ACE Classes

Your journey begins with ACE!

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

“Brian Shahkarma is an excellent instructor! I really enjoyed attending the classes as well as the way he involved all the students while teaching.”
Stephanie K.
VA Contractor's License Exam Prep

“Instructor Jeffers was a delight! He has a very personable attitude in teaching some folks who needed personal help. Great instructor!!”
Dolores G.
Windows 10 Tips and Tricks

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

ACE Administrator, Sheryl Granzow

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

ACE Programs

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

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

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

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

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

Trades and Industry
Trades and Industry classes provide career exploration for persons considering a career in the trades, continuing education for licensed trades, cross training for trades with related tasks, and classroom credit for meeting the license exam requirements for plumbing, electrical, and HVAC-R trades. Some classes provide related skills employers seek as they offer additional services to their clients. Students in our Apprenticeship classes can use Trades and Industry classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to complement your career.

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

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

The ACE K-12 Enrichment program for middle and high school students, offers a variety of test prep classes for the PSAT, SAT, and Thomas Jefferson admissions test. Creative writing classes, introductory math courses, and classes for effective study skills offer students an opportunity to enhance and achieve academic success. ACE also offers a premiere driver education program that prepares students to be safe and crash-free drivers. This course includes administration of the DMV-approved road test.
Register online at https://aceclasses.fcps.edu

“...I am a lifelong Fairfax County resident, now in retirement. ACE's offering of the film series and ACE's existence is a main reason I continue to live in Fairfax County, if not the state of Virginia. Truly!”

Linda W.

World Cinema—In the Shadow of the Third Reich

ENRICHMENT

32 Adult Enrichment Programs
- Baking and Pastry Arts
- Culinary Arts: Chef Devaki Das; Chef Fanny Gaston; Chef Kevin Brady; Cook, Talk, Learn...In A Foreign Language
- Floral Design
- Personal and Creative Interest: genealogy; history; needle arts; photographic arts; the arts (cinema, music appreciation, architecture & design); writing and publishing
- World Language for Adults: American sign language (ASL); Arabic; Chinese; French; German; Greek; Italian; Japanese; Korean; Portuguese; Russian; Spanish

44 K-12 Enrichment Programs
- Spring Break Camp
- World Languages
- Summer Camps—Elementary
- Summer Camps—Secondary
- Study Skills
- Test Prep; Test Prep—Online
- Driver Education

30 Adult High School Completion

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

One-Stop Employment Centers
Adult and Community Education is a proud participant in Northern Virginia’s workforce development system. See www.myskillsource.org for detailed information.
Certificate Programs

INFORMATION
A certificate program is a set of courses that provides you with skills to begin a career, advance in a current position, or attain professional growth.

■ Benefits
A certificate program certificate will be issued upon successful completion of all required courses. This training will give you advantages in the job market. Including certificate program information on your résumé enhances your ability to gain new employment or to increase your chances for promotion.

■ Prerequisites
You must be able to read and write English and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 30).

■ How to Register
You must be registered for a certificate program in order to receive the certificate. To create a permanent record and transcripts, register and pay the $75 registration fee (fee is non-refundable). Complete the Registration Form on page 55 for the program and courses you wish to attend this term. (Students will only need to register for the program one time.)
For guidance regarding which program best suits your needs, contact the ACE educational counselor at 703-658-2709.

CERTIFICATE PROGRAM TEST-OUTS
Test out of some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities. Test out fees $75/test.

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

CERTIFICATE PROGRAM EMAIL ADDRESSES
■ business@fcps.edu
Accounting Assistant, Administrative Assistant, Childcare Provider, Executive Assistant, Human Resources Management, Management Practices, Marketing, Nonprofit Organization Development, Office Assistant, and Small Business Management

■ compraining@fcps.edu
Computer Support Technician, Oracle Database Administration, and Web Designer/Developer

■ healthmed@fcps.edu
Dental Assistant, Medical Administrative Assistant, Medical Assistant, Health Records Assistant, Medical Insurance Biller, and Veterinary Assistant, Patient Care Technician

■ tradeandindustry@fcps.edu
Property Maintenance Technician

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01019</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>CT01429</td>
<td>MS Outlook—Intermediate</td>
</tr>
<tr>
<td>BE01075</td>
<td>Successful Business Writing</td>
</tr>
<tr>
<td>BE01277</td>
<td>Accounting for Non-Accountants</td>
</tr>
<tr>
<td>BE02067</td>
<td>Confident Public Speaking—Level 2</td>
</tr>
<tr>
<td>BE01405</td>
<td>HR Management in the 21st Century</td>
</tr>
<tr>
<td>BE01886</td>
<td>Event Planning</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé &amp; Interview Clinic*</td>
</tr>
</tbody>
</table>

### Electives (3 required)

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

*Not required if previously taken.

## ACCOUNTING ASSISTANT

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>CE01000</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>BE01260</td>
<td>Fund. of Accounting—Part 1*</td>
</tr>
<tr>
<td>BE01261</td>
<td>Fund. of Accounting—Part 2</td>
</tr>
<tr>
<td>CT01416</td>
<td>PC Basics*</td>
</tr>
<tr>
<td>CT01402</td>
<td>Windows—File Management</td>
</tr>
<tr>
<td>CT01417</td>
<td>PC Basics: Keyboarding*</td>
</tr>
<tr>
<td>CT01285</td>
<td>Microsoft Office Proficiency Workshop</td>
</tr>
<tr>
<td>BE01061</td>
<td>Office Communication Skills</td>
</tr>
<tr>
<td>CT01426</td>
<td>MS Outlook—Basics</td>
</tr>
<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate</td>
</tr>
<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2015—Level 1</td>
</tr>
<tr>
<td>CT01436</td>
<td>QuickBooks Pro 2015—Level 2</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
</tr>
</tbody>
</table>

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

## COMPUTER SUPPORT TECHNICIAN

The technology sector is expanding every year and the workforce needed to support a digital age economy is growing all the time. Break into this high-demand job market and enroll in this certificate program. The program can be completed within one year.

<table>
<thead>
<tr>
<th>Required Courses*</th>
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</thead>
<tbody>
<tr>
<td>CE02000</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>CT02465</td>
<td>Basic PC Maintenance</td>
</tr>
<tr>
<td>CT01465</td>
<td>A+: Troubleshooting Your Computer</td>
</tr>
<tr>
<td>CT01770</td>
<td>Windows 7: MCTS Prep Part 1</td>
</tr>
<tr>
<td>CT01771</td>
<td>Windows 7: MCTS Prep Part 2</td>
</tr>
</tbody>
</table>

### Recommended Course* |

CT01666 | A+ Certification Prep |

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

## HUMAN RESOURCES MANAGEMENT

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

<table>
<thead>
<tr>
<th>Required Courses*</th>
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<tbody>
<tr>
<td>CE01018</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>BE01400</td>
<td>HR Management Fundamentals</td>
</tr>
<tr>
<td>BE01401</td>
<td>Building the HR Organization Structure</td>
</tr>
<tr>
<td>BE01402</td>
<td>Recruiting and Placing Employees</td>
</tr>
<tr>
<td>BE01403</td>
<td>Training the Workforce</td>
</tr>
<tr>
<td>BE01405</td>
<td>HR Management in the 21st Century</td>
</tr>
<tr>
<td>BE01407</td>
<td>Maintaining a Positive Work Environment</td>
</tr>
</tbody>
</table>

### Electives: 3 required*

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

## MANAGEMENT PRACTICES

The Management Practices Certificate provides a firm foundation about both the theory and practice of management with an emphasis on practical discussions and skill development. The program is designed for those who are interested in exploring the topic of management or those starting out in management or supervisory positions.

The required courses are based on the core management functions—Planning, Organizing, Staffing, Leading, and Controlling—as well as their relationship to one another.

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

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01500</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>BE01510</td>
<td>What Management Is, What Managers Do</td>
</tr>
<tr>
<td>BE01511</td>
<td>Fundamentals of Managerial Planning</td>
</tr>
<tr>
<td>BE01512</td>
<td>Successful Delegation</td>
</tr>
<tr>
<td>BE01513</td>
<td>Essential Managerial Skills for HR Management</td>
</tr>
<tr>
<td>BE01514</td>
<td>Leading for Maximum Results!</td>
</tr>
<tr>
<td>BE01515</td>
<td>Exercising Managerial Control</td>
</tr>
</tbody>
</table>

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

## MARKETING

### Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE03002</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>BE01759</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>BE01770</td>
<td>Marketing &amp; Promotions for Small Businesses</td>
</tr>
<tr>
<td>BE01245</td>
<td>Developing a Marketing Plan</td>
</tr>
<tr>
<td>BE01765</td>
<td>Introduction to Branding</td>
</tr>
<tr>
<td>BE01763</td>
<td>Digital Marketing Strategy</td>
</tr>
</tbody>
</table>

### Electives (6 required)

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

## NONPROFIT ORGANIZATION DEVELOPMENT

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

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01056</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
</tr>
<tr>
<td>BE01871</td>
<td>Starting a Nonprofit</td>
</tr>
<tr>
<td>BE01915</td>
<td>Grant Writing</td>
</tr>
<tr>
<td>BE01913</td>
<td>Successful Fundraising</td>
</tr>
<tr>
<td>BE01886</td>
<td>Event Planning</td>
</tr>
</tbody>
</table>

### Electives

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

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

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*See pages 6 & 7 for more certificate programs.*
ORACLE DATABASE ADMINISTRATION

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

Required Courses
- CE02010 | Certificate Program Registration & Fee ($75) —
- CT01547 | Oracle Basics 21
- CT01551 | Oracle Database Administration: Introduction 21
- CT01552 | Oracle Database Administration I —
- CT01553 | Oracle Database Administration II —

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

SMALL BUSINESS MANAGEMENT

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

Required Courses
- CE01053 | Certificate Program Registration & Fee ($75) —
- BE01896 | Starting Your Own Business —
- BE01879 | Creating a Successful Business Plan 10
- BE01880 | Small Business Legal Primer —
- BE01245 | Developing a Marketing Plan —
- CT01545 | Create Your Own Business Web Site —
- BE01894 | Winning Sales Strategies for Small Bus. —

Electives
- BE01903 | Tax Strategies for the One-Person Business and Small Corporations 10
- BE01075 | Successful Business Writing —
- BE01387 | Social Media Networking —
- BE01277 | Accounting for Non-Accountants 8
- CT01759 | WordPress Blogging Workshop —
- BE01760 | Applied Marketing for Small Businesses —
- BE01745 | Facebook for Business —
- BE01740 | Facebook Live and Video for Business —
- BE04020 | Using Brain Science to Enhance Your Personal Effectiveness —
- BE01735 | Creating & Designing for Business with Canva —
- BE01792 | Networking for Business Success —

WEB DESIGNER/DEVELOPER

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

Required Courses
- CE01004 | Certificate Program Registration & Fee ($75) —
- CT01525 | HTML 1* —
- CT01526 | HTML 2 —
- CT01527 | HTML 3 —
- CT01541 | Web Design w/Cascading Style Sheets (CSS) 1 —
- CT01542 | Web Design with CSS 2 —
- CT01531 | JavaScript: Building Interactive Web Sites 23
- CT01550 | Graphics for the Web —

Electives (3 required)
- CT01462 | Digital Art: Photoshop Basics 21
- CT01463 | Digital Art: Photoshop Intermediate 21
- CT01529 | Web Design with Adobe Dreamweaver —
- CT01530 | HTML 5 for Mobile Websites and Devices —
- CT01536 | Adobe Flash: Web Graphics & Animation 1 —
- CT01756 | Intro to WordPress —
- CT01461 | Adobe Photoshop/Photoshop Elements —
- CT02160 | Adobe Illustrator Workshop 21

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

Email comptraining@fcps.edu for further information.

Certificate Programs in Health Sciences

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

Prerequisites for all programs:
- HM01991 | Strategies for Succeeding in Healthcare —
- HM01600 | Medical Terminology Part 1* —
- HM01601 | Medical Terminology Part 2* —

*HM01600 & HM01601 may be replaced with HM01604 Test Out — Medical Terminology

Additional requirements for all programs:
- All program candidates must complete the following prior to issuance of the program certificate:
  - HM01625 | Heartsaver CPR AED First Aid (or equivalent) —
  - HM01627 | Mental Health First Aid —
- Plus 2 Electives

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

DENTAL ASSISTANT COMPREHENSIVE
(no Medical Terminology required)

Required Courses
- CE01022 | Dental Assistant Cert. Prog. & Fee ($75) —
- HM01647 | Dental Assistant Comprehensive 17
- HM01646 | Dentaltrix Basics 17
- HM01848 | Fast Track Dental Assistant —

MEDICAL ASSISTANT

Required Courses
- CE01002 | Med. Assst. Cert. Prog. & Fee ($75) —
- HM01616 | Clinical Med. Office Proc.-Part 2 18
- HM01614 | EKG Interpretation 18
- HM01620 | Admin. Med. Office Proc. 18
- HM01638 | Law & Ethics 18
- HM01765 | Medical Assistant Exam Certification Prep 18
- HM01606 | CCMA Exam 18
- HM01860 | Fast Track Medical Assistant —
- HM01765 | Medical Assistant Exam Prep 18
- HM01606 | CCMA exam 18

HEALTH RECORDS ASSISTANT NEW!

Required Courses
- CE01008 | Health Rec Asst. Cert. Prog. & Fee ($75) —
- DL01240 | HIPAA Privacy Training & Certification 29
- HM01638 | Law & Ethics 18
- HM01759 | Intro to EHRs —

MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses
- CE01004 | Med. Admin. Asst. Cert. Prog. & Fee ($75) —
- HM01638 | Law & Ethics 18
- HM01759 | Introduction to EHRs —
- HM01766 | Medical Admin Asst Exam Prep 18
- HM01606 | CMAA Certification Exam 18

MEDICAL INSURANCE BILLER

Required Courses
- CE01020 | Med. Ins. Biller Cert. Prog. & Fee ($75) —
- HM01651 | Medical Billing & Coding—Part 1 18
- HM01652 | Medical Billing & Coding—Part 2 18
- HM01951 | Medical Insurance Billing —
- HM01606 | CBCS Exam 18

Health Sciences Certificate Programs continued on page 7.
Certificate Program in Health Sciences (continued)

**Employee Training...**

**Customized Solutions**

---

**Is your business realizing its potential?**

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

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

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

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

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**Employers:**

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

A glimpse of onsite customized Workplace Training programs...

**Business Writing**

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

**CPR and First Aid**

Adult, Child, and Infant CPR, First Aid, Automated Electronic Defibrillator, and Bloodborne Pathogens courses are available. These courses follow American Heart Association (AHA) guidelines and are taught by AHA instructors. Certification cards are issued upon successful completion. Noncertificate classes now available! Call 703-658-1244 for details.

**Home and Companion Care**

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

**Communication for the Workplace**

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

**Customized Computer Training**

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

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**Property Maintenance Technician Certificate Program**

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

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>VE01006</td>
<td>Property Maint Tech Cert Prog &amp; Fee ($75)</td>
<td>—</td>
</tr>
<tr>
<td>TI05581</td>
<td>Drywall, Painting, and Waterproofing Workshop</td>
<td>25</td>
</tr>
<tr>
<td>TI05582</td>
<td>Heating and Air Conditioning Systems</td>
<td>26</td>
</tr>
<tr>
<td>TI05583</td>
<td>Feet and Bolts of PMT Careers</td>
<td>24</td>
</tr>
<tr>
<td>TI05587</td>
<td>Electrical Workshop: Maintenance &amp; Repair</td>
<td>25</td>
</tr>
<tr>
<td>TI05590</td>
<td>Plumbing Workshop: Maintenance &amp; Repair</td>
<td>26</td>
</tr>
<tr>
<td>TI05593</td>
<td>Appliance Repair Workshop</td>
<td>24</td>
</tr>
<tr>
<td>TI05595</td>
<td>Door Locks Workshop: Installation Maintenance &amp; Repair</td>
<td>25</td>
</tr>
</tbody>
</table>

**Optional Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI05598</td>
<td>Blueprint Reading</td>
</tr>
<tr>
<td>TI05574</td>
<td>CFC Certification Prep</td>
</tr>
<tr>
<td>TI05598</td>
<td>OSHA 10 Construction Certification</td>
</tr>
</tbody>
</table>

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**Veterinary Assistant**

*(no Medical Terminology required)*

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>VE01050</td>
<td>Vet. Asst. Cert. Prog. &amp; Fee ($75)</td>
<td>—</td>
</tr>
<tr>
<td>HM01980</td>
<td>Veterinary Terminology &amp; Anatomy</td>
<td>—</td>
</tr>
<tr>
<td>HM01981</td>
<td>Veterinary Parasitology, Hematology &amp; Wet Lab</td>
<td>28</td>
</tr>
<tr>
<td>HM01982</td>
<td>Veterinary Preventive Med. for Dogs &amp; Cats</td>
<td>28</td>
</tr>
<tr>
<td>HM01983</td>
<td>Veterinary Hospital Visits &amp; Basic Restraint</td>
<td>28</td>
</tr>
<tr>
<td>HM01986</td>
<td>Zoonotic Diseases, Ethics, Medical Asperis</td>
<td>28</td>
</tr>
</tbody>
</table>

**Suggested Electives for Veterinary Assistants:**

*(other courses may also be used!)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>HM01632</td>
<td>Pet Emergencies</td>
<td>28</td>
</tr>
<tr>
<td>HM01832</td>
<td>Arthritis Management for Your Pet</td>
<td>28</td>
</tr>
<tr>
<td>HM01840</td>
<td>Common Pet Medications</td>
<td>—</td>
</tr>
<tr>
<td>HM01634</td>
<td>Dog Training Theory &amp; Techniques</td>
<td>28</td>
</tr>
</tbody>
</table>

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

BROADCAST PRODUCTION

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 create audio promos. Plus, you will gain the ability to record voice over projects in our computer lab using our microphone adapters or in our WRLD recording studios. Furthermore, you will 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 take the Radio Production course first to learn all the capabilities available in the Radio Fairfax and WRLD Radio studios. Class fee includes course textbook. 6 sessions @ 3 hrs each.

$285 Tuition
$285 Total Cost

Section 0020 7:00 pm
Fairfax Public Access (TV & Radio) F. May 11-June 15
Rm TBD Staff, instructor

Adobe Premiere Essentials (Video Editing) | Course BE02026

Adobe Premiere Pro is a real-time computer video editing 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 to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include: the basics of capturing video/audio, project management, trimming sequences, video generating, creating titles, and final outputting, including laying back to videotape. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. 6 sessions @ 3 hrs each.

