 150 hours, completed at your own pace over 6 months.

\$2395 Total Cost

[Section V040](#)

Online open enrollment

Online Courses

NEW

Soft Skills for Success | Course HM01773

Learn how communication, teamwork, adaptability, emotional intelligence and other soft skills will help you in your current or future employment. Include specific soft skills in your resume and demonstrate them in your interview! Online and Self-Paced

\$99 Total Cost

[Section V040](#)

open enrollment



CERTIFIED NURSE AIDE

Approved program with the Commonwealth of Virginia.

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.

\$429 Total Cost

Section W040

8:30 am - 4:30 pm

Plum Center

Tu Th, September 21-September 23

Albert, 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 are currently administered online.

Please contact healthmed@fcps.edu to schedule the test.

\$35 Total Cost

Section A040

ACE Online

Certified Nurse Aide (CNA) | Course HM01780

Start your career ladder in nursing with our entry-level health care course: certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration - email healthmed@fcps.edu to schedule placement test. Background check application fee of \$25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours.

15 sessions @ 8 hrs each.

Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test

\$ 0 Text: *Mosby's Essentials for Nursing Assistants, 6th ed*

\$1399 Total Cost (includes textbook fee)

Section W040

8:30 am - 4:30 pm

Plum Center

M W F, October 4-November 5

Albert, instructor

Section W041

8:30 am - 4:30 pm

Plum Center

M W F, November 15-December 22

Albert, instructor

EMERGENCY MEDICAL TECHNICIAN (EMT)

Licensure exam for Commonwealth of VA included with course.

Emergency Medical Technician—Basic | Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. . Text provided. Minimum age 16 with pre-admission approval. No tuition waivers.

\$1399 Total Cost

Section X040

6:00 pm - 10:00 pm

Pimmit Hills Ctr

M W, Sa September 13-December 4

Mercer, instructor

(Sat, 8:30 am - 4:30 pm)



PHARMACY TECHNICIAN

Students are eligible to sit for the national Pharmacy Technician Certification Board (PTCB) exam or National Healthcare Association NHA EXCPT exam.

Pharmacy Technician Placement Test | Course HM01607

Placement test for entering the Pharmacy Technician program. This test must be passed before registering for this course.

Basic skills in reading, writing and math will be tested. Proficiency in English is required.

Test offered online between 9 am - 4 pm Monday through Friday. Email healthmed@fcps.edu to schedule.

\$35 Total Cost

Section A040

ACE Online

Pharmacy Technician Program | Course HM01659

Training provides critical concepts to include medical terminology, common drugs and medical conditions, medication safety, pharmacy math, prescription ordering, processing and preparation. Externship optional. Placement test required. Email healthmed@fcps.edu for details. Taught by clinical pharmacist.

\$208 Text: *Pharmacy Technician Pkg* (\$140); *Review for Pharmacy Tech Cert Exam, 4th ed* (\$68)

\$2199 Total Cost (includes textbook fee)

Section B040

9:00 am - 1:00 pm

Pimmit Hills Ctr

Tu Th, October 19-January 25

Pittman, instructor



DENTAL ASSISTANT

Dental Assistant Comprehensive | Course HM01647

Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers.

\$307 Text: *Administrative Dental Assistant Pkg. 4th ed* (\$110); *BLS Provider Manual 2020* (\$21); *Essentials of Dental Assisting Pkg, 6th ed* (\$172); *Heartsaver First Aid Student Workbook 2020* (\$4)

\$2999 Total Cost (includes textbook fee)

[Section F031](#) 9:00 am - 3:00 pm
Plum Center F, August 13-January 21
Wilson Givens, instructor

[Section F040](#) 9:00 am - 3:00 pm
Plum Center Th, October 7-March 3
Hill, instructor

Administrative Dental Assistant (Self-Paced) | Course HM05006

Learn front desk duties, dental terminology, anatomy, dental billing and coding, and Dentrix software. 150 hours to be completed at your own pace within 6 months.

\$1795 Total Cost

[Section V040](#)
Online open enrollment

Veterinary Studies and Pet Care



VETERINARY ASSISTANT

Veterinary Assistant

Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting.

Prereq: HM01980 Veterinary Terminology and Anatomy

Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab

\$299 Total Cost

[Section A040](#) 10:00 am - 1:00 pm
ACE Online Tu, November 9-December 14
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981

Learn about blood cells and common parasites of our dogs and cats. Covers associated lab tests to detect these diseases.

\$324 Total Cost

[Section B040](#) 7:00 pm - 8:00 pm
ACE Online M, December 6-February 7
Lanie Samonte Martin, AAS, LVT, BA, instructor

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.

\$449 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online M, September 13-November 15
Lanie Samonte Martin, AAS, LVT, BA, instructor

[Section A041](#) 10:00 am - 12:00 pm
ACE Online M, December 6-February 14
Lanie Samonte Martin, AAS, LVT, BA, instructor

Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984

Introduction to zoonotic diseases. Gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. Topics include veterinary medical personnel best practice, ethics and euthanasia. No prerequisites.

\$399 Total Cost

[Section A040](#) 10:00 am - 12:00 pm
ACE Online Tu, September 14-October 19
Lanie Samonte Martin, AAS, LVT, BA, instructor

Apprenticeship and Trades



ASSORTED TRADES - PRO-SERIES — <https://bit.ly/3iyhWOF>

Home Inspector Prelicensing Course | Course TI05354

DPOR approved, meets Virginia Board for Asbestos, Lead, and Home Inspectors, home inspector pre-licensing Virginia Core course requirement of 35 hours plus one hour of "how to pass your test" and general test-taking skills for all test takers. This is a comprehensive course in residential construction for people that want to learn how to read code books and obtain a working knowledge of residential construction, all trades, interior, and exterior. Applicable for people not necessarily interested in obtaining a license. No late entry. 12 sessions @ 3 hrs each.

\$499 Total Cost

Section B040 6:30 pm - 9:30 pm
Plum Center W, October 13-January 5
Bookfor, 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.

\$59 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, December 6
Payne, instructor

VA Contractor's Basic Business Course (Pre-License) | Course TI05348

Become eligible to obtain any contractors' license. Those applying for an initial contractor's license (Class A, B or C) in the Virginia must complete an 8-hour business class approved by DPOR. This class fulfills that requirement. Note: All contractors must have a specialty and all specialties require a DPOR exam. You must bring a government issued ID to class.

See enclosure! Course TI05351 should also be taken, 1 session @ 8 hrs.

\$220 Total Cost

Section A040 8:30 am - 4:30 pm
ACE Online Sa, September 25
Chestnut, instructor

Section A042 8:30 am - 4:30 pm
ACE Online Sa, December 4
Chestnut, instructor

VA Contractor's License Exam Prep | Course TI05351

Do you want to pass the contractors' business exam required for Class A or Class B VA contracting license? In-depth review of contractor business concerns, including mechanic's liens, labor laws, construction contracts, and risk management. See TI05348 Contractors Pre-License for state required class. 5 sessions @ 3 hrs each.

Prereq: TI05348 VA Contractor's Basic Business Course (Pre-License)

\$113 Text: *FCPS TI05351 Part A & B* (\$20); *NASCLA Contractors Guide, VA 8th ed* (\$71); *Seminar Workbook for Class A&B Contractors* (\$22)

\$399 Total Cost (includes textbook fee)

Section A040 6:30 pm - 9:30 pm
ACE Online Th, September 23-October 21
Shahkarami, instructor

Appliance Repair Workshop | Course TI05593

Learn to make minor repairs on disposals, range hoods, gas and electric stoves, washers, gas and electric dryers, and dishwashers. Students should purchase Troubleshooting & Repairing Major Appliances (ISBN-13: 978-0071770187); as well as a basic set of handtools. 5 sessions @ 3 hrs each.

\$265 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr W, October 6-November 3
Staff, instructor

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

You too can replace existing lock sets! Disassemble and reassemble several different door locks in a hands-on workshop. Develop skills for nondestructive removal of existing lock sets so they can be reused elsewhere, lubrication and door set replacement. (Sorry, no rekeying of locks.) 1 session @ 3 hrs.

\$109 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr Th, November 11
Staff, instructor

Drywall, Painting, and Waterproofing Workshop | Course TI05581

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

\$ 9 Text: *Step By Step Guide to Room Finishing*

\$290 Total Cost (includes textbook fee)

Section F040 6:30 pm - 9:30 pm
Fairfax West Tu, September 28-October 26
Godfrey, instructor

Flipping Houses: The Good, Bad and the Very Ugly | Course TI05340

Not your typical house flipping seminar, no enticement to join someone's team; just a pragmatic approach to understanding flipping by detailing the major risks and rewards. Instructor has flipped well over 100 houses as a passive investor, project manager, licensed Real Estate Broker General Contractor or property owner. Includes property acquisitions, project management, basic financing, budgets, selling, property design and how to handle major problems. Students should purchase *The Book on Flipping Houses* by J. Scott from an online retailer prior to first class. Three sessions 3 Hours each.

\$230 Total Cost

Section A040 6:30 pm - 9:30 pm
ACE Online Th, November 4-November 18
Bookfor, instructor

Leadership in Energy and Environmental Design (LEED) | Course TI08080

This online Leadership in Energy & Environmental Design (LEED) course is designed to educate candidates on cutting edge green building and sustainable design practices and enables participants to designate that expertise with an internationally recognized professional credential.

\$695 Total Cost

Section V040 12:00 pm - 4:00 pm
Online Th, December 30-March 3
Staff, instructor

Manual Machinist (Self-Paced) | Course TI08231

This Manual Machinist course provides an intensive overview of the skills necessary to perform manual machining. The course will cover workholding, math, inspection, safety, machining, materials, quality, grinding, assembly, and more.

\$1695 Total Cost

Section V040 12:00 pm - 5:00 pm
Online Th, December 30-October 6
Staff, 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 @ 2 hrs.

\$104 Total Cost

Section A040 6:30 pm - 8:30 pm
ACE Online Th, September 16
Abdou, instructor

Section A041 6:30 pm - 8:30 pm
ACE Online Th, October 28
Abdou, instructor

Manual Machinist (Self-Paced) | Course TI08231

This Manual Machinist course provides an intensive overview of the skills necessary to perform manual machining.

The course will cover workholding, math, inspection, safety, machining, materials, quality, grinding, assembly, and more.

\$1695 Total Cost

Section V040 12:00 pm - 5:00 pm
Online Th, December 30-October 6
Staff, instructor

ELECTRICAL

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. 2017 NEC required--not included.

8 sessions @ 3 hrs each

\$394 Total Cost

Section A040 6:30 pm - 9:30 pm
ACE Online Th, October 21-December 16
Black, instructor

Electrical Technician (Self-Paced) | Course TI08070

This course provides an intensive overview of electrical maintenance. You will learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. This course is self-paced, you can start at any time. The start date is a placeholder only.

\$1995 Total Cost

Section V040
Online Open Enrollment

Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. Demonstration and hands-on workshop. 5 sessions @ 3 hrs each. Student required to purchase textbook (Step by Step Guide Book on Home Wiring) and tools separately. Tool list included on receipt.

\$271 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, November 2-November 30
Yven, instructor



Electrician Continuing Education | Course TI05275

Comprehensive review of the 2017 (NEC) changes 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.