$285 Tuition
$285 Total Cost

Section 0020 7:00 pm
Fairfax Public Access (TV & Radio) M W, April 16-May 2
Rm TBD Staff, instructor

Section 0021 9:00 am
Fairfax Public Access (TV & Radio) Sa, May 5-June 9
Rm TBD Staff, instructor

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

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

$400 Tuition
$400 Total Cost

Section 0020 7:00 pm
Fairfax Public Access (TV & Radio) Tu Th, May 1-May 30
Last class meets Wed., May 30.
Rm TBD Staff, instructor

BUSINESS FINANCE

Accounting for Non-Accountants | Course BE01277

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

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

Section 0020 7:00 pm
Pimmit Hills Ctr Tu Th, April 10-April 19
Wanda Patt, CPA, QB Pro Advisor, instructor

Accounting for Non-Accountants, 3rd ed

Century 21 Accounting Working Papers 1-16 9th ed ($38)
Century 21 Accounting Multicolumn 9th ed ($117); Barron’s E-Z Accounting 5th ed ($719 Total Cost

Section 0020 7:00 pm
Plum Center M W, April 9-May 30
Rm 117 Chandran Pillai, CPA, instructor

QuickBooks Pro 2015—Level 1 | Course CT01435


$499 Tuition
$499 Total Cost

Section 0020 1:00 pm
Plum Center Su, April 8-May 20
Rm 117 Chandran Pillai, CPA, instructor

Section 20—16 sessions, 39 hours total

Section 0020 7:00 pm
Chantilly HS Tu, April 3-July 17
Rm 266 Somers, instructor

Section 21—13 sessions, 39 hours total

Section 0021 7:00 pm
Plum Center M, June 4-August 27
Rm 140 Wanda Patt, CPA, QB Pro Advisor, instructor

Fast Track Bookkeeping and Accounting | Course BE01264

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

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

Section 0020 7:00 pm
Plum Center M W, April 9-May 30
Rm 117 Chandran Pillai, CPA, instructor

SCHOOL CLOSINGS/DELAYS

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

See page 55 for registration information.
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 construction. Attendees will finish this class being able to recognize sentence fragments, phrases, complete sentences, dependent clauses, and independent clauses. They will be able to write simple and compound sentences using appropriate articles, conjunctions, prepositions, word order, capitalization, and punctuation. 4 sessions @ 3 hrs each.

$ 231 Tuition
$ 1 User Fee
$ 97 Text: Basic English Review, 9th ed
$ 329 Total Cost

Business English Essentials II | Course BE01053

This course reviews the building blocks of English, including words, phrases, and clauses. It explains count and noncount nouns, plural and possessive nouns, and irregular nouns. It describes the different kinds of verbs, the singular and plural forms of verbs, and the simple present, present progressive, and past tense of verbs. It defines pronouns, adjectives, adverbs, conjunctions, prepositions and interjections, and covers subject-verb agreement and pronoun-antecedent agreement. Students who attend this class will finish being able to construct complex sentences with a variety of patterns. Additionally, they will be able to write cohesive paragraphs with smooth transitions and accurate grammar. 4 sessions @ 3 hrs each.

Prereq: BE01052 Business English Essentials I

$ 231 Tuition
$ 1 User Fee
$ 97 Text: Basic English Review, 9th ed
$ 329 Total Cost

Section 2020 1:00 pm
Plum Center
Tu, Th, March 27-April 5
Rm TBD
Kathy Barber, instructor

Section 2025 6:30 pm
Woodson HS
Tu, April 17-May 3
Rm F120
Kathy Barber, instructor

成功的商务写作 | 课程 BE01075

在商务写作中，语言是具体的和重要的，并且具有重要意义。创建清晰和有效的信件、备忘录、报告和专业文件。根据作者的模型，获得意见和建议，在清晰度和正确性之间取得平衡。通过练习，提高专业技巧，3个课程 @ 3小时每个课程。

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

Section 0020 7:00 pm
Chantilly HS
M W, May 14-May 29
Rm 260
Joe Micari, MBA, instructor

Section 2010 6:30 pm
Woodson HS
W, May 2-June 6
Rm E157
Kathy Barber, instructor

NEW

Perfecting Your Interview Skills | Course BE01399

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

$ 99 Tuition
$ 99 Total Cost

Section 0020 1:00 pm
ACE Herndon Learning Ctr W, April 11-April 18
Rm TBD
Dr. Janice Sutera Wolfe, instructor

Résumé and Interview Clinic | Course BE01393

Find that Dream Job! Get straightforward advice in job hunting. We'll cover all aspects of finding and keeping a good job including how to locate jobs, the role of the Internet in the employment process, résumé and cover letter preparation, interviewing skills, obtaining great professional references, background investigations, job offer evaluation, salary negotiations and tips for career success. This class is appropriate for all job seekers regardless of your experience. Bring a copy of your résumé to the first class. Session three will be in a computer lab where the instructor will help all students finalize their résumés. 3 sessions @ 2.5 hrs each.

$ 119 Tuition
$ 119 Total Cost

Section 0021 6:30 pm
Pimmit Hills Ctr W, May 2-May 16
Rm 116
Rosalind Levy, instructor

Section 0020 7:00 pm
ACE Herndon Learning Ctr W, May 2-May 9
Rm TBD
Dr. Janice Sutera Wolfe, instructor

Job Hunting Strategies | Course BE01394

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

$ 99 Tuition
$ 99 Total Cost

Section 0020 1:00 pm
ACE Herndon Learning Ctr W, April 11-April 18
Rm TBD
Dr. Janice Sutera Wolfe, instructor

The class was very helpful. The instructors were excellent, they went above and beyond to help us understand everything.”

Ettu N.
Résumé and Interview Clinic
**ENTREPRENEURSHIP/SMALL BUSINESS**

**Creating a Successful Business Plan | Course BEO1879**

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

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

**Tax Strategies for the One-Person Business and Small Corporations | Course BEO1903**

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

- **$134 Tuition**
- **$2 User Fee**
- **$159 Total Cost**

**Federal Income Tax for Small Business Owners | Course BEO1275**

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

- **$286 Tuition**
- **$286 Total Cost**

**Cyber Security for Small Businesses | Course CT03001**

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

- **$199 Tuition**
- **$199 Total Cost**

**Look for our summer catalog after May 7!**

Online registration for summer classes will begin May 4, and print catalogs will be mailed May 7.
LEADERSHIP AND MANAGEMENT

What Management Is, What Managers Do | Course BE01510

Organizations are the means by which people get things done. People can accomplish more working together than they can achieve alone, but to combine and coordinate the efforts of the members of the organization, the process of management is required. Learn why management is needed in all organizations and the different levels of management. Explore what managers do, the definitions of essential management functions—planning, organizing, staffing, leading and controlling—and the basic skills required for effective management. 1 session @ 4 hrs.

$119 Tuition
$119 Total Cost

Section 0020
9:00 am
Plum Center
Sa, April 21
Rm 118
Sally Silberman, instructor

Section 0021
7:00 pm
Edison HS
Tu Th, May 29-May 31
Rm B133
Gina Lynch, MA, MS, instructor

Fundamentals of Managerial Planning | Course BE01511

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

$119 Tuition
$119 Total Cost

Section 0020
9:00 am
Plum Center
Sa, April 28
Rm 148
Sally Silberman, instructor

Exercising Managerial Control | Course BE01515

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

$119 Tuition
$119 Total Cost

Section 0020
9:00 am
Plum Center
Sa, June 9
Rm 148
Sally Silberman, instructor

Successful Delegation: Achieving Results Through Others | Course BE01512

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

$149 Tuition
$149 Total Cost

Section 0020
9:00 am
Plum Center
Sa, May 5
Rm 148
Sally Silberman, instructor

Essential Managerial Skills for Human Resource Practices | Course BE01513

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

$159 Tuition
$159 Total Cost

Section 0020
7:00 pm
Edison HS
Tu Th, April 3-April 10
Rm B133
Gina Lynch, MA, MS, instructor

HR Management in the 21st Century | Course BE01405

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

$219 Tuition
$5 User Fee
$5 Text: FCPS BEO1405 HR Management in the 21st Century
$229 Total Cost

Section 0020
7:00 pm
Edison HS
Tu Th, May 15-May 24
Rm B133
Gina Lynch, MA, MS, instructor

HR Recruiting and Placing Employees | Course BE01402

Study how to establish and carry out a recruiting program that brings needed manpower to your workforce and effectively positions that workforce for maximum efficiency and effectiveness. 4 sessions @ 3 hrs each.

$229 Tuition
$5 User Fee
$5 Text: HR Recruiting and Placing Employees
$239 Total Cost

Section 0020
7:00 pm
Edison HS
Tu Th, April 17-April 26
Rm B133
Gina Lynch, MA, MS, instructor

Introduction to Project Management | Course BE01204

Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. Bring lunch. 2 sessions @ 6 hrs each.

$289 Tuition
$10 User Fee
$299 Total Cost

Section 0020
9:00 am
Plum Center
Sa, April 28-May 12
Rm 104
Melson Martin, MBA, PMP, CSM, instructor

Instructional Design for Classroom Training | Course BE03105

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

$149 Tuition
$149 Total Cost

Section 0020
7:00 pm
Chantilly HS
Th, April 26-May 24
Rm 268
Harris, instructor

Introduction to Coaching | Course BE01560

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

$119 Tuition
$119 Total Cost

Section 0030
9:00 am
Plum Center
Sa, May 19
Rm 148
Sally Silberman, instructor

LICENSURE AND PREPARATION

Virginia Principles of Real Estate | Course BE01972

Virginia real estate is a diverse market, with coastal homes, rural farmlands, and the bustling suburbs of Washington, DC. Professionals seeking a Virginia real estate license, must complete this DPOR approved 60 hour course in order to sit for state and national exams administered by PSI. No discounts or refunds. 20 sessions @ 3 hrs each.

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

Section 0020
7:00 pm
Pimmit Hills Ctr
M W, April 23-July 11
Rm 155
Bill Hardin, CRB, instructor
Successful Fundraising | Course BE01913
You have a great program; now all you need is funding. Does this sound like your organization? Funding is a critical component of all nonprofit organizations. This workshop will give an overview of various effective fundraising techniques—grants, special events, personal solicitation, mailings, planned giving, and web-based fundraising. 2 sessions @ 2 hrs each.
$109 Tuition
$109 Total Cost
Section 0020
Plum Center Th, May 8-May 15
Rm 150 Lynn O'Connell, instructor

Event Planning | Course BE01886
Make your company or life event a memorable, affordable, and smoothly executed experience. Go through all the planning stages. 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 Tuition
$ 2 User Fee
$ 89 Total Cost
Section 0020
Plum Center Th, June 7
Rm 147 Lynn O'Connell, instructor

MARKETING

Introduction to Marketing | Course BE01759
Ever wondered how marketing works? Explore the what, where, when, how, and why of marketing a product, service, or idea. Great overview class for individuals owning a small business or those interested in marketing and/or the Marketing Certificate Program! 2 sessions @ 2.5 hrs each.
$129 Tuition
$129 Total Cost
Section 0020
L. Braddock SS Sa, May 5-May 12
Rm H224 Liz McDowell, instructor

PERSONAL FINANCE

NEW

Tax Planning Changes are Here: Be Proactive | Course BE01192
You can achieve tax flexibility and tax diversification so you can proactively manage your taxes now and in retirement. We will discuss Roth vs. Traditional retirement accounts, conversions, capital gains treatment, required minimum distributions, and tax strategies. Does it still make sense to carry a mortgage under the new tax law? Will you itemize? Taught by a Certified Financial Planner. 1 session @ 2.5 hrs.
$119 Tuition
$119 Total Cost
Section 0020
L. Braddock SS Tu, April 10
Rm H250 Staff, instructor

Financially Preparing for Baby | Course BE01114
This class is designed for soon-to-be parents and new parents who want to learn about the financial considerations parents need to plan for when growing their families. Learn what expenses you should plan for, how to make wise financial decisions, and how to adjust financially if you are going from a two income family to one. Topics covered include: discussion of additional expenses; reviewing and adjusting family budget; tax benefits; financial goal setting; creating a spending plan; daycare planning; planning for child(ren)’s education; employee benefits; and insurance and estate planning. 1 session @ 3 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0020
Woodson HS Sa, May 5
Rm G120 Martha Borowski, MBA, instructor

Fundamentals of Personal Budgeting | Course BE01102
Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2.5 hrs each.
$109 Tuition
$109 Total Cost
Section 0020
7:00 pm
Woodson HS M, April 9-April 23
Rm G107 Martha Borowski, MBA, instructor
NEW
Investing Basics: The 7 Rules of Being a Savvy Investor | Course BE01190
Are you interested in investing, but don’t know how to get started? Whether you’re interested in investing for retirement, or just want to grow your wealth, this course is for you. Do you know the difference between mutual funds and ETFs? Are you wondering how to improve your ability to have positive gains over time? This course is designed to educate you on the different types of investments and the 7 rules of being a savvy investor. Topics will cover understanding stocks, bonds, mutual funds and ETFs. Students will gain knowledge of behavior finance, diversification, concepts of risk and return and other strategies. Taught by an Accredited Portfolio Management Advisor. 1 session @ 2 hrs.
$ 89 Tuition
$ 89 Total Cost
Section 0004 9:00 am
ACE Herndon Learning Center
Rm 2
Connell Lee, instructor

Section 0001 7:00 pm
Chantilly HS
Th, April 19
Connell Lee, instructor

Section 0003 5:00 pm
Chantilly HS
Th, May 3
Connell Lee, instructor

Section 0005 9:00 am
ACE Herndon Learning Center
Sa, May 19
Connell Lee, instructor

Preparation Your Home for Sale Seminar | Course BE01175
Homeowners have a formidable task preparing to sell their house. What should be fixed? Is it important? This seminar provides information on what a residential home inspector evaluates. It enables you to reflect about the condition of your home and address problems run out of money, and how to optimize asset allocation. Included in the course is a retirement planning workbook, Getting Your Financial House in Order workbook, 36-page Getting Your Estate in Order, and a Personal Wealth Index Questionnaire and personalized report. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.
$ 107 Tuition
$ 22 User Fee
$ 129 Total Cost
Section 0020 7:00 pm
Edison HS
Th, April 12
LaFever, instructor

Section 0021 7:00 pm
Pimmit Hills Ctr
M, May 14
LaFever, instructor

NEW
Retirement Planning for Federal Employees | Course BE01191
This course will help federal employees plan and understand decisions that need to be made before leaving federal service. We will review your benefits, including pensions, the Annuity Supplement, Voluntary Contributions, TSP, FLTC, FEGLI, and Medicare and Social Security benefits. We will discuss ROTH vs Traditional TSP investing, distribution options, the pros and cons of keeping a mortgage, and smart income tax planning and management. Taught by a Certified Financial Planner who regularly teaches retirement planning in various federal agencies. 1 session @ 4 hrs.
$ 149 Tuition
$ 149 Total Cost
Section 0001 9:00 am
L. Braddock SS
Sa, April 21
Kristina Sturgis, CFP, instructor

Section 0002 9:00 am
L. Braddock SS
Sa, May 5
Kristina Sturgis, CFP, instructor

Investing Fundamentals | Course BE01105
Enter the world of investments and achieve your financial goals. Learn the basics of investing and investing vehicles such as stocks, bonds, mutual funds. Course is geared to those interested in fundamentals. 4 sessions @ 2 hrs each.
$ 129 Tuition
$ 129 Total Cost
Section 0020 7:00 pm
Plum Center
M, April 30-May 21
Rm 140
Martha Borowski, MBA, instructor

The Federal Reserve and Its Effect on Your Income and Wealth | Course BE01125
The Federal Reserve is one of the most powerful entities in the world, but do you know how it was created, what it does, and how its actions have a direct effect on your wealth? Using lessons from history, economics, finance, politics, accounting, demographics, war and even religion, as well as simple math, learn what the Wall Street elite and Washington establishment do not want you to understand about the system. Taught by an experienced CPA with a Masters Degree in taxation. 1 session @ 3 hrs.
$ 69 Tuition
$ 69 Total Cost
Section 0020 7:00 pm
Pimmit Hills Ctr
W, May 16
Rm 159
Christopher Inglese, CPA, MS (Tax), instructor

Dr. Murphy was well prepared and very informative. She has a very pleasant personality and she answered every question satisfactorily.”

Beverly P.
Transitions in Housing for Seniors
### HEALTH AND FAMILY MATTERS

#### Alzheimer's and the Other Dementias | Course HM01665
Learn various causes of memory loss and how Alzheimer's disease differs from other types of dementia such as vascular, frontotemporal and Lewy Body. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>0020</td>
<td>6:30 pm</td>
<td>H219</td>
<td>Vicky Waller-Surash, MS MS ACC CDP, instructor</td>
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**Tuition:** $59  
**Total Cost:** $65

#### Alzheimer’s Disease | Course HM01667
An in-depth look into the theories of what causes Alzheimer’s disease and what changes are associated with the disease progression including cognitive and behavioral. Taught by a certified dementia care practitioner. 1 session @ 2.0 hrs + 30 minutes Q&A.

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<td>Vicky Waller-Surash, MS MS ACC CDP, instructor</td>
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**Tuition:** $49  
**Total Cost:** $54

#### Alzheimer's—Meeting Them in Their Reality | Course HM01737
Class covers cultural and historical events that shape our lives (Cohort Effect), regression or backward replay of the script of one's life with Alzheimer's (Theory of Retrogenesis). How the person’s past becomes their future, stages of Alzheimer’s, and the Global Deterioration Scale discussed. 1 session @ 3 hrs.

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<td>Vicky Waller-Surash, MS MS ACC CDP, instructor</td>
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**Tuition:** $89  
**Total Cost:** $94

#### Dementia, Delirium, Depression | Course HM01787
Review the many reasons why older adults are at a high risk for depression. Depression can be chronic or acute as in delirium. Discover how these are similar and how they are different such as onset, thinking, mood, and activity levels. Taught by a gerontologist and certified dementia care practitioner. 1 session @ 3.5 hrs.

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<td>Vicky Waller-Surash, MS MS ACC CDP, instructor</td>
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**Tuition:** $69  
**Total Cost:** $74

#### Behavior as a Form of Communication in Dementia | Course HM01788
A thorough review of behaviors associated with dementia and what they often mean will be discussed. Learn how to identify what their triggers are and ways to change the outcome. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

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**Tuition:** $69  
**Total Cost:** $74

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

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**Tuition:** $59  
**Total Cost:** $64

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

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<td>Vicky Waller-Surash, MS MS ACC CDP, instructor</td>
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**Tuition:** $59  
**Total Cost:** $64

#### Dementia, Delirium, Depression | Course HM01791
Continuation of HM01790 Promoting Brain Fitness. Session 1 will emphasize exercises using the senses, Session 2 right, left and whole brain exercises and Session 3 calming the mind. Activities will vary month to month. 3 sessions @ 1.5 hrs.  
Prereq: HM01790 Promoting Mental Fitness

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**Tuition:** $89  
**Total Cost:** $94

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

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**Tuition:** $59  
**Total Cost:** $65

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

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**Tuition:** $59  
**Total Cost:** $64

### 50+ EMPLOYMENT EXPO

**Over 50 & Looking for Employment?**
Meet recruiters from dozens of employers, including non-profits, government, healthcare, retail, technology and more!

**Seminars • Continuing Education • Résumé Help • Education/Training**
*Plus, community resources and much more!*

**Monday, April 30, 2018 • 10am–2pm**
Fair Oaks Marriott, 11787 Lee Jackson Memorial Hwy

**Keynote speaker:**
**BOB LEVEY**

For more information or accommodations, e-mail mgordon@AccessJCA.org or call 301-255-4209

Made possible, in part, by funding from The Morris and Gwendolyn Cafritz Foundation.
The Alphabet Soup of Medicare  |  Course HM01928

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

$ 89 Tuition
$ 89 Total Cost

Section 0011 | 10:00 am | Plum Center | Rm 147 | Sharpe, instructor
Section 0020 | 9:30 am | Plimmit Hills Ctr | Sa, April 7-April 14 | Rm 159 | Sharpe, instructor

Care for A Loved One at Home | Course HM01671

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

$ 119 Tuition
$ 119 Total Cost

Section 0020 | 6:30 pm | Plum Center | Tu, April 10-April 24 | Rm 147 | Laurie Cushman, BSN RN CPAN, instructor

Over-the-Counter Drugs: A Crash Course | Course HM01810

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

$ 45 Tuition
$ 45 Total Cost

Section 0011 | 7:00 pm | Woodson HS | W, March 7 | Rm G113 | Erika Crabb, RPh, instructor

Self Care for the Care Giver | Course HM01919

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

$ 49 Tuition
$ 49 Total Cost

Section 0020 | 9:00 am | L. Braddock SS | Sa, July 21 | Rm H213 | Eileen Carosocio, CSC, RN, MSN, instructor

CPR AND FIRST AID

Basic Life Support | Course HM01697

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

Section 0014 | 9:00 am | Plum Center | M, March 5 | Rm 150 | Wright, instructor
Section 0015 | 9:30 am | Plum Center | Sa, March 24 | Rm 119 | Laurie Cushman, BSN RN CPAN, instructor
Section 0020 | 9:00 am | Plum Center | Th, April 5 | Rm 150 | Coakley, instructor
Section 0021 | 9:00 am | Plum Center | Sa, April 28 | Rm 148 | Wright, instructor
Section 0022 | 9:00 am | Plum Center | Sa, May 19 | Rm 122 | Laurie Cushman, BSN RN CPAN, instructor
Section 0023 | 1:00 pm | ACE Herndon Lrn Ctr | F, May 25 | Rm 2 | Pellerin-Schaaf, instructor
Section 0024 | 9:00 am | Plum Center | W, June 6 | Rm 119 | Wright, instructor

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! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.

Section 007 | 9:00 am | Plum Center | Sa, March 3 | Rm 119 | Carlson, instructor
Section 008 | 9:00 am | Plum Center | Tu, March 13 | Rm 150 | Wright, instructor
Section 009 | 9:00 am | Plum Center | Th, March 22 | Rm 119 | Messier, instructor
Section 020 | 9:00 am | ACE Herndon Learning Center | Sa, April 14 | Rm 2 | Pellerin-Schaaf, instructor
Section 021 | 9:00 am | Plum Center | W, April 25 | Rm 119 | Wright, instructor
Section 022 | 9:00 am | Plum Center | Sa, May 5 | Rm 119 | Young, instructor
Section 023 | 9:00 am | Plum Center | Th, May 17 | Rm 119 | Wright, instructor
Section 024 | 9:00 am | Plum Center | Sa, June 2 | Rm 122 | Faivre, 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. Ideal for Boy Scout and Girl Scout leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.

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

Section 0015 | 9:00 am | Plum Center | W, March 7 | Rm 119 | Wright, instructor
Section 0016 | 7:00 pm | Woodson HS | W Th, March 14-March 15 | Rm F120 | Young, instructor
Section 0017 | 12:00 pm | Plum Center | Su, March 18 | Rm 119 | Reynolds, instructor
Section 0020 | 5:00 pm | Plum Center | Sa, April 28 | Rm C151 | Lorena Williams, APRN-BC, instructor
Section 0023 | 9:00 am | Plum Center | Tu, May 1 | Rm 150 | Stevens, instructor
Section 0024 | 12:00 pm | Plum Center | Su, May 20 | Rm 122 | Sood, instructor
Section 0025 | 5:00 pm | Plum Center | W, May 30 | Rm 141 | Evans, instructor
Section 0026 | 9:00 am | Woodson HS | Sa, June 2 | Rm LIB | Messier, instructor

First Aid | Course HM01626

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

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

Section 0014 | 10:00 am | Plum Center | Sa, March 10 | Rm 114 | Young, instructor
Section 0015 | 1:00 pm | ACE Herndon Learning Center | Tu, March 20 | Rm 2 | Pellerin-Schaaf, instructor
Section 0020 | 6:30 pm | Plum Center | Tu, April 10 | Rm 119 | Zukosky, instructor
Section 0021 | 10:00 am | Plum Center | W, May 9 | Rm 119 | Stevens, instructor
Section 0022 | 6:30 pm | Plimmit Hills Ctr | Th, June 7 | Rm LIB | Tartt, instructor

E-cards will be issued for all CPR & First Aid classes. Participants must provide a valid email address at time of registration.
Pediatric CPR and First Aid | Course HM01796
Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

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

Section 0013 9:00 am
Plum Center F, March 16
Rm 148 Carlson, instructor

Section 0020 9:00 am
Plum Center W, April 11
Rm 119 Wright, instructor

Section 0021 9:00 am
Plum Center Sa, May 19
Rm 119 Wright, instructor

Section 0022 9:00 am
Plum Center F, June 8
Rm 119 Delcy Perez, AASMA, CMAA, instructor

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

$99 Tuition
$99 Total Cost

Section 0020 1:00 pm
Plum Center Th, April 12
Rm 119 Pellerin-Schaaf, instructor

Section 0021 2:30 pm
Plum Center W, June 6
Rm 150 Wright, instructor

Family and Friends CPR | Course HM01969
Designed for grandparents and community members that just want an overview of basic CPR skills. Does not include certification or first aid skills. Ideal for first time parents and grandparents. Will not fulfill certificate program CPR and first aid training requirement. 1 session @ 3 hrs.

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

Section 0014 12:30 pm
Plum Center Su, March 11
Rm 119 Atkins, instructor

Section 0020 9:00 am
Plum Center Sa, April 21
Rm TBD Atkins, instructor

Section 0021 9:00 am
Plum Center W, May 16
Rm TBD Pellerin-Schaaf, instructor

Section 0022 7:00 pm
Plum Center Th, May 31
Rm TBD Atkins, instructor

Mental Health First Aid | Course HM01627
Registration deadline—two weeks before class start date. You may know to call 911 and perform CPR in an emergency situation, but do you know what to do for someone in a mental health crisis? You are more likely to encounter this situation than someone having a heart attack! Taught by certified instructors. Learn potential risk factors and warning signs for a range of mental health problems and gain skills to provide initial help with a 5-step action plan until appropriate help arrives. Certification card valid for 3 years. Textbook included in tuition. 2 sessions @ 5 hrs each.

$99 Tuition
$99 Total Cost

Section 0011 9:00 am
Plum Center Tu, March 20-March 22
Rm 150 Staff, instructor

Section 0020 9:00 am
Plum Center Tu, May 15-May 17
Rm 110 Staff, instructor

Youth Mental Health First Aid | Course HM01922
Introduction to unique risk factors and warning signs of mental health problems in adolescents (ages 12-18), normal adolescent development and important protective factors, understanding the importance of early intervention, ways to help a youth in crisis or experiencing a mental health/substance abuse challenge. Participants will learn a core five-step action plan. Students receive Certificate of Completion upon successful completion of this course. 2 sessions @ 5 hrs each.

$99 Tuition
$99 Total Cost

Section 0020 1:00 pm
Plum Center Tu, April 24-April 26
Rm 122 Staff, instructor

NEW Heartsaver First Aid CPR AED in the Schools | Course HM04102
Learn critical skills needed to respond to and manage medical emergencies. FOR TEACHERS AND SCHOOL STAFF ONLY. Includes adult, child, and infant CPR and AED use. American Heart Association certification card issued at end of class. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Participants MUST Present school ID at class.

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

Section 0020 8:30 am
Plum Center M, April 16
Rm 119 Zamudio, instructor

Section 0021 8:30 am
Plum Center Sa, May 12
Rm 122 Atkins, instructor

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

CLASSES IN SPANISH

Heartsaver AED CPR in Spanish | Course HM01798
Taught in Spanish. Successful completion leads to adult, child, and infant CPR and AED certification with the American Heart Association. Must be on time. Certification is valid for two years. 1 session @ 5 hrs. Book required.

$99 Tuition
$20 Text: Spanish Heartsaver First Aid CPR AED 2015
$109 Total Cost

Section 0020 12:00 pm
Plum Center Su, June 10
Rm 119 Reynolds, instructor

Heartsaver CPR, AED and First Aid in Spanish | Course HM01797
Class taught in Spanish. Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. Must be on time! 1 session @ 7 hrs.

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

Section 0011 9:00 am
Plum Center Sa, March 17
Rm 119 Reynolds, instructor

Section 0020 9:00 am
Plum Center F, April 13
Rm 119 Delcy Perez, AASMA, CMAA, instructor

GETTING STARTED IN HEALTHCARE

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

$99 Tuition
$99 Total Cost

Section 0020 1:00 pm
Plum Center W, March 7
Rm 112 Mikhailevsky, instructor

NEW Thinking About Nursing School? | Course HM01910
Explore and learn what is involved in being a nurse and the different types of nursing that you can provide. Learn how to research nursing schools performance, identify key requirements for being a nurse and set realistic goals. We will discuss the educational needs and supports for setting up a good foundation for your success in nursing school. 5 sessions @ 2 hrs each.

$159 Tuition
$159 Total Cost

Section 0020 7:00 pm
L. Braddock SS Tu-Th, May 1-May 15
Rm H252 Eileen Caroscio, CSC, RN, MSN, instructor
Building Blocks for a Career in Nursing | Course HM01926
Course covers medical terminology, anatomy and physiology, medical math, chemistry, microbiology and more! Ideal class for students planning to take the TEAS Entrance exam for nursing school. 15 sessions @ 3 hrs each.

$677 Tuition
$267 Text: An Integrated Approach to Health Sciences, 2nd ed
$944 Total Cost

Section 0020
9:00 am
Plum Center
M, April 16-July 30
Rm 148
Selin, instructor

TEAS Exam Proctor Session | Course HM01924
Proctor session for TEAS. 1 session @ 4 hrs.
$ 54 Tuition
$ 65 User Fee
$119 Total Cost

Section 0013
9:30 am
Plum Center
Sa, March 10
Rm 114
Hart, instructor

Section 0014
5:00 pm
Plum Center
Th, March 15
Rm 114
Lisa Rosenberger, instructor

Section 0015
5:00 pm
Plum Center
Tu, March 20
Rm 114
Lisa Rosenberger, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600
Learn anatomy, physiology, and terminology of body systems to build medical vocabulary. Good overview of the human body and related terms form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended. 10 sessions @ 2.5 hrs each.

$335 Tuition
$ 64 Text: Pharmacology Handout ($2); Quick & Easy Medical Terminology, 8th ed ($62)
$399 Total Cost

Section 0020
7:00 pm
Chantilly HS
Tu, April 10-June 12
Rm 145
Cosio, instructor

Section 0021
7:00 pm
Edison HS
Tu, April 10-June 12
Rm B143
Wright, instructor

Section 0022
6:30 pm
Plum Center
Tu, April 17-June 19
Rm 140
Miser, instructor

Section 0023
9:30 am
Plum Center
Th, May 3-July 5
Rm 112
Brooke Koons BSN, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601
Continue building medical vocabulary. (Same textbook as Part 1.) 10 sessions @ 2.5 hrs each.
Prereq: HM01600 Medical Terminology With Anatomy—Part 1

$335 Tuition
$335 Total Cost

Section 0020
6:30 pm
Woodson HS
W, April 25-June 27
Rm G107
Law, instructor

Section 0021
9:30 am
Plum Center
Tu, May 1-July 3
Rm 112
Brooke Koons BSN, instructor

Strategies for Succeeding in Healthcare | Course HM01991
Healthcare offices are fast-paced and employers have high expectations for their employees. Knowledge of specialized skills will help individuals build their careers and allow them to move into a variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 3.5 hrs each.

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

Section 0020
6:30 pm
Pimmit Hills Ctr
Th, April 19-April 26
Rm 156
Cathy Almeter, instructor

Section 0021
9:00 am
L. Braddock SS
Sa, May 12-May 19
Rm H214
Cathy Almeter, instructor

Working With Animals: Career and Volunteer Opportunities | Course HM01631
Are you an animal enthusiast considering a career or volunteer opportunities working with animals? This course presents a series of professionals and enthusiasts working with animals. Topics include animal behavior and training, animal search and rescue, wildlife rehabilitation, pet therapy, and veterinary assisting. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 5 sessions @ 2 hrs each.

$179 Tuition
$179 Total Cost

Section 0020
6:00 pm
Plum Center
M, May 7-June 11
Rm 112
Wycko, instructor

Dental Office Administration Basics | Course HM01645
Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance. 10 sessions @ 2.5 hrs each.

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

Section 0020
7:00 pm
Woodson HS
W, May 9-July 18
Rm G105
Julia Johanning, instructor

Dental Assistant Comprehensive | Course HM01647
Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, 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. 31 sessions @ 5 hrs.
Prereq: HM01991 Strategies for Succeeding in Healthcare

$961 Tuition
$120 User Fee
$242 Text: 2018 CDT Plus for Dental ($71); Essentials of Dental Assisting Pkg, 6th ed ($165); First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($4)
$3323 Total Cost

Section 0020
12:00 pm
Plum Center
Su, May 6-December 2
Rm 119
Julia Johanning, instructor

Dental Assistant Comprehensive | Course HM01848
Comprehensive program that includes all courses for the Dental Assistant Certificate program. Chairside dental assisting, bloodborne pathogens, x-ray safety, Dentrix, dental coding, CPR, first aid, and mental health first aid all included! Prepares students to enter dental profession as a chairside assistant. 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. 31 sessions @ 5 hrs.
Prereq: HM01991 Strategies for Succeeding in Healthcare

$2961 Tuition
$120 User Fee
$242 Text: 2018 CDT Plus for Dental ($71); Essentials of Dental Assisting Pkg, 6th ed ($165); First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($4)
$3323 Total Cost

Section 0020
12:00 pm
Plum Center
Su, May 6-December 2
Rm 119
Julia Johanning, instructor

Dentrix Basics | Course HM01646
Learn electronic records used in the Dental office. Integration of office procedures such as scheduling and creating patient records with Dental EMRs. Billing and Coding for dental procedures will be introduced. Taught by experienced dental office personnel. 15 sessions @ 2.5 hrs each.
Prereq: HM01645 Dental Office Administration Basics
Prereq: HM01647 Dental Assistant Comprehensive

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

Section 0020
10:00 am
Plum Center
Sa, April 14-July 28
Rm 205
Julia Johanning, instructor

Certified Nurse Aide (CNA) Placement Test | Course HM01605
Placement exam for entering the CNA program (course HM01780). This class must be passed prior to registering for HM01780. Basic skills in reading and writing will be tested. Proficiency in English required. Tests offered on a walk-in basis between 9 AM and 4 PM Monday through Friday. Call 703 658-2727 to schedule test.

$ 29 Total Cost

Certified Nurse Aide (CNA) | Course HM01780
Start your career ladder in nursing with our entry-level health care course: certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-2727 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours.
15 sessions @ 8 hrs each.
Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test

$1299 Tuition
$ 0 Text: Mosby’s Essentials for Nursing Assistants, 5th ed
$1299 Total Cost

Section 0020
8:30 am
Plum Center
M, March 12-April 20
Rm 104
Susan Albert, RN, MSN, RN-BC, instructor

Section 0021
8:30 am
Plum Center
M, May 21-June 25
Rm 104
Susan Albert, RN, MSN, RN-BC, instructor

Schools: Tuition &Fee Information

For Tuition information about FCPS courses, visit the FCPS Adult and Community Education website at www.fcps.edu/adulted/career_homepage.html.