\$137 Total Cost

Section A040 8:30 am - 11:30 am
ACE Online Sa, October 23
Black, instructor

GAS FITTER

Gas Fitters Continuing Education | Course TI05278

Comprehensive review of the 2015 International Fuel Gas Code changes 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.

\$44 Text: *2015 International Fuel Gas Code Updates*

\$99 Total Cost (includes textbook fee)

Section F040 11:45 am - 12:45 pm
Pimmit Hills Ctr Sa, October 23
Fortney, instructor

Section F041 11:45 am - 12:45 pm
Plum Center Sa, December 11
Fortney, instructor

HVAC-R

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.

\$40 Text: *CFC Certification Exams/Section 608 CFT Tests*

\$250 Total Cost (includes textbook fee)

Section F040 10:00 am - 1:00 pm
Pimmit Hills Ctr W, November 10
Uhl, instructor

HVAC/R Certified Technician (Voucher Included) (Self-Paced) | Course TI08011

If you want to take your HVAC/R career to the next level, this course will prepare you for industry-recognized HVAC Excellence or NATE certification. You will gain technical knowledge to not only pass certification exams, but to work on today's increasingly complex heating, ventilation, air conditioning, and refrigeration systems.

\$2895 Total Cost

Section V040
Online Open Enrollment

HVAC-R Continuing Education | Course TI05276

Comprehensive review of the 2015 IMC changes to fulfill 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.

\$44 Text: *2015 International Mechanical Code Updates*

\$179 Total Cost (includes textbook fee)

Section F040 1:00 pm - 4:00 pm

Pimmit Hills Ctr Sa, October 23

Fortney, instructor

Section F041 8:30 am - 11:30 am

Plum Center Sa, December 11

Fortney, instructor

HVAC-R License Exam Prep - IMC | Course TI05389

Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3 hrs each.

\$90 Text: *2015 International Mechanical Code*

\$527 Total Cost (includes textbook fee)

Section F040 6:30 pm - 9:30 pm

Plum Center Tu, October 19-December 14

Fortney, instructor

Principles of Heating & AC 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.

\$268 Total Cost

Section A040 6:30 pm - 9:30 pm

ACE Online Th, October 7-November 4

Abdou, instructor

PLUMBING

Foundations of Plumbing (Self-Paced) | Course TI08100

This course trains for a career in plumbing. You will learn specialized plumbing skills and terminology for residential, commercial, and industrial plumbing systems. In addition, this course teaches the math, geometry, and physical principles needed to work on plumbing systems. This course is self-paced, you can start at any time. The start date is a placeholder only.

\$2195 Total Cost

Section V040

Online

Open Enrollment

Plumbers Continuing Education | Course TI05277

Comprehensive review of the 2015 IPC changes to fulfill the continuing ed requirement for plumbers with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival and purchase of workbook is required. 1 session @ 3 hrs each.

\$137 Total Cost

Section F040 8:30 am - 11:30 am

Pimmit Hills Ctr Sa, October 23

Fortney, instructor

Plumbing Workshop: Maintenance and Repair | Course TI05590

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

\$243 Total Cost

[Section F040](#) 6:30 pm - 9:30 pm
Pimmit Hills Ctr Th, September 23-October 21
Abdou, instructor

[Section F041](#) 6:30 pm - 9:30 pm
Pimmit Hills Ctr Th, October 7-November 4
Kabiri, instructor

ASE Technician Test Preparation H1: Compressed Natural Gas Engines (Self-Paced) | Course TI09006

Prepare for the ASE Transit Bus H1: Compressed Natural Gas Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)
Online Open Enrollment

NEW

ASE Technician Test Preparation H2: Diesel Engines (Self-Paced) | Course TI09007

Prepare for the ASE Technician Test Preparation H2: Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)
Online Open Enrollment

NEW

ASE Technician Test Preparation H3 – Drive Train (Self-Paced) | Course TI09008

Prepare for the ASE Transit Bus H3: Drive Train exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)
Online Open Enrollment

NEW

ASE Technician Test Preparation H4: Brakes (Self-Paced) | Course TI09009

Prepare for the ASE Transit Bus H4: Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)
Online Open Enrollment

NEW

ASE Technician Test Preparation H5 – Suspension and Steering (Self-Paced) | Course TI09010

Prepare for the ASE Transit Bus H5: Suspension and Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)
Online Open Enrollment

NEW

ASE Technician Test Preparation H6: Electrical/Electronic Systems (Self-Paced) | Course TI09011

Prepare for the ASE Transit Bus H6: Electrical/Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)

Online

Open Enrollment

NEW

ASE Technician Test Preparation H7: Heating, Ventilation, and Air Conditioning (Self-Paced) | Course TI09012

Prepare for the ASE Transit Bus H7: Heating, Ventilation, and Air Conditioning exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)

Online

Open Enrollment

NEW

ASE Technician Test Preparation H8: Preventive Maintenance (Self-Paced) | Course TI09013

Prepare for the ASE Transit Bus H8: Preventive Maintenance exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

\$34.99 Total Cost

[Section V040](#)

Online

Open Enrollment

ASSORTED TRADES—DO IT YOURSELF

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 to the student's specific project design. 1 session @ 4 hrs.

\$149 Total Cost

[Section F040](#)

6:30 pm - 9:30 pm

Pimmit Hills Ctr

M, October 25

Payne, instructor

Beginner's Guide to Plumbing | Course TI05206

Using a combination of lecture, board diagrams, and limited hands-on practice with models, students will learn the tools and techniques to perform simple repairs and maintenance to home plumbing systems. Topics include: "P" traps, sink strainers, shut-off valves, supply tubes, garbage disposals, and connecting and soldering pipe. See also TI05190 1 session @ 4.5 hrs.
\$149 Total Cost

Section F040 8:30 am - 1:00 pm
Pimmit Hills Ctr Sa, September 18
Sickels, instructor

Build a Deck According to Fairfax County Code | Course TI05184

Learn when a Fairfax County building permit is required and how to obtain one. Work through the process of creating a deck plan that incorporates the county building code requirements. 1 session @ 3 hrs.
\$55 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, October 19
Payne, 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.
\$215 Total Cost

Section F040 6:30 pm - 9:30 pm
Fairfax West Tu, November 2-November 16
Godfrey, instructor

Do-It-Yourself Plumbing | Course TI05190

The basics of your plumbing system including the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains. See class TI05206 if you are an experienced DIY'er and only need pointers. This class is designed to give more details with more time with hands on activities. 3 sessions @ 3 hrs each.
\$19 Text: *Ultimate Plumbing Guide, 4th ed*
\$199 Total Cost (includes textbook fee)

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, November 1-November 15
Payne, instructor

Drywall Basics | Course TI05208

Students will cut, fasten, tape, and patch drywall, while learning how to use their tools and materials to apply smooth coats of joint compound to create finished surfaces ready to receive paint. The students will practice techniques in their own workspaces under the supervision of the virtual instructor who will demonstrate, provide lectures, and answer questions. Students will need to prepare an area with a drop clothe that will allow them to work on a 2x5 foot wall panel propped up against a wall, door, or piece of furniture, during virtual instruction. 4 sessions @ 2 hours each.
\$119 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Tu Th, October 5-October 14
Calligaro, instructor

Section F040 9:00 am - 1:00 pm
Pimmit Hills Ctr Sa, November 6-November 13
Payne, instructor

Kitchen and Bath Design Seminar | Course TI05169

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

\$79 Total Cost

[Section F040](#) 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, October 12
Payne, instructor

Residential Electricity- The Basics | Course TI05199

Become familiar with electrical supplies and equipment (wires, boxes, outlets, switches, and breakers); stripping and connecting wire (terminals, wire nut, and splicing). See enclosure online or on receipt for tool list. 2 sessions @ 4.5 hrs each.

\$295 Total Cost

[Section F040](#) 8:30 am - 1:00 pm
Pimmit Hills Ctr Sa, October 2-October 9
Sickels, instructor



Apprenticeship

DIRECTED STUDY

Directed Study | Course AP08065

Taught via Directed Study which is self-paced guided study for motivated students working in trades for which there are too few apprentices for a traditional class. You will meet with your instructor weekly for insights and guidance to ensure your steady progress and to document your success. This is a textbook based program with no hands on: apprentices receive their hands on via their employer. Trades taught via directed study include carpentry and heavy equipment operator.

\$1254 Total Cost

Section A040 6:30 pm - 9:30 pm
ACE Online M, September 13-May 2
Degges, instructor

ELECTRICITY

NEW

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.

\$600 Total Cost

Section A041 5:30 pm - 8:30 pm
ACE Online F, October 1-April 15
Staff, instructor

Section A040 9:00 am - 3:00 pm
ACE Online Sa, October 16-January 22
Staff, instructor

Electrical 1 | Course AP08070

Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. This is the first year of a comprehensive 4-year electrical curriculum that complies with DOLI standards for apprenticeship.

Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.

\$1815 Total Cost

Section B041 6:00 pm - 9:30 pm
Plum Center M W, August 30-December 22
Marrero, instructor

Section B040 6:00 pm - 9:30 pm
Pimmit Hills Ctr M W, August 30-December 22
Yven, instructor

Electricity 2—Transformers, AC Theory and Motor Controls | Course AP08071

AC theory—3 wire circuits, power factor, Ohms Law, voltage drop, transformers, phase angle, motor controls—sizing conductors and equipment, motor control circuits, and motor circuit protection. Students must complete a special project and a math competency.

\$347 Text: *Electric Motor Controls, 10th ed* (\$125); *FCPS Electricity 2 Workbook* (\$30); *Industrial Electricity, 9th ed* (\$192)

\$1399 Total Cost (includes textbook fee)

Section B040 6:30 pm - 9:30 pm
ACE Online Tu, September 14-April 19
Black, instructor

Electricity 3 — Blueprint Reading for Mechanics | Course AP08072

Intensive work with complete sets of prints includes: lines, symbols, basic views; plan details; construction contract documents and specifications; working and shop drawings; foundation work; wall and roof structures; reinforced concrete; masonry; structural steel; finish carpentry; mechanical; electrical; plumbing; structural integrity; air conditioning systems.

\$244 Text: *Electrical Wiring Commercial, 17th ed* (\$125); *FCPS Electricity 3 Workbook* (\$30); *Printreading...Residential & Light Com Const, 6th* (\$89)

\$1349 Total Cost (includes textbook fee)

Section B041 6:30 pm - 9:30 pm
Edison HS Tu, September 14-April 19
Abdou, instructor

Section V040 6:30 pm - 9:30 pm
ACE Online W, September 15-April 27
Staff, instructor

Section B040 6:30 pm - 9:30 pm
Plum Center F, September 17-May 13
Chung, instructor

Electricity 4 - National Electrical Code | Course AP08073

Includes wiring materials, cables, conduits, conduit fill, outlets, junctions, pull boxes, services, feeders, branch circuits overcurrent protection, grounding, equipment and circuit design, transformers, electrical layouts, and hazardous locations. Electricians with five or more years of experience can take this class "a la carte" for a thorough review for the state exam.

\$253 Text: *Electrical NEC Exam Preparation 2020* (\$84); *FCPS Electricity 4 Workbook* (\$30); *National Electrical Code 2020* (\$139)

\$1329 Total Cost (includes textbook fee)

Section B041 6:30 pm - 9:30 pm
Plum Center M, September 13-May 2
Black, instructor

Section B040 6:30 pm - 9:30 pm
ACE Online W, September 15-April 27
Black, instructor

HVAC-R

NEW

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.