Workbook 2015 ($2);
Supply Pack ($165);
Heartsaver First Aid CPR AED Student Workbook 2015 ($4)

Certified Nurse Aide (CNA) Exam Prep | Course HM01781
Reviews skills needed for CNA licensure exam. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each.
$375 Tuition
$375 Total Cost
Section 0020 8:30 am
Plum Center Tu, May 1-May 3
Rm 104 Susan Albert, RN, MSN, RN-BC, instructor

Clinical Medical Office Procedures—Part 1 | Course HM01615
Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments. 12 sessions @ 2.5 hrs each.
$428 Tuition
$29 User Fee
$142 Text: Clinical Procedures for Medical Assistants, 9th ed
$595 Total Cost
Section 0020 6:30 pm
Plum Center W, April 25-July 18
Rm 119 Staff, instructor

Clinical Medical Office Procedures—Part 2 | Course HM01616
More complex skills for medical assistant: administration of medications, venipuncture, EKGs, and basic lab procedures. May take before Part 1. (Same textbook as Part 1) 11 sessions @ 2.5 hrs each.
$390 Tuition
$20 User Fee
$142 Text: Clinical Procedures for Medical Assistants, 9th ed
$552 Total Cost
Section 0020 6:30 pm
Plum Center F, May 11-July 3
Rm 119 Brooke Koons BSN, instructor

EKG Technician Certification Program | Course HM01618
Learn anatomy, physiology, terminology, and disease processes of the heart. Hands-on labs to practice EKG and discuss Holter monitor lead placement. Basic analysis of cardiac rhythms. EKG Technician Certification exam taken last night of class. High school diploma/GED not required for course, but required for national certification exam. No tuition waivers. Additional fee of $85 for certification exam collected in class. 17 sessions @ 3 hrs each.
$1399 Tuition
$16 User Fee
$1415 Total Cost
Section 0020 6:30 pm
Plum Center F, May 11-July 7
Rm 119 Deicy Perez, AASMA, CMAA, instructor

EKG Interpretation | Course HM01614
Students study indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations in cardiology will also be discussed. Class taught by Cardiac Nurse Practitioner with more than 10 years experience. 4 sessions @ 2 hrs each.
Prereq: HM01616 Clinical Medical Office Procedures—Part 2
$212 Tuition
$169 Text: Clinical Procedures for Medical Assistants, 9th ed ($142); EKG Interpretation ($10); EKG/ECG ($17)
$381 Total Cost
Section 0020 6:30 pm
Plum Center W, April 4-April 25
Rm 119 Lorena Williams, APRN-BC, instructor

Emergency Medical Technician—Basic | Course HM01655
Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text: provided.) Minimum age 16 with pre-admission approval. No tuition waivers. 24 evening sessions @ 3 hrs each plus 11 Saturdays @ 8 hours.
$1190 Tuition
$45 User Fee
$1235 Total Cost
Section 0010 6:30 pm
Pimmit Hills Ctr M W, March 12-June 2
Rm SRCT Mercer, instructor

Hospital Registration Clerk Certification | Course HM01745
Prepares individuals to handle patient registration and other intake information prior to admission to hospitals and medical offices. Includes advanced medical terminology, medical law and ethics, basic insurance coding and billing, telephone techniques, customer satisfaction, statistical reporting, and basic medical records management. Prereq: HM01600 Medical Terminology With Anatomy—Part 1
$1399 Tuition
$16 User Fee
$1415 Total Cost
Section 0020 6:30 pm
Pimmit Hills Ctr M Th, April 9-June 7
Rm 123 Sloan, instructor

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all classes—students will not be admitted after class starts on first night. Taught by nurse-attorney. 6 sessions @ 3 hrs each.
$224 Tuition
$51 Text: Medical Law Ethics & Bioethics, 7th ed
$275 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr Tu, March 13-April 24
Rm 144 Staff, instructor

Medical Coding, Billing, and Reimbursement—Part 2 | Course HM01652
Advanced study of coding emphasizes linking codes for hospital and office billing. (Same texts as Part 1). 14 sessions @ 2.5 hrs each.
$675 Tuition
$5 User Fee
$780 Total Cost
Section 0020 9:30 am
Plum Center F, May 11-August 10
Rm 119 Samantha Robertson, NCMA, CBCS, instructor

Medical Assistant Certification Exam Prep | Course HM01765
Review for the National Healthcareer Association Medical Assistant Certification exam. Covers major topics such as anatomy, labs, EKGs, and vital signs. 3 sessions @ 2.5 hrs each.
$169 Tuition
$75 User Fee
$244 Total Cost
Section 0020 9:00 am
Plum Center Sa, April 21-May 5
Rm 147 Brooke Koons BSN, instructor

Newborn and Postpartum Care | Course HM02100
Basic overview and evidence-based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. Students receive certificate of completion upon successful completion of this course. 1 session @ 6 hrs. No discounts/ waivers.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0020 9:00 am
Plum Center Sa, May 12
Rm 116 Stern, instructor

NHA Certification Exam | Course HM01606
Students must first register and pay exam fees with National Healthcareer Association (NHA). Register at their website www.nhanow.com. Must have completed ACE certificate program course work to qualify. Please contact 703-658-1244 with questions. 1 session @ 4 hrs.
$5 Tuition
$5 Total Cost
Section 0020 6:00 pm
Plum Center W, May 23
Rm 116 Miser, instructor

Under 18? Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.
Interested in a medical certificate program?

Take your prerequisites early and be ready to start Fall of 2018!

See page 6 (Certificate Programs in Health Sciences) for list of prerequisites.
Information Technology

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465
Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. 8 sessions covering 64.5 hrs.
No class Saturday, May 26.
Prereq: CT02465 Basic PC Maintenance

$964 Tuition
$25 User Fee
$989 Total Cost

Section 2075
9:00 am-2:30 pm
(April 7, 14, 21, 28 & May 5)
9:00 am-3:00 pm
(May 12, 19 & June 2)
ACE Herndon Learn Ctr
Sa, April 7-June 2
Rm TBD
Shahriyar Behbahani, instructor

Certified Information System Security Professional (CISSP) | Course CT01910

$869 Tuition
$30 User Fee
$899 Total Cost

Section 2010
7:00 pm
Plum Center
Tu, April 24-May 29
Rm 110
Edward Gibson, instructor

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

$760 Tuition
$949 Total Cost

Section 2020
7:00 pm
Plum Center
Tu W Th, May 1-25
Rm 110
Edward Gibson, instructor

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

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

Section 2030
7:00 pm
Plum Center
M, April 16-June 4
Rm 110
Edward Gibson, instructor

Cisco Networking | Course CT01474
Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing, Configure networks using RIPv1, 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 hrs.
Prereq: CT01473 Network+

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

Section 2070
6:30 pm-10:00 pm
(April 3-May 10)
6:00 pm-10:00 pm
(May 15 & 17)
ACE Herndon Learn Ctr
Tu Th, April 3-May 17
Rm TBD
Shahriyar Behbahani, instructor

COMPUTER BASICS

Keyboarding | Course CT01417
Continue your journey in PC basics by learning proper keyboarding techniques. No more pecking for keys! This class will improve your keyboarding speed while learning from an online software app and other classroom practices. 9 sessions @ 2 hrs each.

$274 Tuition
$5 Text: FCPS CT01417 PC Basics Keyboarding
$279 Total Cost

Section 0010
6:00 pm
Pimmit Hills Ctr
Tu Th, April 3-May 3
Rm 123
Lisa Rosenberger, instructor

Computers for Beginners | Course CT01401
A computer novice, you want to understand their operation well enough to use one successfully at home. Master basic mouse skills, learn how to navigate the Windows desktop, and write a letter. You’ll also delve into the wonders of the Internet and email. Perfect course for adults looking for a smaller class and gentler pace. 4 sessions @ 3 hrs each.

$199 Tuition
$15 User Fee
$5 Text: FCPS CT01401 Computers for Beginners
$219 Total Cost

Section 0015
3:00 pm
Pimmit Hills Ctr
Tu, April 12-May 3
Rm 116
Lisa Rosenberger, instructor

Section 2020
6:00 pm
Plum Center
Tu, May 8-May 29
Rm 114
Ricardo Bahr, instructor

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

$84 Tuition
$5 Text: FCPS CT01416 Personal Computer Basics
$89 Total Cost

Section 2010
7:00 pm
Plum Center
Tu, April 24-May 1
Rm 117
Ricardo Bahr, instructor

Section 0020
9:00 am
Plum Center
M W, May 7-May 9
Rm 116
Lisa Rosenberger, instructor

Section 2020
9:00 am
Plum Center
Tu, June 12-June 14
Rm 114
Mary Ann Smith, MOS, instructor

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

$269 Tuition
$20 User Fee
$289 Total Cost

Section 2020
7:00 pm
Chantilly HS
Tu, May 2-May 22
Rm 133
Bryan Carvajal, instructor

Windows 10 | Course CT01432
Recommended for anyone using a PC! Learn about the new Windows 10 features. Inexperienced computer users, as well as those new to the Windows Operating System will benefit from this class. 3 sessions @ 3 hrs each.

$131 Tuition
$15 User Fee
$146 Total Cost

Section 2126
7:00 pm
Plum Center
W, April 25-May 9
Rm 118
Philip Jeffers, instructor

Follow us on Social Media!
Twitter: @FCPS_ACE
Facebook.com/fcpsACE/
Windows—File Management | Course CT01402
Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques. Bring a flash drive to class. 1 session @ 3 hrs.
$79 Tuition
$79 Total Cost

Section 2032
Plum Center
M, April 30
Rm 118
Lisa Rosenberger, instructor

Section 2035
Plum Center
Tu, May 8
Rm 117
Wayne Shewmaker, MBA, MOS, instructor

Section 2040
Pimmit Hills Ctr
W, May 30
Rm 123
Wayne Shewmaker, MBA, MOS, instructor

Section 2045
Plum Center
Tu, June 5
Rm 117
Ricardo Bahr, instructor

Windows 10 Workshop: Tips and Tricks | Course CT01433
Learn about the Windows 10 features. Use the touch screen features or navigate with the mouse. Create shortcuts, customize and start menu and taskbar, resize tiles, search for applications and files, and learn other tips. Students are welcome to bring their own laptop with Windows 10 to the class. 1 session @ 3 hrs.
$85 Tuition
$85 Total Cost

Section 2020
Pimmit Hills Ctr
Th, May 24
Rm 116
Mary Ann Smith, MOS, instructor

Section 2032
Plum Center
W, May 30
Rm 118
Phil Jeffers, instructor

Learning to Use Your iPad/iPhone Workshop | Course PRO06001
Bring Your Own Device (BYOD) and learn to use your Apple iPad/iPhone. In this beginner class, students learn to use the features, apps, and settings, including iCloud, accessing mail, using the Internet, taking photos, and using typing shortcuts. 1 session @ 3 hrs.
$85 Tuition
$85 Total Cost

Section 2010
Plum Center
Tu, April 10
Rm 118
Mary Ann Smith, MOS, instructor

Section 2129
L. Braddock SS
Th, May 17
Rm H224
Phil Jeffers, instructor

Section 2030
Pimmit Hills Ctr
Th, June 7
Rm 116
Mary Ann Smith, MOS, instructor

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

Section 2250
Plum Center
Tu, Th, April 3-April 26
Rm 118
Arabinda Banik MS, instructor

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

Section 2305
Plum Center
Tu, May 22-June 12
Rm 118
Michael NeSmith, BA, MCSE, instructor

PL/SQL—Introduction | Course CT01548
Learn about variables, operators, loops, decisions, cursors, and debugging. Develop stand-alone or stored functions and procedures. Create and use Oracle packages. Some knowledge of programming helpful but not required. Purchase textbook separately. ISBN: 9780071812436. 8 sessions @ 3 hrs each.
Prereq: CT01547 Oracle Basics
$449 Tuition
$20 User Fee
$469 Total Cost

Section 2260
Plum Center
Tu, Th, May 15-June 7
Rm 118
Arabinda Banik MS, instructor

GRAPHICS AND DESIGN
Adobe Illustrator Workshop | Course CT02160
Learn the basics of Adobe Illustrator in this introductory workshop. Become familiar with the user interface, tools and panels. Students will create a logo and a simple vector illustration. 2 sessions @ 3 hrs each.
$149 Tuition
$10 User Fee
$159 Total Cost

Section 2090
L. Braddock SS
W, May 30-June 6
Rm H201
Jessica Rossiter, instructor

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

Section 2080
Pimmit Hills Ctr
M, April 16-May 2
Rm 116
Jessica Rossiter, instructor

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

Section 2085
Pimmit Hills Ctr
M, W, May 7-May 23
Rm 116
Jessica Rossiter, instructor

NEW
Simple Android App Development | Course CT01800
Students will gain hands-on experience in developing simple Android applications using App Inventor. App Inventor is a visual, blocks language for building Android Apps. It provides many interesting hands-on examples, including simple games and practical tools, to make programming fun and easy even for beginners without any prior programming experience. 5 sessions @ 3 hrs each.
$265 Tuition
$265 Total Cost

Section 2010
Plum Center
Sa, May 12-June 16
Rm 118
Staff, instructor

Look for our summer catalog after May 7!
Online registration for summer classes will begin May 4, and print catalogs will be mailed May 7.
NETWORKING

Introduction to Cloud Computing and Virtual Machines | Course CT02770
This course is an introduction to Cloud Computing and Virtual Machines concepts and terminology and covers many of the major topics in the Cloud+ (CV0-001) certification exam. Topics include cloud architecture, cloud computing service models, object storage, the benefits of virtualization, virtual components of a cloud environment, management of a virtual environment, virtual resource migration, storage technologies, storage configuration, protocols, virtual environment planning, implementation, monitoring, physical resource allocation, security, system management, optimization, deployment, availability and disaster recovery. Hands-on exercises will use VMware Workstation, Oracle VM Virtualbox, and Red Hat KVM. 6 sessions @ 3 hrs each.
Pre-req: Working knowledge of microcomputers, Windows, and the Internet.
$439 Total Cost

OFFICE PRODUCTIVITY

MS Excel—Basics | Course CT01441
Learn to use Microsoft Excel 2013 to create, edit, and print worksheets. Perform worksheet calculations by learning the basics of formulas and functions. Modify the appearance of worksheets and manage workbooks. Basic computer knowledge required to be successful in this course. 4 sessions @ 3 hrs each.
$273 Total Cost

Section 2001 7:00 pm
L. Braddock SS Tu Th, April 10-April 19
Rm H202 Wayne Shewmaker, MBA, MOS, instructor

Section 2005 7:00 pm
Edison HS Tu Th, May 29-June 7
Rm A125 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Intermediate | Course CT01442
Improve your Microsoft Excel 2013 worksheet capabilities by calculating data with advanced formulas and specialized functions. Create and edit macros, analyze data with text, create tables and charts, sort and filter data, create PivotTables and PivotCharts, analyze data using slicers, insert graphic objects into worksheets and customize and enhance the Excel environment by managing themes and creating templates. 4 sessions @ 3 hrs each.
Pre-req: CT01441 MS Excel—Basics
$283 Total Cost

Section 2003 7:00 pm
L. Braddock SS Tu Th, May 15-May 24
Rm H202 Wayne Shewmaker, MBA, MOS, instructor

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

Section 2004 9:00 am
Plum Center Th, May 24
Rm 118 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Pivot Tables | Course CT01582
Pivot tables are the most powerful tool in Excel to get answers about your data. 30% lecture, 70% exercises, with opportunity for 1-on-1 with instructor. You will learn to analyze millions of cells to quickly see totals, ranges, and averages. Also learn why pivot tables work, how to slide the results into charts, and the traps that degrade efficiency. Prerequisite: basic knowledge of Excel. 1 session @ 3 hrs.
$99 Tuition
$15 User Fee
$6 Text: Quick Source Guide Excel 2013 Advanced
$120 Total Cost

Section 2007 7:00 pm
Plum Center W, June 6
Rm 118 Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Excel Workshop: Essential Skills | Course PR01201
Using Microsoft Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. 1 session @ 4 hrs.
$149 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013
$165 Total Cost

Section 2010 8:30 am
Plum Center Tu, April 3
Rm 118 Mary Ann Smith, MOS, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295
Integrate MS Word and Excel for efficient input and retrieval of business communications. Use MS Word to create, edit, and format business letters, memos, information lists, agendas, etc. Use MS Excel to organize data in a proper spreadsheet layout. This is a great course to reinforce your use of office productivity software. Keyboarding expertise required. 2 sessions @ 6 hrs each.
$252 Tuition
$5 User Fee
$12 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide Word 2013 ($6)
$269 Total Cost

Section 0920 9:00 am
Plum Center Tu, April 17-April 24
Rm 118 Mary Ann Smith, MOS, instructor

MS Word—Basics | Course CT01342
Empower yourself with these essential skills for the office. You will learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) are highly recommended. 4 sessions @ 3 hrs each or 2 sessions @ 6 hrs each.
$273 Tuition
$26 Text: MS Word 2013: Part 1
$299 Total Cost

Section 0005 4:00 pm
Plum Center M W, April 16-April 25
Rm 114 Lisa Rosenberger, instructor

Section 2020 12:30 pm
Plum Center F, April 20-May 11
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Section 2025 7:00 pm
Pimmit Hills Ctr Tu Th, April 24-May 3
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Word Workshop: Essential Skills | Course PR01101
Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features as time permits. 1 session @ 4 hrs.
$149 Tuition
$10 User Fee
$6 Text: Quick Source Guide Word 2013
$165 Total Cost

Section 2010 8:30 am
Pimmit Hills Ctr Th, May 24
Rm 118 Mary Ann Smith, MOS, instructor

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

Section 2015 9:00 am
L. Braddock SS Sa, April 7-April 14
Rm H202 Wayne Shewmaker, MBA, MOS, instructor

Section 2006 7:00 pm
Plum Center F, June 1-June 22
Rm 114 Wayne Shewmaker, MBA, MOS, instructor
MS Outlook—Intermediate | Course CT01429
Optimize your use of this powerful e-mail management tool. Learn how to customize messaging and manage address books and distribution lists. Take full advantage of task and note tools. You will know how to organize and search your e-mail to retrieve that important message you sent or received. Work with others by sharing calendars and contacts. 2 sessions @ 3 hrs each.
Prereq: CT01426 MS Outlook—Basics
$149 Total Cost

Rm A213 Nelson, instructor

$ 14 Tuition
$ 26 Text: MS Outlook 2013: Part 2

Section 2002 9:00 am
L. Braddock SS Tu, April 10

Microsoft Office OneNote Workshop: Managing Information | Course PRO1701
Using MS OneNote, create notebooks, sections, section groups, pages, and subpages containing information from various sources such as Outlook, Excel, PowerPoint, and the Web. Features covered will include side notes, tables, tags, and hyperlinks. No discounts. 1 session @ 3 hrs.
$139 Total Cost

Rm H202 Wayne Shewmaker, MBA, MOS, instructor

$ 139 Tuition
$ 4 User Fee
$ 6 Text: Quick Source Guide OneNote 2013

Section 2010 1:00 pm
Plum Center Tu, April 10

$ 4 Text: Quick Source Guide PowerPoint 2013 ($6); Quick Source Guide Excel 2013 ($4); Quick Source Guide Word 2013 ($6)

$ 483 Total Cost

Rm 118 Mary Ann Smith, MOS, instructor

JavaScript: Building Interactive Websites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submittal, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312. 6 sessions @ 3 hrs each.
Prereq: CT01492 Concepts of Programming
Prereq: CT01525 HTML 1—Your First Website
$349 Total Cost

Rm 116 Michael NeSmith, BA, MCSE, instructor

$ 349 Tuition
$ 5 User Fee
$ 4 User Fee
$ 4 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)

$ 474 Total Cost

Section 2310 7:00 pm
Plum Center Tu, April 10-April 26

$ 474 Tuition
$ 5 User Fee
$ 479 Total Cost

Rm 114 Michael NeSmith, BA, MCSE, instructor

Section 2010 7:00 pm
Plum Center Tu, April 10-April 26

Microsoft Office Proficiency Workshop | Course CT01285
Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. May require outside study. This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MOS exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.
$483 Total Cost

$ 4 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)

$ 499 Total Cost

Section 2008 9:00 am
Plum Center M Tu W Th, April 9-April 19

$ 4 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)

$ 499 Total Cost

Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Section 2025 7:00 pm
Pimmit Hills Ctr M W, April 30-May 23

$ 4 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)

$ 499 Total Cost

Rm 123 Wayne Shewmaker, MBA, MOS, instructor

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

$ 449 Tuition
$ 10 User Fee
$ 459 Total Cost

Section 2010 7:00 pm
L. Braddock SS Tu, May 1-May 31

Rm A213 Nelson, instructor

Effective Software Testing | Course CT01691
Become a software test manager, not just a test engineer! Learn how software testing, when done properly, evaluates an attribute or capability of a program or system to determine if a program fulfills the required results. Upon course completion you will know how to determine the accuracy, reliability, usability, and integrity of various software projects. Purchase textbook separately. ISBN: 978020194298. 8 sessions @ 3 hrs each.
Prereq: CT02659 or equivalent knowledge/experience
$299 Total Cost

$ 299 Tuition
$ 20 User Fee
$ 319 Total Cost

Section 2310 7:00 pm
Plum Center Tu, April 10-April 26

$ 299 Tuition
$ 20 User Fee
$ 319 Total Cost

Rm 114 Mary Ann Smith, MOS, instructor

JavaScript: Building Interactive Websites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submittal, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312. 6 sessions @ 3 hrs each.
Prereq: CT01492 Concepts of Programming
Prereq: CT01525 HTML 1—Your First Website
$349 Total Cost

Rm 116 Michael NeSmith, BA, MCSE, instructor

$ 349 Tuition
$ 10 User Fee
$ 359 Total Cost

Section 2258 7:00 pm
Plum Center F, April 20-June 8

$ 319 Total Cost

Rm 114 Mary Ann Smith, MOS, instructor

Launch an AWEsome Career
ACCELERATED WORKFORCE EDUCATION

Accelerated Workforce Education (AWE) Pilot Program
This affordable program aims to help young adults navigate and connect to post-secondary opportunities.

AWE is designed for young adults between the ages of 17-24 who:

► Are at a juncture and seeking a new career
► Want to advance in the trades, health services, business and IT areas
► Want to explore non-traditional pathways

Contact:
awe@fcps.edu 703-658-2727

Check out our programs: www.fcps.edu — Search AWE
**Assorted Trades—Pro-series**

**Home Inspector Prelicensing Course | Course TI05354**

DPOR approved course meets all Commonwealth of Virginia Board for Asbestos, Lead, and Home Inspectors home inspector prelicensing requirements. Commonwealth of Virginia Core course requirement of 35 hours. Additional one hour of "how to pass your test" and general test taking skills for novice and seasoned test takers. 12 sessions @ 3 hrs each.

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

**Section 0020**
- 6:30 pm
- Plum Center
- Tu Th, June 7-July 17
- Rm 1R2
- Bookfor, instructor

**Nuts and Bolts of PMT Careers | Course TI05583**

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field. 1 session @ 3 hrs.

- $104 Tuition
- $5 User Fee
- $109 Total Cost

**Section 0020**
- 6:30 pm
- Pimmit Hills Ctr
- Tu, May 1
- Rm 144
- Lyons, instructor

**VA Builders License Exam Prep | Course TI05352**

Especially important for those seeking a general contractor or home improvement contractors license. Review for VA State building contractor's license and Fairfax County home improvement contractor's license. Text: 29 CFR 1926 OSHA Construction Industry Regulations ISBN 9781619462410 required, but not included. 6 sessions @ 3 hrs each.

- $269 Tuition
- $15 User Fee
- $245 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($18); Carpentry & Building Construction, 2nd ed ($99)
- $529 Total Cost

**VA Contractor's License Exam Prep | Course TI05348**

Become eligible to obtain any contractors' license. Those applying for an initial contractor's license (Class A, B or C) in the Virginia must complete an 8-hour business class approved by DPOR. This class fulfills that requirement. You must bring a government issued ID to class. See enclosure! Course TI05351 should also be taken. 1 session @ 8 hrs.

- $184 Tuition
- $8 User Fee
- $93 Text: NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
- $285 Total Cost

**Section 0020**
- 6:30 pm
- Rm G111
- Scott, instructor

**VA Contractor's License Exam Prep | Course TI05351**

Designed to help you pass the contractors' business exam required for Class A or Class B VA contracting license. Also good for Class C contractors. Review contractor business concerns, including mechanic's liens, labor laws, construction contracts, and risk management. Contents of TI05348 Contractors 8 hour Basic are not included. 5 sessions @ 3 hrs each.

- $295 Tuition
- $8 User Fee
- $98 Text: FCPs TI05351 Workbook ($5); NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)
- $365 Total Cost

**Section 0020**
- 6:30 pm
- Rm 156
- Shahkarami, instructor

**Blueprint Reading | Course TI05358**

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

- $293 Tuition
- $7 User Fee
- $300 Total Cost

**Section 0020**
- 6:30 pm
- Rm G120
- Holmes, instructor

**Appliance Repair Workshop | Course TI05593**

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

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

**Section 0020**
- 6:30 pm
- Rm G16
- Williams, instructor

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**Virginia Trade License Renewal—Guaranteed* to run**

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

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

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

Earn your "OSHA 10 Hr Card" in construction via 10 hours hands-on and personal instruction. Topics include residential and commercial hazard avoidance for falls, electrical, cranes and struck-by. Also includes protective equipment, harness, high-visibility clothing, etc. Instructor has worked with ACE for 7 years, and 26 years with OSHA. 2 sessions @ 5 hrs each.

- $204 Tuition
- $13 User Fee
- $217 Total Cost

**Section 0020**
- 8:00 am
- Woodson HS
- Sa, June 9-June 16
- Rm G120
- Holmes, instructor

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**See page 55 for registration information.**

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Follow us on Social Media!  
Twitter: @FCPS_ACE  
facebook.com/fcpsACE/
Door Locks Workshop: Installation, Maintenance, and Repair | Course TI05595
Disassemble and reassemble door locks in a hands-on workshop. Develop skills for minor repairs, lubrication, and door set replacement. 1 session @ 3 hrs.

$ 89 Tuition
$ 20 User Fee
$109 Total Cost

Section 0020 6:30 pm
Bryant Ctr Th, May 17
Rm TR3 Degges, instructor

Drywall, Painting, and Waterproofing Workshop | Course TI05581
Hang, tape joints, finish new, and repair damaged drywall. Learn professional painting tips and tricks to achieve a quality finish. Learn how to reduce bath/shower water damage to other areas. 5 sessions @ 3 hrs each.

$243 Tuition
$ 38 User Fee
$ 8 Text: Step By Step Guide to Room Finishing
$289 Total Cost

Section 0020 6:30 pm
Chantilly HS Tu, May 8-June 5
Rm 577 Dominick, instructor

Electrical

Occupational Electrical Wiring | Course TI05400
Master basic materials, outlet boxes, switches, receptacles, protective devices, interior wiring. Basic electrical theory and NEC requirements included. Five sessions are hands-on lab activities. 9 sessions @ 3 hrs each.

$412 Tuition
$ 48 User Fee
$122 Text: Electrical Wiring Residential, 18th ed
$582 Total Cost

Section 0020 6:30 pm
Chantilly HS Th, April 5-May 31
Rm 577 Kasualaitis, instructor

Electrical Workshop: Maintenance and Repair | Course TI05587
Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Hand tool list provided at first session. 5 sessions @ 3 hrs each.

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

Section 0020 6:30 pm
Pimmit Hills Ctr W, April 11-May 9
Rm 158 McNaughton, instructor

Electrical License Exam Prep | Course TI05417
Course includes topical study of NEC: Layout and proper use of the code to find what you need quickly and easily. Includes common installations and materials, general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. 2014 NEC required—not included.

10 sessions @ 3 hrs each

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

Section 0020 6:30 pm
Plum Center Tu Th, June 19-July 12
Rm TR1 Black, instructor

Master Electrician’s Exam Prep—Accelerated | Course TI05419
This is a fast-paced, intense, rigorous review of NEC. Approved for Prince George’s County continuing education requirement. Please request class completion certificate from instructor at last class session. Bring a lunch.

2 sessions @ 7 hrs each.

$199 Tuition
$ 5 User Fee
$ 65 Text: Electrical NEC Exam Preparation 2014
$269 Total Cost

Section 0020 8:30 am
Plum Center Sa, April 28-May 5
Rm TR1 Black, instructor

Electrical Continuing Education | Course TI05275
Comprehensive review of the 2011 (NEC) to fulfill the continuing ed requirement for electricians with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. (For PG County Continuing Ed take TI05419). 1 session @ 3 hrs.

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

Section 0020 8:30 am
Plum Center Sa, April 21
Rm TR1 Black, instructor

Section 0021 8:30 am
Plum Center Sa, May 19
Rm TR1 Black, instructor

Looking for apprenticeship trade classes?

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

Credit-by-exams (CBEs), commonly called "skip tests" will be offered in August for students who have studied elsewhere and wish to receive the FCPS ACE Apprenticeship Related Instruction certificate upon completion.

Please call 703-658-1229 to request a copy of our Fall 2017 Apprenticeship Class Bulletin for the trade classes we offer, state licensing information, and other apprenticeship information. The 2018 edition will be posted in late July or early August.

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

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

State registered apprentices transferring in from other Virginia apprenticeship schools must get a transcript from their former school and submit it to the apprenticeship office for review prior to starting classes. Out-of-state apprentices must take the credit-by-exams to get credit for previous training.

State Apprenticeship Registration:

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

Upon completion of the multi year program, all students receive an FCPS Completion Certificate. State registered apprentices receive a State Apprenticeship Certificate for the Virginia Department of Labor and Industry upon successful completion of the full program. This certificate is nationally recognized, however, the course work varies from region to region.

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

For more information about apprenticeship, please call 703-658-1229.

Oops! Don’t miss out on a great class.

Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!

Register today at aceclasses.fcps.edu or call 703-658-1201.
Home Inspectors' License

Do you want to be a home inspector?

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

Please see page 24 for Home Inspector Prelicensing (course TI05354).

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

Gas Fitter

Gas Fitters Continuing Education | Course TI05278

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

$ 55 Tuition
$ 2 User Fee
$ 52 Text: 2012 International Fuel Gas Code Updates
$ 89 Total Cost

Section 0020
Plum Center
Sa, April 21
Rm TR3
McDonald, instructor

Section 0021
Plum Center
Sa, May 19
Rm TR2
McDonald, instructor

HVAC-R

Heating and Air Conditioning Systems | Course TI05582

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

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

Section 0020
Bryant Ctr
Tu, May 29-June 26
Rm TR3
Deggis, instructor

Understanding Your HVAC Instruments | Course TI05387

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

$ 349 Tuition
$ 50 User Fee
$ 399 Total Cost

Section 0020
12:00 pm
Bryant Ctr
Sa, April 7-May 5
Rm 50A
Lyons, instructor

CFC Certification Exam Prep | Course TI05374

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

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

Section 0020
9:00 am
Plum Center
Sa, April 28-May 12
Rm TR2
Wiedemann, instructor

CFC Exam for Certification | Course TI05375

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

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

Section 0020
9:00 am
Plum Center
Sa, May 19
Rm TR2
Wiedemann, instructor

Plumbing License Exam Prep—IPC | Course TI05397

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

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

Section 0020
6:30 pm
Woodson HS
Tu, April 3-May 22
Rm F123
McNaughton, instructor

Plumbers Continuing Education | Course TI05277

Comprehensive review of the 2012 IPC to fulfill the continuing ed requirement for plumbers with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival and purchase of workbook is required. 3 session @ 3 hrs.

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

Section 0020
1:00 pm
Plum Center
Sa, April 21
Rm TR3
McDonald, instructor

Section 0021
8:30 am
Plum Center
Sa, May 19
Rm TR2
McDonald, 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 will begin 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. 5 sessions @ 3 hrs each.

$ 243 Tuition
$ 53 User Fee
$ 315 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
W, May 23-June 20
Rm 158
McNaughton, instructor

Virginia Contractors

It is as simple as ABC!

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

Please note that ACE also offers a number of business classes to help prepare you for success. See page 10.
Assorted Trades—Do It Yourself

Auto Body Repair—Personal Repair and Refinishing | Course TI05323

Properly repair automotive body/collision elements through live hands-on training. Repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, and plastic filler repair. See enclosure online or on receipt. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc).

10 sessions @ 4 hrs each.

$427 Tuition
$56 User Fee
$483 Total Cost

Section 0020
6:00 pm
Edison HS
Tu, April 3-June 5
Rm H120
Floyd, instructor

Auto Mechanics—Beginning: Sunday Class | Course TI05311

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

$225 Tuition
$20 User Fee
$245 Total Cost

Section 0020
11:00 am
Hayfield SS
Su, April 8-April 15
Rm 017
Terrien, instructor

Section 0021
11:00 am
Hayfield SS
Su, April 22-April 29
Rm 017
Terrien, instructor

Auto Mechanics—Advanced | Course TI05313

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

$359 Tuition
$22 User Fee
$381 Total Cost

Section 0020
11:00 am
Hayfield SS
Su, May 13-June 10
Rm 017
Terrien, instructor

Designing Your Dream Home | Course TI05148

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

$239 Tuition
$10 User Fee
$249 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
Th, April 26-May 24
Rm L1B
Pierce, instructor

Kitchen and Bath Design Seminar | Course TI05169

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

$75 Tuition
$4 User Fee
$79 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
Tu, April 17
Rm 158
Pierce, instructor

Bathroom Remodeling Workshop | Course TI05179

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

$525 Tuition
$100 User Fee
$625 Total Cost

Section 0020
6:30 pm
Bryant Ctr
Tu, April 17-June 19
Rm 50A
Raiche, instructor

Ceramic Tile | Course TI05165

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

$183 Tuition
$32 User Fee
$215 Total Cost

Section 0020
6:30 pm
Chantilly HS
Th, April 10-April 24
Rm 577
Dominick, instructor

Section 0021
6:30 pm
Bryant Ctr
M, June 11-June 25
Rm 50A
Raiche, instructor

Beginner’s Guide to Plumbing | Course TI05206

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

$115 Tuition
$30 User Fee
$145 Total Cost

Section 0020
8:30 am
Pimmit Hills Ctr
Sa, April 7
Rm 158
Sickels, instructor

Beginner’s Guide to Drywalling | Course TI05208

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

$115 Tuition
$30 User Fee
$145 Total Cost

Section 0020
8:30 am
Pimmit Hills Ctr
Sa, May 19
Rm 158
Raiche, instructor

Residential Moldings | Course TI05163

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

$213 Tuition
$42 User Fee
$255 Total Cost

Section 0020
6:30 pm
Bryant Ctr
M, April 23-May 7
Rm 50A
Raiche, instructor

Residential Electricity—The Basics | Course TI05199

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

$254 Tuition
$41 User Fee
$295 Total Cost

Section 0020
8:30 am
Pimmit Hills Ctr
Sa, April 28-May 12
Rm 158
Kasulaitis, instructor

What Do I Need for My Project? | Course TI05187

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

$59 Tuition
$59 Total Cost

Section 0020
8:30 am
Pimmit Hills Ctr
Sa, May 12
Rm 159
Bookfor, instructor

Permitting that Project | Course TI05186

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

$59 Tuition
$59 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
W, May 16
Rm 160
Bookfor, instructor

Selecting a Contractor | Course TI05147

This is a revamped class designed to inform a student on the very specific requirements and options for finding the RIGHT contractor for their project. First two hours on the DPOR legal requirements for contract jobs and the second 2 hours dedicated the student’s specific project design. 1 session @ 4 hrs.

$105 Tuition
$4 User Fee
$109 Total Cost

Section 0020
8:30 am
Pimmit Hills Ctr
Sa, May 19
Rm 160
Wilson, instructor
NEW

Pet Emergencies: What to Do First! | Course HM01632

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

$ 75 Tuition
$ 75 Total Cost

Section 0020
5:00 pm
Plum Center
W, May 23
Rm 156
Kelsey Hart, BS MS DVM Candidate, instructor

NEW

Introduction to Pet CPR | Course HM01985

Your pet is unconscious, you are frantic to help, but what do you do? You can’t call 911. Let us teach you the guidelines for determining when a pet needs CPR and the basic steps to resuscitation. The variations between cats and dogs is included. No previous veterinary experience required. 1 session @ 3 hrs.

$ 79 Tuition
$ 79 Total Cost

Section 0020
9:00 am
Plum Center
Sa, June 2
Rm 112
Kelsey Hart, BS MS DVM Candidate, instructor

PET CARE

NEW

Keeping Your Pet Healthy | Course HM01633

An ounce of prevention...especially true for pets! Keep your pet happy and healthy. Discuss basic pet health issues: dental care, grooming, nutrition, plus general warning signs. Receive tips for choosing a vet, boarding kennel, or pet sitter. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 1 session @ 5 hrs.

$ 89 Tuition
$ 89 Total Cost

Section 0020
5:00 pm
Plum Center
W, May 23
Rm TR4
Kelsey Hart, BS MS DVM Candidate, instructor

NEW

How to Talk With Your Vet | Course HM01829

Veterinary appointments for your furry family members can sometimes be stressful and overwhelming and you may feel like you leave with more questions than you came in with. This class aims to help pet owners better prepare themselves so that they can make the most out of their appointment slot. Including important questions to ask, clarifying common misconceptions, and things you can do to prepare before arriving for your appointment. A great class for those with varying levels of pet ownership experience! 1 session @ 3 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0020
12:00 pm
Plum Center
M, April 9-April 16
Rm 156
Carole Peeler, CPCT, CDDBC, CNWI, instructor

NEW

Dog Training Theory and Techniques | Course HM01634

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

$ 49 Tuition
$ 49 Total Cost

Section 0020
6:30 pm
Pimmit Hills Ctr
M, May 7
Rm 156
Carole Peeler, CPCT, CDDBC, CNWI, instructor

Veterinary Studies and Pet Care

Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984

Introduction to zoonotic diseases. Plus gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. We will discuss topics veterinary medical personnel must face, such as ethics and euthanasia. No prerequisites. 5 sessions @ 4 hrs each.