\$600 Total Cost

Section A041 5:30 pm - 8:30 pm
ACE Online F, October 1-April 15
Staff, instructor

Section A040 9:00 am - 3:00 pm
ACE Online Sa, October 16-January 22
Staff, instructor

HVAC-R 1 | Course AP08001

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. ACE's program has been designed by highly qualified subject matter experts with the importance of HVAC professionals in mind, and covers present theoretical and practical skills essential to your success as an HVAC installer or technician. This is the first year of a comprehensive 4-year HVAC curriculum that complies with DOLI standards for apprenticeship, and is recognized by North American Technician Excellence (NATE).

Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.

\$1815 Total Cost

Section B041 6:00 pm - 10:00 pm
Chantilly HS M W, August 30-December 15
Sickels, instructor

Section B040 6:00 pm - 10:00 pm
Plum Center Tu Th, August 31-December 14
Chung, instructor

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

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

\$86 Text: *Math for HVACR*

\$1529 Total Cost (includes textbook fee)

Section B040 6:30 pm - 9:30 pm
Chantilly HS M, September 13-May 2
Staff, instructor

Section B041 6:30 pm - 9:30 pm
Edison HS Tu, September 14-April 19
Staff, instructor

HVAC-R 3—Trouble Shooting HVAC-R Systems | Course AP08003

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

\$319 Text: *2015 International Fuel Gas Code* (\$90); *2015 International Mechanical Code* (\$90); *National Electrical Code 2017* (\$139)

\$174 Total Cost (includes textbook fee)

Section B041 6:30 pm - 9:30 pm
Chantilly HS W, September 15-April 27
Staff, instructor

Section B040 9:00 am - 3:00 pm
Plum Center Sa, September 18-January 29
Nijjer, instructor

HVAC-R 4—For Mechanics | Course AP08004

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

\$109 Text: *Manual J8AE*

\$1529 Total Cost (includes textbook fee)

Section B041 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, September 13-May 2
Staff, instructor

Section B040 6:30 pm - 9:30 pm
Edison HS Tu, September 14-April 19
Staff, instructor

PLUMBING

NEW

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.

\$600 Total Cost

Section A041 5:30 pm - 8:30 pm
ACE Online F, October 1-April 15
Staff, instructor

Section A040 9:00 am - 3:00 pm
ACE Online Sa, October 16-January 22
Staff, instructor

Plumbing 1 | Course AP08100

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, such as wineries, to move material through production processes.

This is the first year of a comprehensive 4-year plumbing curriculum that complies with DOLI standards for apprenticeship. Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.

\$1565 Total Cost

Section B041 6:00 pm - 10:00 pm
Plum Center Tu Th, August 17-January 4
Wilson, instructor

Section B040 5:30 pm - 9:30 pm
Pimmit Hills Ctr Tu Th, September 7-January 18
Christmas, instructor

Plumbing 2—Basic Plumbing Design | Course AP08101

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

\$214 Text: *2015 International Plumbing Code* (\$90); *FCPS Plumbing 2 Workbook* (\$30); *Plumbing 201, 6th ed* (\$94)

\$1499 Total Cost (includes textbook fee)

Section B041 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, September 13-May 2
Abdou, instructor

Section B040 6:30 pm - 9:30 pm
Plum Center Tu, September 14-April 19
Staff, instructor

Plumbing 3—Plumbing Installations and Blueprints | Course AP08102

Residential, commercial, and industrial installation practices, including cross connections, trade math (offsets), elevations and grades, builder's level and transit methods, gas codes, structural integrity, and blueprint reading. Lecture format.

\$214 Text: *2015 International Fuel Gas Code* (\$90); *FCPS Plumbing 3 Workbook* (\$30); *Plumbing 301, 2nd ed* (\$94)

\$1429 Total Cost (includes textbook fee)

Section B040 6:30 pm - 9:30 pm
Plum Center M, September 13-May 2
Bookfor, instructor

Plumbing 4—Plumbing Code for Plumbing Mechanics | Course AP08103

Indepth chapter by chapter, preparation for Virginia Journeyman licensing exam, International Plumbing Code studies, and fire sprinklers. Plumbers with 5 years or more experience are also welcome to take this class “a la carte” to prepare for the exam.

\$120 Text: *2015 International Plumbing Code* (\$90); *FCPS Plumbing 4 Workbook* (\$30)

\$1379 Total Cost (includes textbook fee)

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu W, September 15-January 5
Walters, instructor

SURVEYING

Surveying 1 | Course AP08120

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

\$262 Text: *FCPS Surveying 1-2 Workbook* (\$30); *Surveyor Reference Manual, 7th ed* (\$232)

\$1429 Total Cost (includes textbook fee)

Section A040 6:30 pm - 9:30 pm
ACE Online Th, September 16-May 5
Peiffer, instructor

Surveying 2 | Course AP08121

License and trade info, Theory of Errors in Observations and Coordinate Geometry (COGO); analysis and adjustments of survey measurements; assorted calculations note keeping for layout; compound reverse curves; Control Surveys and Geodetic Reductions; horizontal and vertical control networks; NGRS 32 sessions @ 3 hours each + 30 hour Project

Weeks 18-23 Map Projections and State Plane Coordinates; Lambert Conformal and Transverse Mercator; exam Weeks 24-28 Astronomic Azimuth Determination; applied astronomy and celestial coordinate systems; exam Weeks 29-32 Global Positioning System; field procedures; various observing methods and their achievable accuracies; exam Project: Photogrammetric project for a total of 96 classroom Hours + 30 hour project. This curriculum is per VA Department of Professional and Occupational Regulation (DPOR) APELSCIDLA Board.

\$1249 Total Cost

Section B040 6:30 pm - 9:30 pm
Plum Center Th, September 16-May 5
Staff, instructor

Surveying 3 | Course AP08122

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

\$244 Text: *Elementary Surveying, 15th ed*

\$1449 Total Cost (includes textbook fee)

Section B040 6:30 pm - 9:30 pm
Chantilly HS W, September 15-April 27
Evans, instructor

Surveying 4 | Course AP08123

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

\$1299 Total Cost

Section A040 6:30 pm - 9:30 pm
Woodson HS W, September 15-April 27
Burdick, instructor

Surveying 5 | Course AP08124

Land Surveying Law & case research, Dillon Rule, Ordinances, Byrd Act; Statute of Frauds, Estoppel, ROW, Deeds, Warranty, Quiet Title Action, Construction, Evidence, Conveyances, Boundary Solutions, Unwritten Rights, Agreement, Littoral/Riparian Boundary & Rights, Easements, ALTA/NSPS Land Title Survey, VDOT, Rail/Utility Plans, VA Condo Act, FLS and PLS Content areas, Due Diligence, Tax Assessment Maps, Informal Consolidations-NOT, Use of GIS + Project, 32 sessions @ 3 hrs each
\$180 Text: *Brown's Boundary Control & Legal Principles 7th ed*
\$1429 Total Cost (includes textbook fee)

Section B040 6:30 pm - 9:30 pm
ACE Online Th, September 16-May 5
Staff, instructor

APPRENTICESHIP CBE

A Credit-By-Exam (CBE) designed to give advanced placement to students in a specific trades field. CBE's are the only way to get credit for prior training. CBE's are optional and most exams take 3 hours to complete. CBE's are for completion of apprenticeship related instruction only. NO CELL PHONES ALLOWED but you must bring government issued photo ID to exam.

No retakes

\$75 Total Cost

SECTION F040 10:00 AM - 1:00 PM
Pimmit Hills Ctr W, August 11
Staff, instructor

Carpentry 1 CBE | Course AP08811
Electricity 1 CBE | Course AP08815

HVAC-R 1 CBE | Course AP08800
HVAC-R 2 CBE | Course AP08801

Plumbing 1 CBE | Course AP08845

TRANSCRIPT AND CERTIFICATE REQUEST

Apprenticeship - Official Transcript Request | Course AP000SP

Please ensure you have completed all apprenticeship classes (years 1-4) before requesting your official transcript. Transcripts will be sent via USPS along with a completion certificate within 6-8 weeks.

\$19 Total Cost

Section V040 10:00 am - 10:15 am
ACE Online F, January 7
TBD, instructor



Apprenticeship - Official Transcript Request Course AP00001

Please ensure you have completed all apprenticeship classes (years 1-4) before requesting your official transcript. Transcripts will be sent via USPS along with a completion certificate within 6-8 weeks.

\$ 12 Total Cost



Adult Enrichment



BAKING AND PASTRY ARTS

Advanced Sourdough Baking | Course HI03180

In this class we will go through the steps of preparing the levain, mixing, building, proofing the dough, and shaping & baking the loaf. We will discuss starter care, fermentation, tools, techniques, resources, baking options, and the impact of different types of grains & flours on crumb development and flavor.

\$135 Total Cost

Section F040 6:00 pm - 9:00 pm
Plum Center F, October 22-October 23
Hofstetter, instructor

French Pies & Tarts | Course HI06404

Learn the basic techniques to make the perfect pie crust each and every time. Learn about making frangipane and pate brisee. Make onion tart, quiches, and fruit tarts. 2 sessions @ 3 hrs each.

\$134 Total Cost

Section F040 11:00 am - 2:00 pm
Plum Center Tu, September 14-September 21
Gaston, instructor

Section F041 2:00 pm - 5:00 pm
Plum Center W, September 15-September 22
Gaston, instructor

Buche De Noel - French Christmas Cake | Course HI06321

In this class you will learn to make the only traditional French Christmas Dessert "Buche de Noël" (Yule log). While decorating this dessert and listening to French holiday music, it will feel like you are in France preparing for the holidays. You will be able to bring home your very own hand made "Buche de Noël". Please note: Section F040 on Tuesday will be held in French and Section F041 on Wednesday will be held in English. 1 session @ 3 hrs.

\$99 Total Cost

Section F040 2:00 pm - 5:00 pm
Plum Center Tu, December 21
Gaston, instructor

Section F041 2:00 pm - 5:00 pm
Plum Center W, December 22
Gaston, instructor

Culinary

Classic French Cooking | Course HI06320

Classic, easy, and fancy french classics for the summer. Prepare a low-cost, summer French meal. In this two session class, learn to make the classic quiche, salad nicoise, cold soups, mains and desserts. Bon appétit! 2 sessions @ 4 hrs each.

\$146 Total Cost

Section F040 5:30 pm - 9:30 pm
Plum Center Tu, September 28-October 5
Gaston, instructor

Section F041 10:30 am - 2:30 pm
Plum Center Tu, November 2-November 9
Gaston, instructor

NEW

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

Work on your French language skills while learning to prepare a classic French dish! There are two sections to this course, morning classes require French language skills; afternoons do not require French language skills.

8 session @ 2hrs.