$ 39 Tuition
$ 39 Total Cost

Section 0020
10:00 am
Plum Center
Tu Th, April 17-May 8
Rm 112
Lanie Samonte Martin, AAS, LVT, BA, instructor

Arthritis Management for Your Pet | Course HM01832

Arthritis often affects 60% of cats 6 years and older, and as many as 1 in 5 dogs over the age of 1 year. Pets with arthritis don’t tend to cry out in pain and signs can be difficult to recognize. Learn about the condition, signs of arthritis in dogs and cats, current therapies, and how you can help your pet. 1 session @ 2 hrs.

$ 59 Tuition
$ 59 Total Cost

Section 0011
9:00 am
L. Braddock SS
Sa, March 3
Rm C151
Nalepa, instructor

“...The instructor was very thorough and presented the course material in a manner that interesting and understandable.”

Holly S.

Arthritis Management for Your Pet
Online Courses

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

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

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

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

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

Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07112
If you own a small business, you know that you need a mobile app. Over 30% of traffic on the Internet now comes from mobile devices, and that number is growing. If you don’t have a mobile app, you’re missing out on a huge number of new customers. 12 Month Access to All Course Material. Course can be completed sooner based on your knowledge and expertise and time devoted to the learning and applying of the subject matter.
$149 Total Cost | Section 0020

Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112
Build iPhone, iPod and iPad apps like the pros. Start learning today with our comprehensive course for beginners and you’ll be on your way to app stardom. Xcode is Apple’s graphic user interface for creating iPhone, iPod and iPad apps, and there is nothing it can’t do. Whether you want to build apps for yourself or build apps for clients, Xcode is a must-have tool in your toolbox.
$229 Total Cost | Section 0020

Create HTML5 Games from Scratch | Course DL07217
Making games is a lot easier than you think. Create HTML5 games that run in all browsers and Windows 8. Learn how to create a Zelda-like action game demo from scratch using only Javascript and HTML. No experience or previous knowledge is required, although understanding the basics of HTML and Javascript is recommended. Start Today!
$229 Total Cost | Section 0020

Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144
Builds upon foundational Microsoft® Office 2007/2010 knowledge. Focuses on enhanced features to improve the way you manage, present and distribute data. Explore some of the new features such as Word’s ability to edit PDF files and Flash Fill in Excel. Bridge the gap from the version you know to this latest release. Students who purchase this course have unlimited access to course materials, 1 year post course completion and will automatically receive any updates or revisions specific to this course.
$129 Total Cost | Section 0020

The Best Online Typing Course | Course DL02880
Learn keyboarding quickly and easily at your own pace. You automatically receive any updates or revisions specific to this course.
$99 Total Cost | Section 0020

IT Cloud Certificate Series | Course DL07219
Cloud Technology has exploded in the IT industry over the past few years, as virtualization and cloud computing continue to replace hardware and infrastructure. The emergence of Cloud technology has removed infrastructure as a barrier to rapid scaling of applications. In the past, a substantial need for physical hardware created a roadblock for organizations needing to grow their infrastructure dramatically. Because of Cloud Technology, the IT industry is rapidly changing, and IT pros and aspiring IT professionals need a way to highlight their skills in this new arena. The IT Cloud Certificate Series includes three of the most popular cloud certification courses in the marketplace. There is one-year access from the start of the course. Complete as quickly as you care to.
$99 Total Cost | Section 0020

Legal

Comprehensive Paralegal Program | Course DL01500
Paralegals can assist lawyers in the delivery of many basic services. A paralegal’s general knowledge about the American legal system and specific knowledge about civil and criminal law can enhance a paralegal’s value in the workplace. This six-course bundle of courses will set you up on the right career track. Instructor interaction and 24/7 access to on-line testing materials.
$999 Total Cost | Section 0020

Bloodborne Pathogens | Course DL01010
Course provides training as required by OSHA’s Bloodborne Pathogens Standard (29CFR 1910.1030). Cover definitions of bloodborne pathogens, modes of transmission, universal precautions, engineering and work practice controls, exposure control plans, hepatitis B vaccinations, and other information needed to ensure worker safety. Complete in as little as 8 hours.
$159 Total Cost | Section 0020

Medical

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

Bloodborne Pathogens | Course DL01010
Course provides training as required by OSHA’s Bloodborne Pathogens Standard (29CFR 1910.1030). Cover definitions of bloodborne pathogens, modes of transmission, universal precautions, engineering and work practice controls, exposure control plans, hepatitis B vaccinations, and other information needed to ensure worker safety. Complete in as little as 8 hours.
$159 Total Cost | Section 0020

HIPAA Privacy Training & Certification Program | Course DL01240
Learn how to administer the federally-mandated HIPAA Privacy rules and earn a “Certified HIPAA Privacy Administrator” designation. This self-paced course qualifies for 8 hours of PHR/SPHR re-certification credits and can be completed either at one time or over several sessions.
$429 Total Cost | Section 0020

Questions?
Please contact comptraining@fcps.edu
Professional Writing and Communication

Certificate in Technical Writing | Course DL03600
Enhance your existing career or move in a new direction within the workforce. Completion of this rigorous program will add substantially to your repertoire of skills and prepare you for a field that is in high demand now. Expect to take this online course under stringent guidelines. 90 contact hours. $1150 Total Cost | Section 0020

Efficient Reading: Improving Speed and Comprehension | Course DL04058
An introduction to reading skills will teach you how to be a flexible and involved reader, limit re-reading, and overcome habitually slow reaction time. Learning how to skim and scan will allow you to go through materials quickly. Building a better vocabulary is also a part of improving reading ability, and learning to use words in context and word origin will help in this effort. Author and publisher aids, and punctuation will be used as reading aids. $129 Total Cost | Section 0020

Writers at Work: A Review for Professionals Part I—Basics | Course DL04021
Reviews basic aspects of good writing on the job: understanding good paragraph structure; understanding parts of sentences and speech; ensuring sentence completeness; and conquering common difficulties with subjects, verbs, and pronouns. Readings and exercises will reinforce your understanding of the concepts. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details. $149 Total Cost | Section 0020

Writers at Work: A Review for Professionals Part II—Punctuation | Course DL04022
Thorough review provides you with practical understanding of punctuation without forcing you to memorize countless rules. Master the use of commas, semicolons, apostrophes, colons, quotation marks, and parentheses. Learn to recognize and revise punctuation errors in your writing. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details. $149 Total Cost | Section 0020

Writers at Work: A Review for Professionals Part III—Clear, Concise Writing | Course DL04023
Develop a clear, concise, and dynamic writing style. Tutoring, readings, textbook, and exercises help you understand concepts and improve your own writing through revision. Learn to use synonyms and transitions, avoid redundancy, employ strong action verbs, and more. The instructor will be available for tutoring. Book required—see www.coursecatalog.com/fairfax for details. $149 Total Cost | Section 0020

Writers at Work: A Review for Professionals Part IV—Style | Course DL04024
Develop an emphatic, readable style and design visually appealing documents. Exercises, tutoring and mastery quizzes ensure that you understand the concepts. You will revise your writing to emphasize important points, flow logically, create parallel structures in sentences and paragraphs, maintain focus in sentences and paragraphs, and design documents. Book required—see www.coursecatalog.com/fairfax for details. $149 Total Cost | Section 0020

American English Pronunciation | Course ES06543
You’ve learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required. 11 sessions @ 2 hrs each. All registrations must be received one week prior to the start date. $305 Tuition $305 Total Cost | Section 2809

Sections:
Plum Center
Motto Center Th, April 14-June 30
Rm 102 Staff, instructor

Conversation High Intermediate Plus | Course ES06561
This is a conversation class for people with a high intermediate level of English and above. If you have not studied at high intermediate and above in our program within the last two terms, you must take a placement test. Please see the schedule for our regular ESOL classes to find a testing site and date that is convenient for you. 20 sessions @ 2 hrs 15 min each.
$185 Tuition $185 Total Cost | Section 2807

Section 2807
Mott Comm Ctr Tu Th, April 10-June 14
Rm 100 Staff, instructor

Section 2808
Pimmit Hills Ctr Tu Th, April 17-June 21
Rm 155 Staff, instructor

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

ESOL Special Interest Classes

Need a High School Credential?
You have options!

Adult H.S.   GED®

Speak with our counselors to determine which program is best for you!
703-503-6442
English for Speakers of Other Languages (ESOL)

Spring 2018

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

Other information:
- No senior tuition discounts or waivers available.
- No payment plans available.
- FCPS employees are eligible for a discount. Please bring your FCPS ID.
- Individuals with F1 or F2 visas are not eligible for literacy through high advanced classes.

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

For more information, call 703-658-2777.

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

### Classes at these locations start April 9, 2018

<table>
<thead>
<tr>
<th>Class Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<tbody>
<tr>
<td>Chantilly High School</td>
<td>T&amp;Th</td>
<td>7 pm-9:15 pm</td>
<td>20 cls</td>
<td>$20</td>
<td>$130</td>
<td>$36</td>
<td>Low Beginning to High Intermediate</td>
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<td></td>
<td></td>
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<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<td>Herndon Learning Center</td>
<td>M-F</td>
<td>9 am-12 pm</td>
<td>50 cls</td>
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<td>$325</td>
<td>$36</td>
<td>Low Beginning to High Intermediate</td>
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<td>$20</td>
<td>$325</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<td></td>
<td>M&amp;W</td>
<td>7 pm-9:15 pm</td>
<td>20 cls</td>
<td>$20</td>
<td>$130</td>
<td>$36</td>
<td>Low Beginning to High Intermediate</td>
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<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<tr>
<td>Mott Community Center</td>
<td>T&amp;Th</td>
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<td>$185</td>
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<td>Conversation High Intermediate Plus</td>
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<td>Low Advanced &amp; High Advanced</td>
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<td>Plum Center</td>
<td>M-F</td>
<td>9 am-12 pm</td>
<td>50 cls</td>
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<td>Low Intermediate &amp; High Intermediate</td>
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<td>$325</td>
<td>$48</td>
<td>High Intermediate &amp; R&amp;W</td>
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<td>7 pm-9:15 pm</td>
<td>20 cls</td>
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<td>$130</td>
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<td>Low Intermediate to High Intermediate</td>
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<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<td></td>
<td>Sa</td>
<td>9 am-11 am</td>
<td>11 cls</td>
<td>$20</td>
<td>$305</td>
<td>$38</td>
<td>American English Pronunciation*</td>
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<td>Woodson High School</td>
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<td>$20</td>
<td>$130</td>
<td>$36</td>
<td>Low Beginning to High Intermediate</td>
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<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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</table>

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

<table>
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<th>Class Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Bryant Adult Center</td>
<td>M-F</td>
<td>9 am-12 pm</td>
<td>50 cls</td>
<td>$20</td>
<td>$325</td>
<td>$36</td>
<td>Literacy to High Intermediate</td>
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<td>$20</td>
<td>$325</td>
<td>$40</td>
<td>Low Advanced to High Advanced</td>
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<td></td>
<td>M&amp;W</td>
<td>7 pm-9:15 pm</td>
<td>20 cls</td>
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<td>Low Beginning to High Intermediate</td>
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<td>$140</td>
<td>$40</td>
<td>Low Advanced &amp; High Advanced</td>
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<tr>
<td>Graham Road Community Ctr</td>
<td>M-F</td>
<td>9 am-12 pm</td>
<td>50 cls</td>
<td>$20</td>
<td>$325</td>
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<td>Low Beginning to High Intermediate</td>
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<td>Pimmit Hills Center</td>
<td>M-F</td>
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<td>T&amp;Th</td>
<td>9 am-11:15 am</td>
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<td>Conversation High Intermediate Plus</td>
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<td>$40</td>
<td>Low Intermediate &amp; High Intermediate</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Class Location</th>
<th>Days</th>
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<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Edison High School</td>
<td>T&amp;Th</td>
<td>7 pm-9:15 pm</td>
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<td>$20</td>
<td>$130</td>
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<td></td>
<td>$20</td>
<td>$140</td>
<td>$40</td>
<td>Low Advanced</td>
</tr>
</tbody>
</table>

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

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

No reservations are required for testing.
Please be prepared to pay for classes on same day (money order, credit card, or personal check).

Questions? Please call 703-658-2777.

Follow us on Twitter @ACE_AgentESOL
**Enrichment—Adult Enrichment Programs**

**FCPS Adult and Community Education Spring 2018**

**Enrichment—Adult Enrichment Programs**

**Rm 115 Hofstetter, instructor**  
**Plum Center W, June 20**

**Rm 115 Hofstetter, instructor**  
**Plum Center Sa, April 21**

**Rm J103 Spinks, instructor**  
**Plum Center W, May 9**

---

**German Pastry Classic: Black Forest Cake | Course HI03962**

Learn how to bake, fill and decorate the most famous of the classic German cakes. In this class we will bake the chocolate sponge base from scratch, make a three layer cherry filling and decorate the cake with whipping cream. You will be able to take home your own Black Forest Cake. 1 session @ 2.5 hrs.

$ 68 Tuition  
$ 27 User Fee  
$ 95 Total Cost

Section 0020  
6:30 pm  
Plum Center  
W, May 9  
Rm 115  
Hofstetter, instructor

---

**Gluten Free Baking | Course HI06096**

Whether you are gluten-free yourself for dietary restrictions or life-style choice, or you are hosting a gluten-averse guest? Find out about delicious cakes, desserts and cookies that you can bake entirely wheatless. In this class we will prepare sweet treats so flavorful, nobody will ever guess that they are gluten-free. 1 session @ 3 hrs.

$ 68 Tuition  
$ 27 User Fee  
$ 95 Total Cost

Section 0020  
6:30 pm  
Plum Center  
W, June 20  
Rm 115  
Hofstetter, instructor

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**Instructor Spotlight**

*Nicola Hofstetter* is an art baker and devoted home baker. Originally from Munich, Germany, she recently moved to Northern Virginia with her husband and three children. As an instructor, she specializes in fibre art classes for adults and art and crafts classes for children. You can view a portfolio of her work at [www.nikkiouwest.com](http://www.nikkiouwest.com) which is a creative journey that includes arts and crafts tutorials and multiple recipes for German pastry.

Nicola has come into our fold as an ACE instructor where she shares her knowledge in both needle arts and German pastry baking. She believes that there is a creative spirit in us all!

---

**CULINARY ARTS**

**NEW**

**Love Italian, Will Travel! | Course HI03106**

These delicious recipes talk about seas, hills, mountains, and people. They recall our past and tell us our future. Eggplant, mushrooms, potatoes, spinach, zucchini, onion, ricotta, salmon, and hazelnuts are some of the delicious ingredients we will be cooking with. One pot...eggplant, mushroom risotto, cartouche salmon, cartouche potatoes, rolled omlettes (salmon-spinach and ricotta-spinach and ham-zucchini and speck), lime salmon scaloppini, baked onions and “brutti ma buoni...ugly but good” cookies are some of the dishes we may be cooking. 2 sessions @ 3 hrs each.

$ 94 Tuition  
$ 36 User Fee  
$ 130 Total Cost

Section 0020  
6:30 pm  
Plum Center  
Th, May 10-May 17  
Rm 116  
De Bernardinis, instructor

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**NEW**

**Italian Dishes From the ‘Heel’ of Italy | Course HI04002**

This region of southern Italy is where land, meets the Mediterranean sea and produces exquisite food. Pasta, meat, and seafood all seem more delicious in Puglia. Homemade cavatelli and mussels, tomatoes ragu’ and beef brasicole, bell peppers and bread crumbs, sauteed rapini and anchovies, and irresistible pastries are some of the dishes on the menu. 2 sessions @ 3 hrs each.

$ 94 Tuition  
$ 43 User Fee  
$ 137 Total Cost

Section 0020  
6:30 pm  
Plum Center  
Tu, June 5-June 12  
Rm 115  
De Bernardinis, instructor

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**NEW**

**One Ingredient, Myriad Ways: Lemons | Course HI06024**

Sweet and sour; it’s time to pucker up and explore the beauty and versatility of this bright fruit. Entrees, appetizers, and desserts all sparkle with a fresh and fun citrus splash! 2 sessions @ 3 hrs each.

$ 94 Tuition  
$ 32 User Fee  
$ 126 Total Cost

Section 0020  
6:30 pm  
Plum Center  
M, May 7-May 14  
Rm 115  
Ross, instructor

---

**NEW**

**One Ingredient, Myriad Ways: Melons | Course HI06025**

Do you love those spring melons? Casabas, honeydew, and cantaloupe featured in class. Entrees, appetizers, and desserts will all get their chance to feature these healthy and tasty spring fruits! 2 sessions @ 3 hrs each.

$ 94 Tuition  
$ 32 User Fee  
$ 126 Total Cost

Section 0020  
6:30 pm  
Plum Center  
M, April 9-April 16  
Rm 115  
Ross, instructor

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**NEW**

**Cooking Thai With Seafood | Course HI06461**

Rhubarb, ramps, Vidalia onions? What to do with these ingredients that flourish in the spring...come explore these fresh spring veggies and all their possibilities. A two session class with entrees, appetizers, and desserts straight from the vegetable patch. 2 sessions @ 3 hrs each.

$ 94 Tuition  
$ 32 User Fee  
$ 126 Total Cost

Section 0020  
6:30 pm  
Plum Center  
M, April 23-April 30  
Rm 115  
Ross, instructor

---

**Register early for our culinary classes so our chefs can head for the markets in time to prepare for the classes! Register today at [http://aceclasses.fcps.edu](http://aceclasses.fcps.edu).**
### Healthy and Delicious Thai Food | Course HI06409

Enjoy preparing popular dishes such as Thai chicken coconut soup (Thom Kha Kai), panang curry with jasmine rice, drunken noodles, and tapioca dessert. Please bring container for leftovers. 1 session @ 3 hrs.

<table>
<thead>
<tr>
<th>Section 0020</th>
<th>1:00 pm</th>
<th>Plum Center</th>
<th>Su, May 20</th>
<th>Rm 115</th>
<th>Euipiyachat, instructor</th>
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<tbody>
<tr>
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<table>
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<th>Plum Center</th>
<th>Su, April 29</th>
<th>Rm 115</th>
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<td>$105</td>
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### Quick & Easy Thai | Course HI06052

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

<table>
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### Thai Gourmet Kitchen | Course HI03893

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

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### Ultimate Sushi | Course HI03891

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

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### Summer Fun with Chicken | Course HI06435

Fed up with the same old boring chicken recipes? Then now’s the time to spuce up your repertoire with delicious recipes that go way beyond BBQ. Spanish paprika chicken, grilled chicken salsa verde, Italian chicken cacciatore, delicious summery pastas to one-skillet meals are just some of the scrumptious ways we’ll be giving the humble chicken a whole new makeover! 1 session @ 4 hrs.

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<th>Section 0020</th>
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### Summer Low Country Shrimp Boil & Shortcakes | Course HI06412

A quintessential summer dish is the Low country boil with shrimp, baby reds, corn & andouille sausage. There’s only one way to serve this right—on newspapers with loads of butter on the beach! Well, I can’t promise the beach but we’ll be doing it right in all other ways. For dessert, let’s whip up some shortcakes with summer strawberries and freshly whipped cream. It’s going to be such messy fun! 1 session @ 4 hrs.

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### An English Afternoon Tea | Course HI03813

Bring your lovely Wedgewood tea pots to class and learn how to make the perfect pot of tea. Our menu will consist of recipes from Queen Elizabeth II’s coronation lunch in 1953 as well as Claridge’s Hotel, London. Feather-light scones with clotted cream, chutneys, cucumber, chicken, salmon finger sandwiches are on the menu along with our centerpiece Queen Victoria’s Strawberry Sponge Cake. How can you possibly resist? 2 sessions @ 3.5 hrs each.

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### Summer Fun with Bacon | Course HI06486

Rich and delicious bacon features prominently in filling cold-weather dishes. But it’s even better when we pair fresh summer produce with bacon deliciousness! Think German potato salad, teriyaki green beans, tomato and freshly whipped cream. It’s going to be such messy fun! 1 session @ 4 hrs.

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### Classic French Cooking | Course HI06320

Classic, easy, and fancy. Prepare a low-cost, seasonal French meal. In this two session class, learn the basics of French cooking; lean to make the classic French crust, stews, soups, mains and desserts. Bon appetit! 2 sessions @ 3 hrs each.

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### Flavors From a Moroccan Souk | Course HI06469

Indulge in the heady scents and flavors from a Moroccan souk! We’ll be cooking up many exotic North African dishes that are big on flavour, aroma and spice. From popular classics to lesser known family style dishes such as couscous with chicken, eggplant with peppers, chicken tagine with olives and preserved lemons, lamb with raisins and other delights. Treat your family and friends with delicious flavors that are far from the ordinary! Please note: Bring a dishwasher sterilized mason jar so you can make preserved lemons for home. 2 sessions @ 3.5 hrs each.

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### See page 34 for more classes with Chef Gaston!
Enrichment | Adult Enrichment Programs

Fast, Healthy & Delicious French! | Course HI03826

Can healthy and delicious peacefully coexist on the same plate? OUI! I will show you how! 1 session @ 3 hrs.

$ 72 Tuition
$ 30 User Fee
$ 102 Total Cost

Section 0020
10:00 am
Rm 115
Gaston, instructor

NEW

Cooking Basics 101 | Course HI06471

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

$ 72 Tuition
$ 37 User Fee
$ 109 Total Cost

Section 0020
1:00 pm
Rm 115
Gaston, instructor

French Style Sunday Brunch | Course HI06485

A French style Brunch is a delicious treat for the weekend. Learn how to make a fabulous one. Eggs Benedict, quiche and omelet, fruit soup are on the menu for a perfect brunch! 1 session @ 3 hrs.

$ 72 Tuition
$ 37 User Fee
$ 109 Total Cost

Section 0020
6:30 pm
Rm 115
Brady, instructor

NEW

Dolci Italiani—Italian Desserts | Course HI03905

In this follow up class to last fall’s Italian Desserts class we will continue to explore desserts from various regions of Italy, both baked and no bake. Items will include biscotti, granita and ricotta cheese cake. What a great way to finish off any Italian meal you prepare. 2 sessions @ 3 hrs each.

$ 92 Tuition
$ 49 User Fee
$ 141 Total Cost

Section 0020
10:00 am
Rm J103
Brady, instructor

NEW

Easy Gourmet Meals | Course HI03908

Your week night meals don’t have to be dull and ordinary. Learn to liven things up and treat your palate to exciting meals from cuisines from around the world in this three session class. In each session we will be preparing and enjoying sides, salads, and main courses. 3 sessions @ 3 hrs each.

$ 152 Tuition
$ 45 User Fee
$ 197 Total Cost

Section 0020
6:30 pm
F, April 13-April 27
Rm 115
Brady, instructor

NEW

Off the Beaten Track in Provence | Course HI03231

Explore the cuisine of Provence with some recipes not usually found in traditional cookbooks, featuring salads, soups, and main dishes. In each session we will prepare dishes highlighting the rich culinary traditions of Provence. Travel with us down the Autoroute du Soleil to enjoy this marvelous cuisine. 2 sessions @ 3 hrs each.

$ 92 Tuition
$ 59 User Fee
$ 151 Total Cost

Section 0020
6:30 pm
F, June 1-June 8
Rm 110
Brady, instructor

NEW

Cook, Talk, Learn...Black Forest Cake in German | Course HI03860

Learn how to bake, fill and decorate the most famous of the classic German cakes. In this class we will bake the chocolate sponge base from scratch, make a three layer cherry filling and decorate the cake with whipping cream. You will be able to take home your own Black Forest Cake. Please Note: This class will be held in conversational German with support in the English language. 1 session @ 3 hrs.

$ 63 Tuition
$ 27 User Fee
$ 90 Total Cost

Section 0020
6:30 pm
W, June 6
Rm 115
Hofstetter, instructor

Floral Design

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

Introduction to Floral Design 1—Basic | Course HI03374

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

$ 150 Tuition
$ 167 User Fee
$ 12 Text: Design School
$ 329 Total Cost

Section 0020
6:30 pm
W, May 9-May 30
Rm L113
Mason, instructor

NEW

Floral Design: Corsages and Boutonnieres | Course HI03786

Learn to make a variety of corsages and boutonnieres using different techniques for taping and wiring a variety of flowers. 1 session @ 3 hrs.

$ 69 Tuition
$ 42 User Fee
$ 111 Total Cost

Section 0020
10:00 am
Sa, May 12
Rm L113
Mason, instructor

NEW

Floral Design: Fresh Wedding Bouquets | Course HI03378

Learn to make bridesmaid bouquets and bridal cascade bouquets using different techniques. Hand tied bouquets will be demonstrated. Floral Design 1 is recommended before taking this course. 2 sessions @ 3 hrs each.

$ 99 Tuition
$ 92 User Fee
$ 191 Total Cost

Section 0020
10:00 am
Sa, April 14-April 21
Rm L113
Mason, instructor

See page 55 for registration information.
**Personal and Creative Interest**

**How to Plan A Wedding on A Realistic Budget | Course HI04648**

You truly can have the wedding of your dreams. This course will provide real life solutions and creative ideas to plan a wedding without going bankrupt. Learn how to save up to 30% on nationally advertised bridal gowns, veils, and bridesmaid dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoon, attendant gifts, and even gown preservation. Instructor Jean Welsh is a wedding coordinator and has been in the bridal business for 25 years. You will find her knowledge and expertise invaluable.

**Special! We’re offering an accompanying BFF/Mother of the Bride Discount at 20% off the Tuition Only so sign up quick.** Contact our ACE Registration at 703-658-1201 to avail of this promotion. 1 session @ 3 hrs.

- $ 62 Tuition
- $ 5 User Fee
- $ 67 Total Cost

**Section 0020 10:00 am**

Chantilly HS  W, May 23

Rm 270  Welsh, instructor

**Getting Divorced? What You Need To Know | Course HI04040**

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

1 session @ 2.5 hrs.

- $ 52 Tuition
- $ 17 User Fee
- $ 69 Total Cost

**Section 0020 6:30 pm**

Plum Center  Th, May 31

Rm 102  Bodyfelt, instructor

**Suddenly Single? | Course HI03138**

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

- $ 52 Tuition
- $ 5 User Fee
- $ 57 Total Cost

**Section 0020 9:00 am**

Plum Center  Sa, April 21

Rm 116  Bruce Robertson, MS, SPHR, instructor

**Bridge Made Easy | Course HI03024**

Meet fun-loving people, escape work-a-day blues, exercise your mind! Discover the passion that is bridge and your life will never be the same. Forget textbooks! Learn to play bridge in a fun tournament setting so in 8 weeks you can play with friends and/or compete in local tournaments.

We learn from playing the hands, from lessons, discussions and practice. 8 sessions @ 3 hrs each.

- $284 Tuition
- $17 User Fee
- $301 Total Cost

**Section 0020 12:30 pm**

Plum Center  Su, May 13-July 8

Rm 148  DeAnda, instructor

**NEW**

**Intermediate Bridge | Course HI03125**

Supervised play and short lessons. Modern bidding practices. The conventions everyone should know. Defensive carding. Some homework. Led by a Gold Life Master. **Please note:** This class is suitable for those who haven’t played for a while but not for beginners. 8 sessions @ 1.5 hrs each.

- $164 Tuition
- $20 User Fee
- $184 Total Cost

**Section 0020 10:00 am**

Pimmit Hills Ctr  W, May 16-July 11

Rm 156  Staff, instructor

**Getting Ready to Retire | Course HI06530**

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

- $ 80 Tuition
- $ 5 User Fee
- $ 85 Total Cost

**Section 0020 9:00 am**

Plum Center  Sa, May 5

Rm 116  DeAnda, instructor

**NEW**

**Putting the G0 in Your Goals! | Course HI06556**

Need a quick way to put focused action on what is important to you? This class provides the foundation for learning how to get where you want to go in life. You will learn how to create goals that work for you and a special process to get you there. Worksheets provided to keep you on track. 1 session @ 3 hrs each.

- $ 62 Tuition
- $ 5 User Fee
- $ 67 Total Cost

**Section 0020 10:00 am**

Plum Center  Sa, June 2

Rm TBD  Staff, instructor

**GENEALOGY**

**Beginning Genealogical Research in the 21st Century | Course HI04768**

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

- $150 Tuition
- $5 User Fee
- $155 Total Cost

**Section 0020 7:00 pm**

Woodson HS  Tu, Apr 15-May 1

Rm G120  Mason, instructor

**Genealogy: Planning a Research Trip | Course HI04784**

Planning research trips, both locally and long distances are critical to successful research. What to do before you go? What to take with you? What to do on the trip? What to do when you return? All contribute to a successful research trip. Facilities covered include libraries, archives, churches, cemeteries, courthouses, funeral homes, and newspaper resources. 1 session @ 2.5 hrs.

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

**Section 0020 7:00 pm**

L. Braddock SS  Th, May 10

Rm H219  Mason, instructor

**NEW**

**DEATH! And its Many Records | Course HI04806**

The death of an ancestor may be the only time records of an ancestor may be created. Records may be found in the vital records office, a funeral home, a cemetery, a church, a newspaper, the county courthouse or other sources. Where will you find your ancestor’s death recorded? 2 session @ 2.5 hrs.

- $ 84 Tuition
- $ 5 User Fee
- $ 89 Total Cost

**Section 0020 7:00 pm**

Woodson HS  Tu, May 15-May 22

Rm G119  Mason, instructor

**NEW**

**Genealogy: How to Use Military Records with Your Family Genealogy | Course HI04780**

From the Revolutionary War to Vietnam, many of our ancestors served in the military. As a result of their service many records were created including their compiled service records, pension files and in some cases bounty land awarded for their service. These records may found in one of several facilities and some may also be accessed online. 3 sessions @ 2 hrs each.

- $104 Tuition
- $15 User Fee
- $119 Total Cost

**Section 0020 7:00 pm**

Woodson HS  Tu, May 1-May 15

Rm G111  Dunfield, instructor
**Enrichment—Adult Enrichment Programs**

**HISTORY**

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

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

$129 Tuition  
$5 User Fee  
$134 Total Cost  

**Section 0020 | 6:30 pm**  
Plum Center  
Rm 116  
Miller, instructor

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

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

$129 Tuition  
$15 User Fee  
$144 Total Cost  

**Section 0020 | 6:30 pm**  
Plum Center  
Tu, April 16-May 15  
Rm 116  
Heffron, instructor

**NEEDLE ARTS**

**Crochet for Beginners | Course HI03998**

New to crocheting but always wanted to learn? Then start at the very beginning! Learn crochet terms, basic stitches, pattern reading, yarn types. Bring crochet hook in size G (6), H (8), I (9), or J (10), scissors, tape measure that you will continue to use at home. 4 sessions @ 3 hrs each.

$134 Tuition  
$5 User Fee  
$149 Total Cost  

**Section 0020 | 9:30 am**  
Plum Center  
M, April 16-May 7  
Rm 116  
Holloway, instructor

**Photographic Arts**

**Digital Photography Basics | Course HI03783**

Do you want to step up from smart phone/point-and-shoot photography (for instance Snapchat)? Learn more about the key principles of photography? Understand the basics of using a DSLR or M/4/3rds camera? This course will cover common features of all of these cameras (plus lenses, storage, and post processing) and help you deepen your understanding of using them. It will lay the foundation to add to your digital photographic skills and capture better photos under a wider range of conditions. 2 sessions @ 2 hrs each.

$99 Tuition  
$20 User Fee  
$119 Total Cost  

**Section 0020 | 10:00 am**  
Woodson HS  
Sa, April 14-April 21  
Rm G105  
Hey, instructor

**Shoebox Solutions—Family Archives From “Shoebox” to DVD! | Course HI04033**

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

$120 Tuition  
$5 User Fee  
$125 Total Cost  

**Section 0020 | 6:30 pm**  
Chantilly HS  
Tu, April 17-May 1  
Rm 268  
Hunt, instructor

**Section 0021 | 6:30 pm**  
Plum Center  
Th, May 31-June 14  
Rm 115  
Hunt, instructor

**THE ARTS**

**ARCHITECTURE & DESIGN**

**Interior Design | Course HI02054**

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

$154 Tuition  
$5 User Fee  
$159 Total Cost  

**Section 0020 | 9:30 am**  
Woodson HS  
Sa, April 28-May 19  
Rm G113  
Hubler, instructor

**MUSIC APPRECIATION**

**NEW**

**Classical Music Appreciation | Course HI03768**

Modern Era PLUS Orchestral Excursion—Enhance your joy of classical music through knowledge. Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren’t sure who wrote it or the story behind it. In this 2-session course the lecture will cover Modern composers; focusing on such luminaries as Copland, Elgar, Holst, Off, Prokofiev, Stravinsky, the Second Viennese School, Movie Soundtracks, and many more. This is a non-technical class to learn about the composers and the circumstances surrounding the music’s creation, as well as what to listen for. Students will learn why this music has remained popular for so long. 2 sessions @ 2.5 hrs each PLUS a special orchestral excursion on May 12, 2018! In this exciting event, the class will meet up to experience a live concert! Students will enjoy an evening with the Manassas Symphony Orchestra as they hear some of the greatest works by Russian Masters Rimsky-Korsakov and Sergel Rachmaninoff. The history behind the music will be shared prior to the performance, and afterwards students may have the chance to talk to the musicians and conductor. Join us, because there’s nothing like being there! Please note: User fee includes cost of concert ticket. 2 sessions @ 2.5 hours each + evening concert.

$125 Tuition  
$25 User Fee  
$150 Total Cost  

**Section 0020 | 10:00 am**  
Plum Center  
Sa, May 5-May 12  
Rm 112  
Miller, instructor
The JFK Assassination & Oliver Stone: Truth & Fiction | Course HI06529

Author and researcher Don Jeffries analyzes the assassination of President John F. Kennedy, with special emphasis on Oliver Stone’s controversial, ground-breaking, 1991 film “JFK”. The Director’s Cut of Stone’s award-winning movie will be shown in its entirety. Learn about the myths and disinformation surrounding the assassination of President John F. Kennedy. The official story will be scrutinized as well as all the evidence of conspiracy. Discover how the assassination impacted the decades that followed, its connection to other important events, and why it remains a significant issue in today’s political world. 1 session @ 4 hrs.

$ 64 Tuition
$ 5 User Fee
$ 69 Total Cost

Section 0020 9:30 am
Plum Center Sa, June 9
Rm 112 Jeffries, instructor

Writing and Publishing

Beginning Creative Writing | Course HI06441

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

$204 Tuition
$ 5 User Fee
$209 Total Cost

Section 0020 10:30 am
Pimmit Hills Ctr W, April 4-May 23
Rm 155 Page, instructor

Creative Non-Fiction on Your Fingertips | Course HI06505

Are you pining to rant? Day dreaming memories? Lend your hand to “creative non-fiction” AKA the memoir or the personal essay. Learn how to build scenes, create characters, re-invent dialogue, and much more. Participants will be encouraged to read but also especially to share and gently, critique writings. 6 sessions @ 2.5 hrs each.

$166 Tuition
$ 5 User Fee
$171 Total Cost

Section 0020 6:30 pm
Plum Center W, April 25-May 23
Rm 141 Kathleen Emmet-Darman, instructor

NEW

The Italian Cinema Masterpieces of Vittorio De Sica | Course HI06560

Vittorio De Sica’s neo-realistic films strongly influenced creation of the Academy Awards Best Foreign Film category. World Cinema will show the following films: Bicycle Thieves, paradigmatic of the Italian neo-realist film movement; Shoeshine, portraying two boys’ journey from poverty to violence; Umberto D, an essential classic of world cinema; Yesterday, Today and Tomorrow, a sparklingly original comedy and winner of the Academy’s Best Foreign Film award; The Gold of Naples, a six episode homage to De Sica’s coming of age city; and The Garden of the Finzi-Continis, his last masterpiece. No discounts or waivers. 5 sessions @ 3 hrs each.