\$304 Total Cost

Section F043 10:00 am - 12:00 pm
Plum Center W, September 8-October 27
Gaston, instructor

Section F040 2:00 pm - 4:00 pm
Plum Center W, September 8-October 27
Gaston, instructor

Section F042 6:00 pm - 8:00 pm
Plum Center W, September 15-November 3
Gaston, instructor

Section F044 10:00 am - 12:00 pm
Plum Center W, November 3-December 29
Gaston, instructor

Section F041 2:00 pm - 4:00 pm
Plum Center W, November 3-December 29
Gaston, instructor

Section F045 10:00 am - 12:00 pm
Plum Center W, December 1-January 19
Gaston, instructor

Chinese Takeout in Your Home Kitchen! | Course HI03910

Three different sections provide different experiences and recipes! Take one, two, or all three classes.

Section 40: Bring the pleasure of authentic Chinese Takeout in Your Home Kitchen by exploring how to cook delicious Wonton Soup, Chicken & Shrimp Lo-Mein, Beef and Broccoli served with rice and Hot Tea.

Section 41: Learn how to cook Chinese tasty dishes which you can make at home : Chicken Lettuce Wraps, Crispy Spring Rolls and Sweet & Sour Chicken served with rice and Hot Tea.

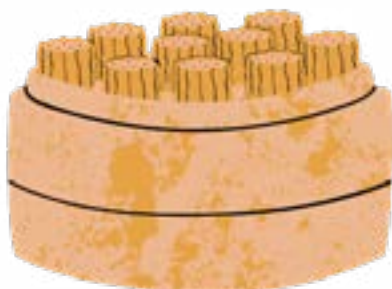
Section 42: Learn how to cook popular and delicious dishes at home: Shrimp & Vegetable Tempura, Shrimp & Chicken Shumai and Hunan Chicken served with rice and Hot Tea.

\$129 Total Cost

Section F040 10:00 am - 1:00 pm
Plum Center Sa, September 18
Euipiyachat, instructor

Section F041 10:00 am - 1:00 pm
Plum Center Sa, October 2
Euipiyachat, instructor

Section F042 10:00 am - 1:00 pm
Plum Center Sa, October 16
Euipiyachat, instructor



FLORAL DESIGN

Introduction to Floral Design 1 - Basic | Course HI03374

Study the principles and elements of good design. You will learn how to select and care for various flowers and foliage for optimal results. Four design styles; vertical line, triangular, round, and mixed vase arrangements; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.

\$24 Text: *Design School*

\$390 Total Cost (includes textbook fee)

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr W, September 8-September 29
Mason, instructor

NEW

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 arrangement of greens with flower accents; 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.

\$338 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, October 5-October 26
Mason, instructor

NEW

Fresh Greens Workshop | Course HI03394

Make all your holiday decorations in one class! Decorate a fresh wreath and make centerpiece and basket arrangement. Decorations will use mixed evergreens, flowers, dried pods and cones, berries, and other Christmas trim. Learn how to make florist bows. Bring small garden clippers, wire cutters, scissors, and a brown bag lunch to class. 1 session @ 5 hrs.

\$171 Total Cost

Section F040 10:00 am - 3:00 pm
Pimmit Hills Ctr Sa, December 4
Mason, instructor

Thanksgiving Centerpiece | Course HI03380

Create the most popular floral design, the centerpiece. Brighten your holiday table with an updated traditional arrangement of long-lasting fall flowers and dried accent. Bring floral shears to class. 1 session @ 3 hrs.

\$117 Total Cost

Section F040 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, November 22
Mason, instructor



GENEALOGY

Beginning Genealogical Research in the 21st Century | Course HI04768

Many things have changed in genealogical research in the last ten to twenty years. Twenty years into the 21st Century, how has research changed? Thanks to technology, many new sources are becoming available every year and old sources are being enhanced. How will all these changes affect how you do research? 4 sessions @ 2.5 hrs each.

\$155 Total Cost

Section F040 10:00 am - 12:00 pm
Plum Center Sa, October 2-October 30
Mason, instructor

NEW

Fifteen Research Shortcuts Used by Professional Genealogists | Course HI04803

Professional genealogists are trained in many skills they use when they do research for their clients. Often they may appear to be using shortcuts, but are they? This class will encourage the use of good genealogical research techniques and tools that good researchers and professionals use in their work. 1 session @ 2.5 hrs.

\$86 Total Cost

Section F040 6:00 pm - 8:30 pm
Pimmit Hills Ctr M, October 25
Mason, instructor

Genealogy: Probate Records | Course HI04798

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

\$103 Total Cost

Section F040 6:30 pm - 9:00 pm
Plum Center Th, October 7-October 14
Mason, instructor

NEW

Keeping the Family Secrets! | Course HI03044

Genealogists often discover the family secrets, some hidden for many years. How much should you share and with whom should you share them? What are the legal and ethical rules to revealing secrets? How can you document a family secret without putting all the details in the spotlight? 1 session @ 2.5 hours each

1 session @ 3 hrs.

\$86 Total Cost

Section F040 6:00 pm - 8:30 pm
Plum Center W, November 3
Mason, instructor



PERSONAL DEVELOPMENT

NEW

Annual Enrollment Period (AED) for Medicare: Your Questions Answered | Course HI01929

Does the topic of Medicare make your head hurt? Join us for a virtual session to make sense out of all this Medicare jargon and get your questions answered.

These 60 minute sessions will be led by Maddie Sharpe who has taught The Alphabet Soup of Medicare for ACE since 2016.

Maddie gets great reviews from all her sessions and ACE is bringing this great resource to you for a limited time for a minimal enrollment fee as a community service to Fairfax County residents 65 and older or soon to be 65.

\$19 Total Cost

Section A046	2:00 pm - 3:00 pm	Section A043	9:30 am - 10:30 am
ACE Online	Tu, October 5	ACE Online	Sa, October 30
Sharpe, instructor		Sharpe, instructor	
Section A040	9:30 am - 10:30 am	Section A048	2:00 pm - 3:00 pm
ACE Online	Sa, October 9	ACE Online	Tu, November 2
Sharpe, instructor		Sharpe, instructor	
Section A041	9:30 am - 10:30 am	Section A044	9:30 am - 10:30 am
ACE Online	Sa, October 16	ACE Online	Sa, November 6
Sharpe, instructor		Sharpe, instructor	
Section A047	2:00 pm - 3:00 pm	Section A049	2:00 pm - 3:00 pm
ACE Online	Tu, October 19	ACE Online	Tu, November 16
Sharpe, instructor		Sharpe, instructor	
Section A042	9:30 am - 10:30 am	Section A045	9:30 am - 10:30 am
ACE Online	Sa, October 30	ACE Online	Sa, November 20
Sharpe, instructor		Sharpe, instructor	

The Alphabet Soup of Medicare | Course HI01928

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

\$99 Total Cost

Section F040	9:30 am - 11:00 am
Pimmit Hills Ctr	Sa, September 25-October 2
Sharpe, instructor	
Section F041	7:00 pm - 8:30 pm
Plum Center	Tu, November 9-November 16
Sharpe, instructor	

Getting Ready to Retire | Course HI06530

This course provides concrete suggestions, exercises, and discussions that help participants explore the important but overlooked non-financial challenges and opportunities of retirement, and make a happy and fulfilling transition. Topics covered include transition planning, daily activities, budgeting, health, and housing challenges. 1 session @ 3 hrs.

\$80 Total Cost

Section F040	9:30 am - 12:30 pm
Plum Center	Sa, September 11
Moran, instructor	

PERSONAL AND CREATIVE INTEREST

Secrets of Better Photography (Self-Paced) | Course HI03745

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

\$100 Total Cost

[Section V040](#)

Online

open enrollment

Travel Photography for the Digital Photographer (Self-Paced Tutorial) | Course HI03792

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

\$100 Total Cost

[Section V040](#)

Online

open enrollment

CINEMA

NEW

The Last Days of Nazi Germany | Course HI05024

The collapse of the Third Reich has inspired many films of cinematic significance, and this class will view five different films plus personal film footage made by German soldiers. **The Captain**, the true story of a German army deserter who dons the abandoned uniform of an SS captain; **Hitler: The Last 10 Days**, in which Sir Alex Guinness provides the first major post-war portrayal of Adolf Hitler; **The Bunker**, with Sir Anthony Hopkins' brilliant performance as the raging, demented Führer; and **Downfall**, whose focus include inner circle true believers that accompany the Führer to his doom, especially Traudl Junge, Eva Braun, and Magda Goebbels. Also included will be **Blindspot**, the retrospective reflections of Hitler's personal secretary, Traudl Junge; the last episodes of the German wartime movie newreel, **Die Wochenschau**; and **Mein Krieg**, personal film footage made by German soldiers.

\$144 Total Cost

[Section F040](#)

6:30 pm - 9:30 pm

Plum Center

Tu, September 21-October 19

LeBlanc, instructor

NEW

The Second Golden Age of Hollywood (1965-1975) | Course HI05026

Join veteran film instructor John LeBlanc for a screening of seven different "golden age" films. Films range from the epic masterpiece **The Lion in the Winter** to the cornerstone of 1970s American moviemaking with **Nashville**. Get more details and specific film lists online.

\$144 Total Cost

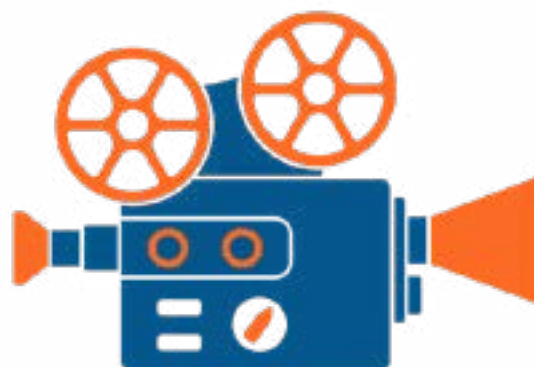
[Section F040](#)

6:30 pm - 9:30 pm

Plum Center

Tu, October 26-November 23

LeBlanc, instructor



WRITING AND PUBLISHING

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, awaken your creativity and learn how to tap into it to write uniquely. Learn the value of reading as a writer and the basics of character development, dialogue/attribution, show v. tell, and more. Both fiction and nonfiction. Short reading and writing assignments each week. Marketing and publishing discussed. Contact Instructor with questions. 6 sessions @ 2 hrs each.

\$190 Total Cost

Section F040 10:30 am - 12:30 pm
Pimmit Hills Ctr Tu, September 21-October 26
Page, instructor

Day Writers | Course HI04019

Take a little time for yourself and come join this midday group for writers who have already begun or who want to begin writing and who would like some help and guidance in an atmosphere of support and encouragement. Every level of writer, from beginning to advanced, and every type of writing, both fiction and nonfiction. The business of marketing and publishing will also be explored. Contact Instructor with questions. 6 sessions @ 2 hrs each.

\$190 Total Cost

Section F040 10:30 am - 12:30 pm
Pimmit Hills Ctr Th, September 23-October 28
Page, instructor

NEW

Submit It! | Course HI04011

A three-week workshop designed to help writers prepare their works – primarily short story, flash fiction, brief memoir pieces – for submission to literary or other publications for consideration. Weekly lecture components include identifying publications, preparing cover letters, and proper formatting as well as discussion of common writing problems that lose potential editors and publishers before they finish reading a work. Peer review of the writers' selected works will take place each week to help identify issues and build confidence. Depending upon the number of participants, the last ten minutes of the first four sessions will be a free-write for participants to create a new work that will be added to in the following weeks. The final session will be a review of cover letters and any issues participants would like addressed by the group with the manuscripts they plan to submit. 3 sessions @ 2 hours each.

\$150 Total Cost

Section F040 10:00 am - 12:00 pm
Pimmit Hills Ctr F, September 10-September 24
Sim, instructor

Section F041 10:00 am - 12:00 pm
Pimmit Hills Ctr F, November 5-November 19
Sim, instructor

Writeriffic - Creativity Training for Writers (Self-Paced Tutorial) | Course HI04167

Banish writer's block forever with these tricks from the published writer's toolbox.

\$100 Total Cost

Section V040
Online open enrollment



World Languages for Adults

WELCOME:

ACE World Language Department continues to serve our community and to propose a variety of classes. In September we will be able to start offering in-person classes. We are thankful to our teachers and students for becoming familiarized with the move from in person to virtual learning classes. This was a huge step for ACE and all our students alike, and I am proud of all that we have accomplished together.

Our program will continue to provide support for our teachers to help them plan and implement their classes. We are seeing many people from other states and even from other countries interested in participating in our classes and this is all due to our abilities to provide virtual classes. We are very proud of what we have accomplished this past year, and in the future, we will continue to offer virtual classes in addition to in-person classes. Despite the challenges we continue to face, I know in my heart that better days are ahead. Please take care of yourself, be kind to one another, and keep the faith.

IMPORTANT REGISTRATION INFORMATION

Students are encouraged to register at least four days prior to the start date. If you need to register late or have a question about which class to take please contact language@fcps.edu. For general registration inquiries please call **703-658-1201**

- ◆ For ACE Foreign/Sign Virtual classes: All students are required to have a Google email account. Teachers will send an invitation the day prior to the class. Material Requirement: Access to a computer with good audio and good video connection is requested.
- ◆ Time Requirements: Depending on student ability and interest, students will usually devote a maximum of 2 - 3 hours per week completing class activities. Books: ISBN will be provided, students will have to order their own books.

ARABIC

Introduction to Arabic | Course FL02618

An introduction to Modern Standard Arabic. You will learn Arabic sounds and writing systems, as well as the alphabet, vowels, and basic everyday vocabulary. As you develop this foundation, you will be introduced to language and culture through music, art, and other activities. 10 sessions @ 2 hrs each.

\$315 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Tu, September 14-November 16
Shokry, instructor

Arabic 100—Beginning 1 | Course FL02621

This course is for students with prior knowledge of the Arabic alphabet and writing system. In a supportive environment, and through audiovisual instruction, you will continue building up your Arabic vocabulary and learning about Arabic culture by presenting basic language function in different life situations. You will review the alphabet, and reading and writing systems. Through interactive activities, you will learn how to talk about yourself, start a simple conversation in Arabic, and read and write simple sentences. You will also learn about some colloquial dialects. 10 sessions @2 hrs each.

Prereq: FL02618 Introduction to Arabic

\$315 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online W, September 15-November 17
Shokry, instructor

NEW

Arabic 300—Basics 3 | Course FL02623

Deepen your appreciation and understanding of Arabic language, culture and customs as you practice your growing reading, conversation, and listening skills. 10 sessions @2 hrs each.

Prereq: FL02622 Arabic 200--Beginning 2

\$315 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online F, September 17-November 19
Shokry, instructor

Arabic 500—Intermediate | Course FL02625

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

Prereq: FL02624 Arabic 400--Basics 4

\$335 Total Cost (includes textbook fee)

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online Th, September 23-December 2
Shokry, instructor

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.

\$315 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online W, September 22-December 1
Hall, instructor

[Section A041](#) 10:00 am - 12:00 pm
ACE Online Tu, September 21-November 23
Maloney, 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.

Prereq: FL02560 American Sign Language 100--Beginning 1

\$315 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online Th, September 23-December 2
Hall, instructor

[Section A041](#) 10:00 am - 12:00 pm
ACE Online Th, September 16-November 18
Maloney, instructor

American Sign Language 300—Beginning 3 | Course FL02563

Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.

Prereq: FL02562 American Sign Language 200--Beginning 2

\$315 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online M, September 20-November 22
Hall, instructor

American Sign Language—Intermediate 5 | Course FL02571

Continue to expand your knowledge of American Sign Language.

10 sessions @ 2 hrs each.

\$315 Total Cost

[Section A040](#)

7:00 pm - 9:00 pm

ACE Online

Tu, September 21-November 23

Hall, instructor

FRENCH

French 100—Beginning 1 | Course FL02671

Develop your conversation skills, progressing from simple vocabulary to full sentences. Instruction will focus on speaking, with supporting exercises. 12 sessions @ 2 hrs each

\$339 Total Cost

[Section F040](#)

2:00 pm - 4:00 pm

Plum Center

W, September 15-December 8

Molnar-Grabowski, instructor

French 200—Beginning 2 | Course FL02672

Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire. Advance your conversational skills. 12 sessions @ 2 hrs each.

Prereq: FL02671 French 100--Beginning 1

\$339 Total Cost

[Section A040](#)

7:00 pm - 9:00 pm

ACE Online

W, September 29-December 22

Antoons, instructor

French 210—Encore! | Course FL02666

Où en êtes-vous? Review of basic grammar from French Beginning 1 and 2, listening comprehension exercises, vocabulary development and basic conversational practice. Significant pronunciation practice. For beginning students with one or two previous courses or the equivalent of one semester of college French. 8 sessions @ 2 hrs each.

Prereq: FL02672 French 200--Beginning 2

\$259 Total Cost

[Section A040](#)

1:00 pm - 3:00 pm

ACE Online

Th, September 30-November 18

Molnar-Grabowski, instructor

[Section A041](#)

7:00 pm - 9:00 pm

ACE Online

Tu, October 12-November 30

Antoons, instructor

French 320—Beginning 3 Conversation and Review | Course FL02675

A review of verb tenses introduced in French--Beginning 1-2 and 3. Focus on present, past tense and future tense. Considerable directed, situational conversation, vocabulary review, and practice helps boost confidence in extemporaneous speaking. 5 sessions @ 2 hrs each.

Prereq: FL02673 French 300--Beginning 3

\$199 Total Cost

[Section A040](#)

7:00 pm - 9:00 pm

ACE Online

Th, October 21-November 18

Antoons, instructor

French 420—Beginning Conversation | Course FL02676

Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.

Prereq: FL02674 French 400--Beginning 4

\$319 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online Tu, September 14-November 16
Molnar-Grabowski, instructor

French 520—Intermediate 2 | Course FL02682

Nous apprendrons dans ce cours l'Histoire de France, ainsi qu'un vocabulaire utile à employer dans les discussions. Il y aura beaucoup de conversations et d'exercices de grammaire. 10 sessions @ 2 hrs each.

Prereq: FL02681 French 500--Intermediate 1

\$349 Total Cost

[Section A040](#) 10:00 am - 12:00 pm
ACE Online Tu, October 19-December 21
Shahin, instructor

French 600—Conversation, lecture et revisions | Course FL02686

Course offers structured grammar review and guided conversation with the opportunity for casual discussions. For intermediate students with extensive exposure to French grammar and vocabulary, who seek to improve their conversation skills. 12 sessions @ 2 hrs each.

Prereq: FL02681 French 500--Intermediate 1

\$349 Total Cost

[Section A040](#) 10:00 am - 12:00 pm
ACE Online M, November 22-March 07
Shahin, instructor

[Section F040](#) 12:30 pm - 2:30 pm
ACE Online M, September 13-November 29
Molnar-Grabowski, instructor

French 685—Conversation | 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

\$219 Total Cost

[Section F040](#) 2:00 pm - 4:00 pm
Plum Center F, September 24-October 29
Staff, instructor

French 750-Club de lecture | Course FL02687

Il n'est jamais trop tard pour tomber en amour avec les livres. Le club de lecture est là pour vous aider à mieux parler et comprendre le français. En plus d'explications grammaticales selon le besoin, beaucoup de conversations et de discussions seront également prévues. 10 sessions @ 2 hrs each.

Prereq: FL02685 French 700--Conversation

\$349 Total Cost

[Section A040](#) 10:00 am - 12:00 pm
ACE Online F, September 24-December 3
Shahin, instructor

GERMAN

German 100—Beginning 1 | Course FL02701

Learn the fundamentals in order to start conversing, reading, and writing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.

\$329 Total Cost

Section F040

7:00 pm - 9:00 pm

ACE Online

M, August 30-November 22

Long, instructor

German 200—Beginning 2 | Course FL02702

Expand vocabulary, speaking, reading, and writing skills and extend your knowledge of regular and irregular verbs. New grammar includes nominative & accusative cases, separable & inseparable verbs, and future tense. 12 sessions @ 2 hrs each.

Prereq: FL02701 German 100—Beginning 1

\$329 Total Cost

Section A040

7:00 pm - 9:00 pm

ACE Online

W, September 8-December 1

Long, instructor

German 300—Beginning 3 | Course FL02703

Continue to expand your knowledge of German cases, verbs, and tenses. Increase your reading, writing, and conversation skills. New grammar includes prepositions, dative case, and present perfect tense. 12 sessions @ 2 hrs each.

Prereq: FL02702 German 200—Beginning 2

\$349 Total Cost

Section A040

7:00 pm - 9:00 pm

ACE Online

Tu, September 14-November 30

Long, instructor

German 500— Mittelstufe 1 | Course FL02709

Bauen Sie auf das in den Anfängerklassen erlernte Wissen auf. Erweitern Sie Grammatik und Wortschatz, um Ihre Deutschkenntnisse kontinuierlich zu vertiefen. Jedes Semester widmet sich einem Thema aus der deutschen Kultur, Literatur oder aktuellen Ereignissen. Material will be provided by instructor. 12 sessions @ 2 hrs each.

Prereq: FL02704 German 400—Beginning 4

\$345 Total Cost

Section A040

7:00 pm - 9:00 pm

ACE Online

Th, September 9-December 2

Long, instructor

German Reading Group | Course FL02699

Are you ready to read and discuss an entry level book and getting to know a German city? If you have basic knowledge of German, you will love diving into Café in Berlin by André Klein. Students will expand vocabulary, pronunciation, and speaking skills while reading and discussing the book. Join the Reading Group / Lesezirkel für geübte Anfänger now! Students will have to purchase the book Café in Berlin, ISBN-13: 978-1492399490. 10 sessions @ 2 hrs each.

\$329 Total Cost

Section A040

10:00 am - 12:00 pm

ACE Online

Sa, September 18-November 20

Long, instructor



ITALIAN

Italian 100—Beginning 1 | Course FL02771

Learn useful expressions and basic skills to start conversing in the present tense. This class will establish a foundation and promote future success in Italian learning for the next levels. For new students with little or no previous exposure to Italian. 10 sessions@2hrs each.

\$319 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online W, September 22-December 1
Oddo, instructor

Section F040 7:00 pm - 9:00 pm
Pimmit Hills Ctr Th, October 7-December 16
Bucelli, instructor

Italian 200—Beginning 2 | Course FL02772

ITALIAN 200

Expand vocabulary, speaking, reading, and writing skills and learn to converse about past events. New grammar: imperfect and present perfect tense. 10 sessions @ 2 hrs each.

Prereq: FL02771 Italian 100--Beginning 1

\$319 Total Cost

Section A040 9:00 am - 11:00 am
ACE Online Sa, September 25-November 27
Oddo, instructor

Italian 300—Beginning 3 | Course FL02773

Enhance your conversation skills as you continue to build vocabulary. New grammar: future, simple past, conditional. 10 sessions@ 2 hrs each

Prereq: FL02772 Italian 200--Beginning 2

\$319 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Th, October 7-December 16
Politano, instructor

Italian 510—Intermediate 2 | Course FL02759

Review grammar, build vocabulary, and practice beginning conversation. For students with two or three previous courses or equivalent of one or two semesters of college Italian. 10 sessions @ 2 hrs each.

Prereq: FL02774 Italian 400--Beginning 4

\$341 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Tu, September 14-November 16
Oddo, instructor



Italian 530—Intermediate 3 | Course FL02777

Expand Italian vocabulary and language skill. Learn to master subjunctive tenses and more complex structure of the Italian language. 10 sessions @ 2 hrs each.

Prereq: FL02775 Italian 510--Intermediate 1

\$359 Total Cost

[Section A040](#) 2:00 pm - 4:00 pm
ACE Online Tu, October 5-December 7
Moore, instructor

Italian 600—Advanced Conversation | Course FL02781

Conversazione italiana intermedia e avanzata per gli studenti che vogliono approfondire la propria conoscenza della lingua e acquisire maggiore accuratezza nel parlare. Delucidazioni grammaticali quando necessarie. Il materiale usato in classe sarà fornito dall'istruttore" 10 sessions @ 2 hrs each.

Prereq: FL02780 Italian 580--Advanced Conversation

\$359 Total Cost

[Section A040](#) 12:15 pm - 2:15 pm
ACE Online W, October 6-December 15
Moore, instructor

[Section F040](#) 7:00 pm - 9:00 pm
Pimmit Hills Ctr W, October 6-December 15
Bucelli, instructor

Italian 700—Advanced Conversation | Course FL03800

Conversazione in lingua italiana avanzata su temi che esplorano il quotidiano, la cultura e l'attualità. Gli studenti a turno scelgono un argomento da presentare e discutere con i compagni la settimana successiva. Ripasso della grammatica su argomenti scelti dagli studenti. Some grammar material provided by the instructor. 10 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650--Intermediate/Advanced Conversation and Literature

\$359 Total Cost

[Section A040](#) 10:00 am - 12:00 pm
ACE Online W, October 6-December 15
Moore, instructor

[Section A041](#) 7:00 pm - 9:00 pm
ACE Online Th, September 23-December 2
Oddo, instructor

JAPANESE

Japanese 100—Beginning 1 | Course FL02785

Introduction to Japanese alphabets and sounds to be able to start reading simple sentences while learning basic grammar. 10 sessions @ 2 hrs each.

\$329 Total Cost

[Section A041](#) 7:00 pm - 9:00 pm
ACE Online M, September 20-November 22
Toba, instructor

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online W, September 29-December 8
Kurimoto, instructor

Japanese 200—Beginning 2 | Course FL02786

Continue to develop conversation skills as you consolidate command of verb conjugation and usage of preposition. Develop skills to expand sentences by using the knowledge you obtained in the previous lessons. Polish reading and writing skills. 10 sessions @ 2 hrs each.

Prereq: FL02785 Japanese 100—Beginning 1

\$339 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online M, October 4-December 6
Kurimoto, instructor

KOREAN

NEW

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

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

10 sessions @ 2 hrs each.

\$315 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online W, September 15-November 17
Lee, instructor

POLISH

NEW

Polish—Beginning 1 | Course FL02811

Learn useful expressions to start conversing, and cultural courtesies and survival skills to enhance your travel experience.

10 sessions @ 2 hrs each.

\$319 Total Cost

[Section A040](#) 7:00 pm - 9:00 pm
ACE Online Tu, October 5-December 7
Staff, instructor

RUSSIAN

Russian 100—Beginning 1 | Course FL02835

This course will teach you the basics of the Russian language in an interactive and entertaining manner. You will learn how to introduce yourself, how to ask for directions, how to buy groceries, and how to find the nearest hotel. The course is ideal for anyone who plans to travel to a Russian-speaking country or who simply wants to be able to chat with the hundreds of Russian speakers living in the Washington area. 10 sessions @ 2 hrs each.

\$319 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Tu, September 21-November 23
Berlova, instructor

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

\$319 Total Cost (includes textbook fee)

Section A040 7:00 pm - 9:00 pm
ACE Online Th, September 23-December 2
Berlova, instructor

SPANISH

Introduction to Spanish for Beginners and Travelers Part 1 | Course FL02848

For those who have little or no exposure to Spanish. Survival language skills will help you take your first steps in learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each

\$319 Total Cost

Section A040 6:00 pm - 8:00 pm
ACE Online M, September 20-November 22
Estevez, instructor

Spanish 100 in-person class | Course FL05861

Learn useful expressions and basic skills to start conversing in the present tense. This class will establish a foundation and promote future success in Spanish learning for the next levels. For new students with little or no previous exposure to Spanish. Students will learn gender of nouns, numbers, subject pronouns, conjugation of some verbs in the present tense, countries & nationalities, plurals, days of the week, months, and seasons, and telling time.

\$41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)

\$389 Total Cost (includes textbook fee)

Section F040 1:00 pm - 3:00 pm
Plum Center M, September 13-November 29
Peralta Rocha, instructor

Section F041 7:00 pm - 9:00 pm
Plum Center Th, September 23-December 16
Peralta Rocha, instructor

Spanish 100—Beginning 1 | Course FL02861

Learn useful expressions and basic skills to start conversing in the present tense. This class will establish a foundation and promote future success in Spanish learning for the next levels. For new students with little or no previous exposure to Spanish. 12 sessions@2hrs each.

\$339 Total Cost

Section A040 10:30 am - 12:30 pm
ACE Online Tu, October 5-December 21
Roberts, instructor

Section A041 7:00 pm - 9:00 pm
ACE Online W, September 15-December 8
Garcia, instructor

Section A042 8:00 am - 10:00 am
ACE Online Sa, August 28-November 13
Rios, instructor

Spanish 101—Review Special for Beginners | Course FL02851

Students who have taken Spanish 100 or have had training in learning Spanish. All students are required to have a Google email account. Teachers will send an invitation the day prior to the class. Time Requirements: Depending on student ability and interest, students will usually devote a maximum of 2 - 3 hours per week completing class activities.

Students MUST know how to navigate the internet for an online class.

5 sessions @ 2 hrs each.

Prereq: FL02861 Spanish 100—Beginning 1

\$149 Total Cost

Section A040 2:30 pm - 4:30 pm
ACE Online Sa, August 28-September 25
Rios, instructor

Spanish 200 in-person class | Course FL05862

Increase knowledge and application of the present tense while developing comprehension skills, and it will establish a stronger foundation and promote future success in Spanish learning for the next levels. 12 sessions@2hrs each

\$41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)

\$389 Total Cost (includes textbook fee)

Section F040 1:0 pm - 3:00 pm
Plum Center Tu, September 14-November 30
Peralta Rocha, instructor

Spanish 200—Beginning 2 | Course FL02862

Increase knowledge and application of the present tense while developing comprehension skills, and it will establish a stronger foundation and promote future success in Spanish learning for the next levels. 12 sessions@2hrs each

Prereq: FL02861 Spanish 100—Beginning 1

\$339 Total Cost

Section A041 10:00 am - 12:00 pm
ACE Online Sa, August 28-November 13
Rios, instructor

Section A040 7:00 pm - 9:00 pm
ACE Online Tu, September 14-November 30
Garcia, instructor

Spanish 300 in-person class | Course FL05863

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.

\$41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)

\$389 Total Cost (includes textbook fee)

Section F040 1:00 pm - 3:00 pm
Plum Center W, September 15-December 8
Peralta Rocha, instructor

Spanish 400 in-person class | Course FL05864

Hone in your conversation and grammar skills. Review the conjugation of irregular verbs in present, preterit, future and conditional. Plus, get comfortable with the subjunctive moods and uses. Prereq: Spanish 300 level. 12 sessions @ 2 hrs each.

\$41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)

\$383 Total Cost (includes textbook fee)

Section F040 1:00 pm - 3:00 pm
Plum Center Th, September 16-December 9
Peralta Rocha, instructor

Spanish 400—Beginning 4 | Course FL02864

Hone in your conversation and grammar skills. Review the conjugation of irregular verbs in present, preterit, future and conditional. Plus, get comfortable with the subjunctive moods and uses. Prereq: Spanish 300 level. 12 sessions @ 2 hrs each.

Prereq: FL02863 Spanish 300—Beginning 3

\$339 Total Cost

Section A040 7:00 pm - 9:00 pm
ACE Online Th, September 9-December 2
Mutterperl, instructor

Section A041 10:30 am - 12:30 pm
ACE Online F, October 1-January 7
Roberts, instructor

Spanish 440—¡Gran Oportunidad! | Course FL04856

Aproveche de este curso para repasar, consolidar, mejorar su conversacion, leer textos para desallorar vocabulario y gramatica. For students with three or four previous courses or intermediate conversation ability.

10 sessions @ 2 hrs each.

Prereq: FL03856 Spanish 425—Beginning Conversation

\$302 Total Cost

Section A040 2:00 pm - 4:00 pm
ACE Online F, September 17-November 19
Estevez, instructor

Spanish 510—Refresher Intermediate | Course FL02854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.

Prereq: FL02860 Spanish 430—Beginning 4 Review and Conversation

\$329 Total Cost

Section A040 1:30 pm - 3:30 pm
ACE Online F, October 1-December 10
Roberts, instructor

Spanish 530—Intermediate 3 | Course FL02870

Practice conversation skills and refine advanced grammar. 10 sessions @ 2 hrs each.

Prereq: FL02869 Spanish 520—Intermediate 2

\$351 Total Cost

Section A040 10:00 am - 12:00 pm
ACE Online W, October 6-December 15
Roberts, instructor

Spanish 590—Conversation and Review | Course FL02871

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

\$369 Total Cost

Section F040 12:15 pm - 2:15 pm
Pimmit Hills Ctr Th, September 23-December 2
Salas, instructor

Spanish 750—Seminario-Panel: Estudios avanzados | Course FL02873

Lectura y discusión sobre ultimas noticias , analisis de editoriales y temas de actualidad en el mundo. 4 sessions @ 2 hrs each.

\$162 Total Cost

Section A040 6:45 pm - 8:45 pm
ACE Online W, September 15-October 6
Nader, instructor

NEW

The Subjunctive Mood | Course FL02807

Understand the grammar behind the use of the Subjunctive Mood and the difference between the Indicative and Subjective moods in everyday conversation. When, how and why to use it. 4 sessions@ 2hrs each.

\$161 Total Cost

Section A040 6:45 pm - 8:45 pm
ACE Online Tu, September 14-October 5
Nader, instructor

NEW

Book club in Spanish | Course FL02809

La ridícula idea de no volverte a ver de Rosa Montero

ISBN 8432215481 (ISBN13: 9788432215483)

Montero is now one of the most import voices in Spanish Literature. This is her most personal book. She navigates two parallel stories of losses between the writer and Marie Curie the physicist and chemist , who became the first woman to win the Nobel Prize. 4 sessions@2hrs each.

\$159 Total Cost

Section A040 6:45 pm - 8:45 pm
ACE Online M, September 13-October 4
Nader, instructor

Spanish in the Classroom (Self-Paced Tutorial) | Course FL09050

Bridge the communication gap between you, your Spanish-speaking students and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework.

This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.

\$115 Total Cost

Section V040
Online open enrollment

NEW

Speed Spanish(Self-Paced Tutorial) | Course FL09060

"Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.

You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!"

\$115 Total Cost

[Section V040](#)

Online

open enrollment

NEW

Professional Interpreter (Self-Paced Tutorial) | Course FL09000

Master the skills and knowledge you need to begin a career as a professional interpreter. This course is self-paced and open enrollment, so you can start when you want and finish at your own pace. When you register, you'll receive six (6) months to complete the course. 40hrs.

\$995 Total Cost

[Section V040](#)

Online

open enrollment

Spanish for law enforcement (Self-Paced Tutorial) | Course FL09030

With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important. In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals. It's also a smart career move, because adding Spanish skills to your resume can open doors to new job opportunities.

\$115 Total Cost

[Section V040](#)

Online

open enrollment

NEW

Spanish For Medical Professionals (Self-Paced Tutorial) | Course FL09040

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. Our simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap.

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. We'll skip the "touristy" topics and focus on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, our medical Spanish class can help you. ¡Vamos! (Let's go!)

This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.

This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.

\$115 Total Cost

[Section V040](#)

Online

open enrollment

NEW

Spanish in the Classroom (Self-Paced Tutorial) | Course FL09050

Bridge the communication gap between you, your Spanish-speaking students and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework.

This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.

\$115 Total Cost

[Section V040](#)

Online

open enrollment

NEW

Speed Spanish(Self-Paced Tutorial) | Course FL09060

"Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.

You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!"

\$115 Total Cost

[Section V040](#)

Online

open enrollment

TURKISH

Turkish—Basics 1 | Course FL02896

Enjoy learning one of the top spoken languages worldwide. A language of homeland, which has been a bridge connecting East to West for centuries. Culture, history, music, dance, cooking, art, and architecture are introduced! 10 sessions @ 1.5 hrs each.

\$299 Total Cost

[Section A040](#)

7:00 pm - 8:30 pm

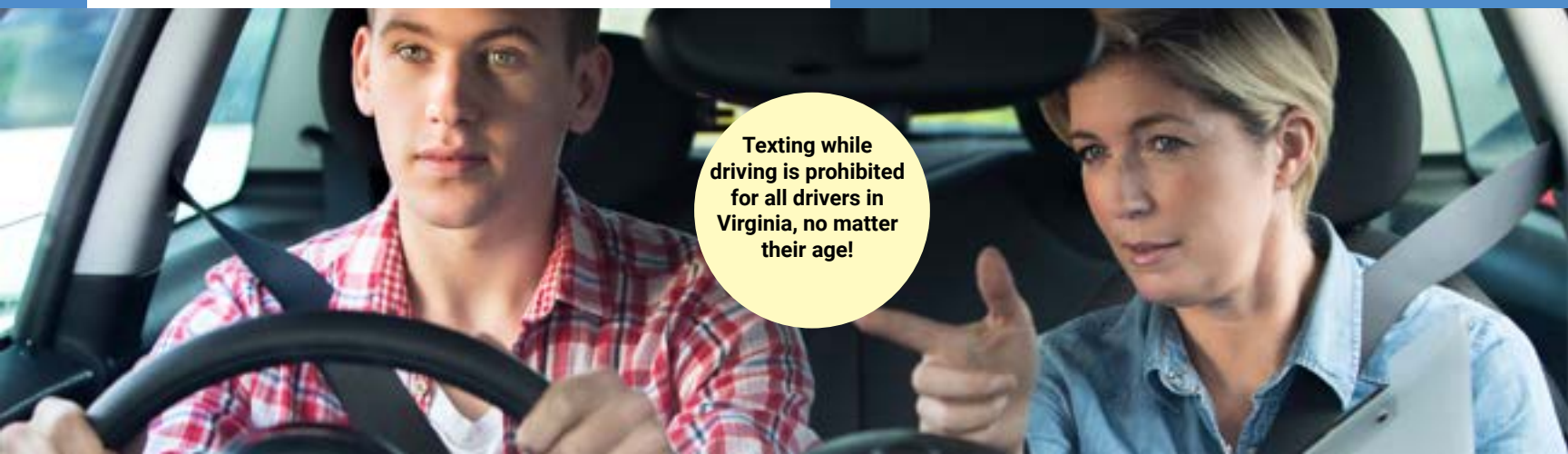
ACE Online

Th, September 16-November 18

Kalis, instructor



K-12 Driver Education



FALL 2021

Behind-The-Wheel Driver Training

Due to COVID-19, additional health forms will be given by the teacher. Masks are required during class at all times and will be provided if the student does not have their own.

Sept 20-28	Sept 30-Oct 8
Oct 11-Oct 19	Oct 21-29
Nov 1-9	Nov 11-19
Nov 22-Dec 2	Dec 6-14
Dec 20-29	Jan 3-11
Jan 12-21	

\$ 339 Total Cost

Does your student have:

A valid Virginia learner's permit?

- District 8 classroom completion card?
- Behind-The-Wheel instruction is provided at most FCPS high schools. Classes include the Commonwealth of Virginia final road skill test.

The Behind-The-Wheel program has unique age, documentation and registration policies.



Additionally, the Behind-The-Wheel program has unique withdrawal and transfer policies. To view these policies please go to <https://www.fcps.edu/node/33601>

NEW

DMV Learner's Permit Test—Plum Center | Course DE09996

This test is for Fairfax County Public School students ONLY (FCPS ID is required). Once registered on this site, you must also register with the DMV. Students MUST be 15 years and 6 months old by the day of the test. If you have had 2 unsuccessful

attempts at passing this test, then you are required to test at the DMV for your 3rd attempt.

NOTE: You must be registered on this site and with the DMV.

- On the test day please bring:
- Completed, and signed DTS 41 consent form.
- A picture ID to verify identity. If the student does not have a picture ID, take a picture, write the student's full legal name under the picture, and have a teacher sign to verify the student's identity.
- FCPS issued laptop (if applicable) and earbuds/headphones to listen to directions and test audio.

1 session @ 1 hrs.
\$20 Total Cost

Please check the ACE website for upcoming information on **Adult Learner Permit Testing** classes
<https://bit.ly/3aRn2UX>



K-12 Driver Education

PARTNERS FOR SAFE TEEN DRIVING

Partners for Safe Teen Driving (V) | Course DE08500

MUST READ BEFORE REGISTERING! THIS PRESENTATION IS AN ADDITIONAL OFFERING FOR STUDENTS THAT WERE UNABLE TO ATTEND THE PRESENTATION AT THEIR SCHOOL. ALL STUDENTS ATTENDING THIS PRESENTATION ARE REQUIRED TO PAY A REGISTRATION FEE OF \$30. THIS PRESENTATION IS NOW VIRTUAL AND WILL BE HELD ONLINE.

This is the 90-minute parent-teen traffic safety presentation that is required by state law as part of the juvenile licensing process. Both student and their parent/guardian must attend; 1 session @ 1.5 hrs. IMPORTANT: PLEASE LOG IN ON TIME AS NO ONE IS ADMITTED AFTER THE PRESENTATION BEGINS!

IMPORTANT INFORMATION BELOW:

Students will need to provide their fcpschools.net e-mail with ACE upon registration. You will receive a BlackBoard Collaborate or Zoom unique link to join. The join codes will be sent out 24 hours before hand and registration will be cut off at that point.

-A pre-presentation google attendance form will be used to log attendance.

-At the end of the presentation, students must complete an "exit activity" which will include another "attendance" check.

-Certificate of Completion (or Affirmation of Attendance) will be e-mailed.

\$30 Total Cost

Section 1000 6:00 pm - 8:00 pm
Online M, September 20
Cassidy, instructor

Section 1100 6:00 pm - 8:00 pm
Online W, October 6
Cassidy, instructor

Section 1200 6:00 pm - 8:00 pm
Online Tu, November 9
Cassidy, instructor

Section 1300 6:00 pm - 8:00 pm
Online W, December 1
Cassidy, instructor

NEW

Adult Learner's Permit Testing (Not for High School Students) | Course DE09998

This is to take the ADULT DMV Learner's Permit Test. This test is for Adults over 18 that are NOT currently a student in Fairfax County Public Schools. This test will satisfy the requirements for Adults looking to receive an Adult Driver Privilege Learner's Permit.

Once registered on this site, you must also register with the DMV. If you have had 2 unsuccessful attempts at passing this test, then you are required to test at the DMV for your 3rd attempt.

NOTE: You must be registered on this site and with the DMV.

\$25 Total Cost

NUEVO

Examen de Permiso de adulto aprendiz (no para estudiantes de escuela secundaria) Curso DE09998

Lo siguiente es para tomar el examen de permiso de aprendizaje para ADULTOS del Departamento de Vehículos de Motor (DMV). Este examen es para adultos mayores de 18 años que NO son actualmente estudiantes en las escuelas públicas del condado de Fairfax. Este examen satisfará los requisitos para los adultos que deseen recibir un Permiso de Aprendiz con Privilegios de Conductor Adulto. Una vez finalice su registro con este sitio web, también debe registrarse en el DMV. De no aprobar el examen luego de dos intentos, entonces debe realizar la prueba en el DMV para un tercer intento.

NOTA: Debe estar registrado en este sitio web y con el DMV.
Costo \$25

Please check the ACE website for upcoming information on **DMV Learner's Permit Test** classes - for FCPS students only.
<https://bit.ly/3aRn2UX>



Adult English (ESOL) Classes

September
to
December



Next Steps:

Complete the form at:

<https://tinyurl.com/fall21reg>

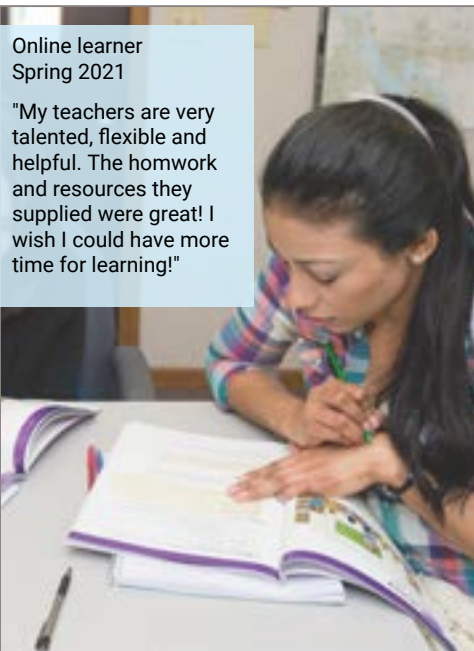
You will receive detailed information about class options, required testing, and how to register.

All new students must be tested before registering for classes.

- Online testing starts August 31, 2021
- In-person testing starts September 13, 2021

Online learner
Spring 2021

"My teachers are very talented, flexible and helpful. The homework and resources they supplied were great! I wish I could have more time for learning!"



In-Person Adult English (ESOL) Classes are Back!

Engage with instructors and fellow students in-person to develop your English language skills. Classes in Alexandria, Chantilly, Falls Church, Fairfax, Herndon and Springfield. (Note: We will follow current FCPS safety protocols and class size limitations at the time of classes.)

Beginning, Intermediate, and Advanced ESOL Class Schedules and Costs

9:00 am-12:00 pm, Tuesday, Wednesday, Thursday, Friday, \$299.00*

7:00 am-9:15 pm, Monday and Wednesday, \$150.00*

7:00 am-9:15 pm, Tuesday and Thursday, \$150.00*

Specialty Class Schedules and Costs

English Conversation High Intermediate Plus

9:30 am-11:45 am, Tuesdays and Thursdays, \$235.00

Microsoft Office Specialist Word Certification for ELs

7:00 pm-9:30 pm, Mondays and Wednesdays, \$160.00

English for Employment Success For Beginners

9:00 am-11:15 am, Saturdays, \$75.00

*Students will be given information on buying books.

Questions?

Email us at esol@fcps.edu or call us at 703-658-2777

Online Adult English (ESOL) Classes

Need the convenience of online classes? Connect online and develop the English language skills that you need for your life.

Beginning, Intermediate and Advanced Class Schedules and Costs

9:30 am-11:45 am Monday to Friday \$299.00*

7:00 am-9:15 pm Monday and Wednesday \$150.00*

7:00 am-9:15 pm Tuesday and Thursday \$150.00*

Specialty Classes Class Schedules and Costs

English for Employment Success (high intermediate and advanced)

7:00 pm-9:15 pm, Tuesdays and Thursdays, \$150.00

English Conversation High Intermediate Plus

9:00 am-11:15 am, Saturdays, \$130.00

American English Pronunciation (advanced)

9:00 am-11:30 am, Saturdays, \$199.00*

* Students will be given information on buying textbooks.

Adult English (ESOL) Specialty Classes

New students must test before registering for ALL classes.

Complete the form at <https://tinyurl.com/fall21reg> to receive information on testing and registration.

American English Pronunciation Online Course ES0V643

Speak more effectively. Advanced learners improve business, professional and personal communication skills. Instruction will focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings.

11 sessions @ 2.5 hours each. Textbook purchase required.
\$199 Total Cost

Section A491 9:00 am - 11:30 am
Sa, Sept 25-Dec 11

Conversation High Intermediate Plus Online Course ES0V661

Practice higher-level conversation skills while reading and discussing current cultural and social events and issues. Expand vocabulary, express and support opinions, and respond appropriately and effectively to others' opinions. 10 sessions @ 2.25 hours each. Materials included in price of class.

\$ 130 Total Cost

Section A491 9:00 am - 11:15 am
Sa, Sept 25-Dec 4

Conversation High Intermediate Plus In-person* Course ES06561

Practice higher-level conversation skills in a classroom setting while reading and discussing current cultural and social events and issues. Expand vocabulary, express and support opinions, and respond appropriately and effectively to others' opinions. 20 classes @ 2.25 hours each.

Materials included in price of class.

\$ 235 Total Cost

Section F418 9:30 am - 11:45 am
Pimmit Hills T, Th Sept 28-Dec 9

Microsoft Office Specialist Word Certification for ELs In-person* | Course ET01001

Basic technology skills are critical for career success today. This course can help you develop your skills in Microsoft Word. The instructors will provide hands-on training to build basic Word skills as well as advanced skills such as using tables, charts, customized formats and graphics. At the same time, you will have support in your English language skills and specialized vocabulary related to technology in the workplace. At the end of the course, you will take the Microsoft Office Specialist (MOS) certification exam which is recognized by many employers and is a good addition to any resume.

24 sessions @ 2.5 hours each.

Materials and fee for certification exam included.

\$160 Total Cost

Section F419 7:00 pm - 9:30 pm
Plum Center M W, Sept 20-Dec 15

English for Employment Success PM Online Course ET0V502

Are you a high intermediate or advanced English language learner who wants to expand your skills for workplace success? Practice English language skills while learning more about planning for a career, finding and applying for a job, and developing employability skills for job success. Learn more about the American workplace and what employers expect from successful employees.

16 classes @ 2.25 hours each.

Materials included in price of class.

\$150 Total Cost

Section A461 7:00 pm - 9:15 pm
Tu Th, Sept 28-Dec 9

English for Employment Success In-Person* Course ET05002

Are you a beginning level learner? Practice vocabulary and English language skills to help you find a job, participate in an interview, create a resume, and understand more about the American workplace. 10 sessions @ 2.25 hours each. Materials included in price of class.

\$75 Total Cost

Section F419 9:00 am - 11:15 am
Plum Center Sa, Sept 25-Dec 4

****For in-person classes, safety protocols and class size limitations subject to FCPS current guidance.***

General Information



CONTACT US

ESOL | 703-658-2777

General information/Registration Assistance (ACEOnline@fcps.edu)

703-658-2727

703-658-1201

Assistance in other languages

Spanish | 571-423-4950

Korean | 571-423-4951

Arabic | 571-423-4952

HELPING OTHERS

ACE Training and Scholarship Foundation: The Foundation is a non-profit 501(c)(3) organization providing tuition assistance to low-income students enrolling in career classes offered by ACE. We appreciate the Foundations' recognition of ACE programs as a valuable resource and gratefully acknowledge donors' support. To donate and help Fairfax County invest in its workers and community through lifelong learning, contact acefoundation@fcps.edu. Donations to the ACE Scholarship Fund are non-refundable.

POLICIES

Purchase order - PO/LOA*

Companies/organizations may use POs, LOAs, or set up a company account and enroll with a company credit card. If enrolling with a PO or LOA, please allow two weeks for processing. Email the completed registration form, along with an attached copy of your PO or LOA to:

ACEOnline@fcps.edu. Companies/organizations enrolling using these methods are obligated to pay textbook, material, lab, and tuition fees associated with these enrollments within 30 days of registration. There are no discounts for classes missed. Students dropping classes are still assessed tuition and other fees unless a formal withdrawal is received See 'Refund/Cancelation' for details. Send payment referencing invoice number to:

Adult and Community Education, Dept F
FCPS Pimmit Hills Center
7510 Lisle Avenue
Falls Church, VA 22043

Looking to save time and effort by setting up a company account for self registrations? Go to:

<https://aceclasses.fcps.edu/default.aspx>

Once you set up the account, select "Add Student", complete the online form, then register your people for class(es) and get instant proof of registration. Self registration requires credit card payment at the time of registration using Visa or MasterCard.

*Letters of authorization

REGISTRATION

Use our online registration system at: <https://aceclasses.fcps.edu/default.aspx>. If you have difficulty, contact our registration office at ACEOnline@fcps.edu, describe what you are trying to do, you will get a response within 2 business days or sooner. Registrations using our ACE registration form will be processed manually and may take two (2) weeks to process upon receipt**. Please list your ACE Participant ID number, if you have one, when completing the registration form.

Confirmation and Payment

Online registrations confirmed immediately. Other registration methods confirmed upon requested. Please attend your first class unless notified otherwise by ACE staff. Payment due at the time of registration. Only one ACE discount or coupon may be used per purchase.

Note: Payments by check authorize us to use information from the check to make a one-time electronic fund transfer from your account or process 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 needing a textbook, register at least 10 days before class start date to guarantee delivery to first class session for classes meeting in person. Please see class specifics for classes meeting virtually. Textbook payments required when registering. For some classes textbooks should be purchased directly by the student. Please see class specifics for details.

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

FCPS ACE WELCOMES ALL

We are committed to non-discrimination in ACE programming. For special accommodations under the ADA (Americans with Disability Act) and for English Language Learners (ELL), contact Student Services at least two weeks in advance of registration deadline or event (whichever is earlier). Every attempt is made to provide reasonable accommodations; however, failure to request accommodations within specified time frames may limit our ability to fulfill requests. ACE is a self-supporting program that makes every attempt to ensure that all possible and appropriate steps are factored into providing reasonably priced courses while covering costs to offer quality programming. Reduced fee and tuition waivers are not available for these elective programs.

** Forms can be emailed to ACEOnline@fcps.edu or sent in US Postal mail.

Under 18?

Adult education classes are for students 18 years and older, unless otherwise specified and under limited instances. Requests require two weeks advance notice. Non-FCPS students under 18 require additional documentation. Contact Student Services for details. <https://www.fcps.edu/registration/general-registration-requirements>.

Students are expected to follow the FCPS Student Rights and Responsibilities (SR&R).

<https://www.fcps.edu/about-fcps/policies-regulations-and-notices/student-rights-and-responsibilities/video-and-resources>

Over 62?

Fairfax County residents 62 years of age or older may opt for 25 percent tuition discounts on tuition fees (textbooks and user fees are excluded). Birth date/year must be provided to be eligible.

Fairfax County residents 62 years of age or older who suffer financial hardship may apply for a full tuition waiver (limit one class per term); all textbook and user fees must be paid at the time of registration. Waiver must be received at least two weeks prior to class start date. No senior adult waivers allowed for ESOL, online classes, or for certain other classes as noted.

CONTACT STUDENT SERVICES

(By Appointment only)

- Educational information and referral
- Course selection assistance
- Accommodations
- Waivers

Questions?

Email educationalcounseling@fcps.edu

REFUNDS/CANCELLATIONS

You will automatically receive a refund, in the event that a class is cancelled. The reimbursement will be provided in the same manner in which the payment was received (i.e. if payment was received by credit card, refunds will be applied to that credit card).

- Traditional Classes: For any other requests for refunds or withdrawals/unenrollment, your written request must be received by ACE no later than three business days (Monday through Friday, before 4:30 pm ET) prior to the class start date.
- Behind-the-Wheel: Due to FCPS enrollment requirements regarding the behind-the-wheel classes, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before 4:30 pm ET) before the start of class. Email drivered@fcps.edu for more information.
- Online classes: For some online classes there may be a unique refund policy. Visit www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Refund Process") for information or [email acerefundrequest@fcps.edu](mailto:acerefundrequest@fcps.edu) if you have additional questions.
- Apprenticeship –Written requests for tuition refunds must be requested online here: <https://aceclasses.fcps.edu/RequestRefundMain.aspx>, and no later than 2 weeks (10 business days) after class start date. A \$15 withdrawal fee applies. Book fees, late fees, and lab fees are non-refundable.

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 should be emailed or mailed to:

- acerefundrequest@fcps.edu
- **Adult and Community Education, Dept. F 7510 Lisle Avenue Falls Church, VA 22043**

For companies or agencies who have submitted registrations via PO/LOA, formal withdrawal/unenrollment requests must be submitted to acerefundrequest@fcps.edu no later than three business days (Monday through Friday, before 4:30 pm ET) prior to the class start in order to avoid being billed for these registrations.

Please go to www.fcps.edu/node/33601 for more specifics on refunds, withdrawal, and/or cancellations.

FCPS ACE COVID-19 HEALTH AND SAFETY PROTOCOLS

See inside cover for details or go to our website. aceclasses.fcps.edu.

Visit: www.fcps.edu/registration/adult-and-community-education-registration



In-Person locations other than Behind-The-Wheel

Pimmit Hills Adult Center, Ent. #4
7510 Lisle Ave, Falls Church 22043

1

Plum Center for Lifelong Learning
6815 Edsall Rd, Springfield 22151

2