$ 86 Tuition
$ 7 User Fee
$ 93 Total Cost

Section 0020 6:45 pm
Plum Center Tu, April 3-May 1
Rm 112 LeBlanc, instructor

Section 0021 6:45 pm
Plum Center Th, April 5-May 3
Rm 112 LeBlanc, instructor

NEW

The Italian Cinema Masterpieces of Luchino Visconti | Course HI06559

Visconti was a key influence in early Italian neorealism and later developed films of elaborate style and fantasy. World Cinema will show the following films: The Leopard, an epic on the grandest scale, starring Burt Lancaster; Death in Venice, based on Thomas Mann’s classic novella of decadence and obsession; The Damned, chronicling the decline of a powerful family as the Nazi Party rises; La Terra Tremava, acclaimed as “one of the best films of all time;” Ludwig depicting the life and death of King Ludwig II of Bavaria; and Rocco and His Brothers which won 27 major film awards. No discounts or waivers. 5 sessions @ 3 hrs each.

$ 86 Tuition
$ 7 User Fee
$ 93 Total Cost

Section 0020 6:45 pm
Plum Center Tu, April 3-May 1
Rm 112 LeBlanc, instructor

Section 0021 6:45 pm
Plum Center Th, April 5-May 3
Rm 112 LeBlanc, instructor

Oops! Don't miss out on a great class.

Sometimes excellent classes with wonderful instructors are canceled because people wait to register. Our classes must meet minimum enrollment requirements before they can run. Avoid disappointment by registering early!

Register today at aceclasses.fcps.edu or call 703-658-1201.

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

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

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

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

Q: What if I miss a class or a class is canceled?
A: Many adult students miss a class because of work or other personal commitments. If you miss a class, do not give up! Attend as diligently as your schedule permits. No refunds or rebates are given for missed classes. If ACE cancels a class meeting date because of inclement weather or instructor illness, we will automatically add a class at the end of the sessions or the teacher will arrange to make up the missed classroom time with the class.

Q: What about BOOKS?
A: The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery to the first class session.

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

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

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

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

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

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

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

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

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

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

Q: The room is listed as TBD. How will I know where to go?
A: Room assignments will be posted at the main entrance with signs, and signs will direct you.

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

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

### Introduction to Chinese for Beginners | Course FL02630

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

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<th>Section 0020</th>
<th>Time</th>
<th>Place</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Plum Center</td>
<td>W, April 25-June 13</td>
<td>Rm 140</td>
<td>Staff, instructor</td>
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</table>

### Chinese Calligraphy | Course FL02636

This Chinese calligraphy class is designed for students interested in Chinese language, culture, and art. Proficiency in Chinese is not required but beneficial for this class. In this beginner-level class students will practice and learn about Chinese calligraphy through traditional Chinese stories, games, and crafts. These classes will introduce students to different styles of Chinese calligraphy such as: Oracle Bone Script, Seal Script, Clerical Script, and Regular Script. Students will also learn about the basic tools or “four treasures” of Chinese calligraphy. 8 sessions @ hrs each.

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<tr>
<td>Plum Center</td>
<td>W, April 19-June 14</td>
<td>Rm 144</td>
<td>Rtl, instructor</td>
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## FRENCH

### French Refresher Boot Camp | Course FL06514

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

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<tr>
<td>Plum Center</td>
<td>M Tu W Th, March 26-March 29</td>
<td>Rm 122</td>
<td>Newsome, instructor</td>
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### French 100—Beginning 1 | Course FL02671

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

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<tr>
<td>Bryant Ctr</td>
<td>Th, April 5-June 28</td>
<td>Rm 8</td>
<td>Molnar-Grabowski, instructor</td>
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<th>Section 0021</th>
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<tbody>
<tr>
<td>Plum Center</td>
<td>W, April 4-June 20</td>
<td>Rm 150</td>
<td>Antoons, instructor</td>
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### French 200—Beginning 2 | Course FL02672

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

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<tbody>
<tr>
<td>Plum Center</td>
<td>Th, April 26-July 12</td>
<td>Rm 116</td>
<td>Jackson, instructor</td>
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### French 300—Beginning 3 | Course FL02673

Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.

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<tbody>
<tr>
<td>Plum Center</td>
<td>Th, April 21-August 13</td>
<td>Rm 115</td>
<td>Shahin, instructor</td>
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### French 400—Beginning 4 | Course FL02674

### French 500—Intermediate 1 | Course FL02681

Continue to 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.

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<td>Plum Center</td>
<td>W, April 25-June 27</td>
<td>Rm 150</td>
<td>Garrison, instructor</td>
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### French 520—Intermediate 2 | Course FL02682

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<td>Rm 115</td>
<td>Shahin, instructor</td>
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### French 545—Revision | Course FL02678

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

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<td>W, April 18-June 20</td>
<td>Rm 158</td>
<td>Shahin, instructor</td>
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“Love the class; great reintroduction to conversational French; a lot of creative classroom activities and exercises.”

Ronald H.

French 100—Beginning 1

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### French 320—Beginning 3 Conversation and Review | Course FL02675

A review course to help you get control of basic verb tenses introduced in French—Beginning 1-2. Focus on present, past tense and future tense. Considerable directed, situational conversation, vocabulary review, and practice helps boost confidence in extemporaneous speaking. 10 sessions @ 2 hrs each.

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<td>Plum Center</td>
<td>Th, May 10-July 12</td>
<td>Rm 159</td>
<td>Shahin, instructor</td>
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### French 100—Beginning 1

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<td>W, April 19-June 14</td>
<td>Rm 144</td>
<td>Rtl, instructor</td>
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### French 200—Beginning 2

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<td>Plum Center</td>
<td>W, April 4-June 20</td>
<td>Rm 150</td>
<td>Antoons, instructor</td>
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### French 300—Beginning 3

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<tr>
<td>Plum Center</td>
<td>W, April 11-June 27</td>
<td>Rm 271</td>
<td>Michelle Monk, instructor</td>
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### French 400—Beginning 4

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<td>Plum Center</td>
<td>W, April 3-June 19</td>
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<td>Shahin, instructor</td>
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### French 500—Intermediate 1

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<td>W, April 3-June 19</td>
<td>Rm 116</td>
<td>Jackson, instructor</td>
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### French 520—Intermediate 2

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### French 545—Revision

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<td>Plum Center</td>
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<td>Rm 115</td>
<td>Shahin, instructor</td>
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### French 320—Beginning 3 Conversation and Review

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### French 100—Beginning 1

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<td>W, April 18-June 20</td>
<td>Rm 158</td>
<td>Shahin, instructor</td>
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</table>
**French 600—Conversation and Review | Course FL02686**

Course offers structured grammar review followed by guided conversation and opportunity for free conversation. For intermediate students with comprehensive exposure to French grammar and vocabulary, who seek to improve conversational fluidity. 10 sessions @ 2 hrs each.
Prereq: FL02681 French 500—Intermediate 1

|$297| Tuition
|$3| User Fee
|$25| Text: *German Complete Course The Basics*
|$325| Total Cost

**Section 0020**
7:15 pm

Plum Center
M, May 14-August 6

Rm 148
Long, instructor

**Section 0021**
6:45 pm

Woodson HS
Th, May 31-August 2

Rm G119
Manley, instructor

**Section 0022**
10:00 am

Pimmit Hills Ctr
W, April 4-June 20

Rm TBD
Anderson, instructor

**French 610—Conversation and Review | Course FL02684**

Intermediate conversation class with review of grammar as needed. Focus on listening comprehension and vocabulary development with guided and free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02686 French 600—Conversation and Review

|$292| Tuition
|$4| User Fee
|$296| Total Cost

**Section 0020**
10:00 am

Plum Center
F, April 6-June 8

Rm 116
Gaston, instructor

**French 700—Conversation | Course FL02685**

Parler des sujets quotidiens et des actualités. Lire, discuter et analyser un nouveau livre choisi pour ce cours, et des articles extraits des revues et des journaux français. Faire des exercices de grammaire, et revisiter la grammaire selon le besoin. Possibilités de donner des exposés. Niveau avancé. 10 sessions @ 2 hrs each.
Prereq: FL02686 French 600—Conversation and Review

|$312| Tuition
|$3| User Fee
|$315| Total Cost

**Section 0020**
10:00 am

Pimmit Hills Ctr
F, April 20-June 22

Rm 115
Shahin, instructor

**French 750—Conversation Avancée | Course FL02689**

Ce cours vous guidera à la compréhension et à l’analyse de sujets pris de l’actualité mondiale et francophone. Les textes utilisés sont de difficulté variée et seront discutés en groupe. Vous aurez la chance de parler du quotidien. La grammaire s’adressera selon la nécessité. 6 sessions @ 2 hrs each.
Prereq: FL02685 French 700—Conversation

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

**Section 0020**
10:00 am

Pimmit Hills Ctr
W, May 16-June 20

Rm 159
Morrissey, instructor

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

**German 100—Beginning 1 | Course FL02701**

Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.

|$297| Tuition
|$3| User Fee
|$25| Text: *German Complete Course The Basics*
|$325| Total Cost

**Section 0020**
7:15 pm

Plum Center
M, May 14-August 6

Rm 148
Long, instructor

**Section 0021**
6:45 pm

Woodson HS
Th, May 31-August 2

Rm G119
Manley, instructor

**Section 0022**
10:00 am

Pimmit Hills Ctr
W, April 4-June 20

Rm TBD
Anderson, instructor

**German 200—Beginning 2 | Course FL02702**

Consolidate command of present tense, including separable and reflexive verbs. New grammar: the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.

|$292| Tuition
|$3| User Fee
|$25| Text: *German Complete Course The Basics*
|$320| Total Cost

**Section 0020**
7:15 pm

Plum Center
Tu, May 1-July 17

Rm 148
Long, instructor

**German 300—Beginning 3 | Course FL02703**

Continue to expand your knowledge of German verbs and cases and conversation skills. New grammar: the dative case, the present perfect tense and the simple past. 12 sessions @ 2 hrs each.

|$292| Tuition
|$3| User Fee
|$25| Text: *German Complete Course The Basics*
|$320| Total Cost

**Section 0020**
7:15 pm

Plum Center
W, May 2-July 25

Rm 148
Long, instructor

**German 500—Intermediate 1 | Course FL02709**

The first of a three-part series designed to build on the foundation developed in beginning classes. Expand vocabulary and expressions to augment conversational skills. 12 sessions @ 2 hrs each.
Prereq: FL02704 German 400—Beginning 4

|$322| Tuition
|$3| User Fee
|$325| Total Cost

**Section 0020**
7:15 pm

Plum Center
Th, April 26-July 12

Rm 148
Long, instructor

**German 510—Grammar Review and Conversation | Course FL02698**

Review important grammar points (esp. cases and tenses) in a friendly setting while at the same time improving your conversational skills. Material will be provided by the instructor. 8 sessions @ 2 hrs each.
Prereq: FL02709 German 500—Intermediate 1

|$245| Tuition
|$3| User Fee
|$248| Total Cost

**Section 0020**
1:00 pm

ACE Herndon Learning Ctr
W, April 18-June 6

Rm TBD
Gainey, instructor

**German 750—Konversation fuer Fortgeschrittene | Course FL02717**

Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 8 sessions @ 2 hrs each.

|$342| Tuition
|$3| User Fee
|$345| Total Cost

**Section 0020**
11:00 am

Pimmit Hills Ctr
Tu, May 8-June 26

Rm 156
Gainey, instructor

**Section 0021**
11:00 am

Pimmit Hills Ctr
M, May 14-July 16

Rm 155
Gainey, instructor

**German 755—Konversation für Fortgeschrittene | Course FL02715**

Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.

|$342| Tuition
|$3| User Fee
|$345| Total Cost

**Section 0020**
7:15 pm

Pimmit Hills Ctr
Th, April 19-July 5

Rm 159
Wright, instructor

**Greek—Beginnin 1 | Course FL02725**

Build conversation and comprehension as you augment vocabulary and develop grammar foundation. One previous Greek course required. 10 sessions @ 2 hrs each.
Prereq: FL02724 Introduction to Greek for Beginners and Travelers

|$312| Tuition
|$3| User Fee
|$315| Total Cost

**Section 0020**
10:00 am

ACE Herndon Learning Ctr
Sa, April 14-June 23

Rm 150
Metzaki, instructor
ITALIAN

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

This course is designed for those who already took Introduction to Italian for Beginners and Traveler part 1 or for students who have some basic Italian skills. 10 sessions @ 2 hrs each.

PreReq: FL02766

Section 0010

7:00 pm

Rm HZ11

0ddo, instructor

Italian 210—A che punto siamo? | Course FL02758

Review grammar, build vocabulary, and practice conversational skills. For students with one or two previous courses or equivalent of one semester of college Italian. 6 sessions @ 2 hrs each.

PreReq: FL02772

Section 0010

2:00 pm

ACE Herndon Learning Ctr

Th, May 3-June 7

Rm TBD

Florentino, C, instructor

NEW

Italian 520—Intermediate 1 | Course FL02770

Viaggio nella cultura e attualita’ italiana. Instructor will provide material for structured grammar review. 10 sessions @ 2 hrs each.

PreReq: FL02775

Section 0020

2:00 pm

Plum Center

W, April 24-June 26

Rm 116

Moore, Instructor

Italian 530—Intermediate 3 | Course FL02777

Expand Italian vocabulary and language skill. Learn to master subjunctive tenses and more complex structure of the Italian language. 8 sessions @ 2 hrs each.

PreReq: FL02776

Section 0020

7:00 pm

Rm HZ11

Oddo, instructor

NEW

Italian 600—Advanced Conversation | Course FL02781

Conversazione italiana intermedia 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

Section 0020

12:15 pm

Plum Center

W, April 25-June 27

Rm 116

Moore, instructor

Italian 675—Advanced Conversation | Course FL02754

Corso di conversazione avanzata per studenti che vogliono mantenere o migliorare la loro padronanza della lingua italiana. Ripasso occasionale di grammatica quando necessario. 10 sessions @ 2 hrs each.

PreReq: FL02779

Section 0020

7:15 pm

Pimmit Hills Ctr

Tu, April 3-June 12

Rm 115

Faraone, instructor

Italian 700—Advanced Conversation | Course FL03800

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

PreReq: FL02779

Section 0020

10:00 am

Plum Center

W, April 25-June 27

Rm 116

Moore, instructor

JAPANESE

NEW

Japanese for Beginners and Travelers | Course FL02784

This course is for those who have not had any or very little exposure to Japanese. Survival language skills will help you take your first steps to learning this beautiful language. Learn the basics in 10 great sessions @ 2 hrs each.

PreReq: FL02785

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.

PreReq: FL02785

Section 0020

7:15 pm

L. Braddock SS

Tu, April 10-June 12

Rm HZ11

Mercado, instructor

NEW

Japanese 200—Beginning 2 | Course FL02786

Continue to develop conversational 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

Section 0020

6:45 pm

Chantilly HS

Th, May 3-June 21

Rm 272

Kurimoto, instructor

Instructor Spotlight

Vanna Moore has been with FCPS ACE for 32 years! She was born and raised in the City of Naples, Italy and finished her schooling there. Vanna loves to teach her beautiful language and share her culture, customs, and fun tidbits about Italy. Vanna’s students have become her friends throughout the years. In Vanna’s classes, students learn, but they also have fun!

See page 55 for registration information.
**KOREAN**

**Korean—Beginning 1 | 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.

- **$292** Tuition
- **$3** User Fee
- **$24** Text: *Read & Speak Korean for Beginners, 3rd ed*
- **$319** Total Cost

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<td>Woodson HS</td>
<td>Lee, instructor</td>
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<td>L. Braddock SS</td>
<td>Hull McCaffrey, instructor</td>
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**Korean—Beginning 2 | Course FL02801**

Improve comprehension as you build communication skills. 8 sessions @ 2 hrs each.

Prereq: FL02800 Korean—Beginning 1—Introduction to Korean for Beginners

- **$272** Tuition
- **$3** User Fee
- **$28** Text: *Korean Through English: Book 1 w/CD*
- **$308** Total Cost

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**PORTUGUESE**

**Portuguese 100—Beginning 1 (Brazilian) | Course FL02820**

Learn common Portuguese words, phrases and cultural tips for leisure and business. This course make pronunciation simple. 10 sessions @ 2 hrs each.

- **$292** Tuition
- **$3** User Fee
- **$28** Text: *Aquarela Portuguese for Foreigners*
- **$367** Total Cost

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**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.

- **$272** Tuition
- **$3** User Fee
- **$37** Text: *RB1 and CD ($10): Russian Complete Course The Basics ($27)*
- **$312** Total Cost

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**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

- **$292** Tuition
- **$3** User Fee
- **$27** Text: *Russian Complete Course The Basics*
- **$322** Total Cost

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**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.

- **$272** Tuition
- **$3** User Fee
- **$37** Text: *RB1 and CD ($10): Russian Complete Course The Basics ($27)*
- **$312** Total Cost

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**RUSSIAN**

**Russian 200—Beginning 2 | Course FL02836**

Improve your vocabulary and increase your knowledge of Russian grammar by exploring topics such as family and friends, everyday life, and health issues. Build your ability to communicate and improve your conversational skills. Become more familiar with the Russian culture. 10 sessions @ 2 hrs each.

Prereq: FL02835 Russian 100—Beginning 1

- **$292** Tuition
- **$3** User Fee
- **$27** Text: *Russian Complete Course The Basics*
- **$322** Total Cost

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**SPANISH**

**Spanish Language Boot Camp | Course FL06513**

Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you’ll be comfortably able to tackle an academic class at the appropriate level. 4 sessions @ 2.3 hrs each.

- **$157** Tuition
- **$6** User Fee
- **$163** Total Cost

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<td>0020</td>
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<td>Munos, instructor</td>
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**Spanish 100—Beginning 1 | Course FL02861**

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

- **$272** Tuition
- **$3** User Fee
- **$41** Text: *Complete Spanish ($22): Complete Spanish Step-By-Step ($19)*
- **$316** Total Cost

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**Spanish 200—Beginning 2 | Course FL02862**

Increase knowledge and application of the present tense while developing comprehension skills. Practice conversation, grammar, and irregular verbs. Students will be introduced to additional verb tenses. 12 sessions @ 2 hrs each.

Prereq: FL02861 Spanish 100—Beginning 1

- **$292** Tuition
- **$3** User Fee
- **$41** Text: *Complete Spanish ($22): Complete Spanish Step-By-Step ($19)*
- **$336** Total Cost

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*Leticia made this class so enjoyable for me. I looked forward to it every week.*

—Cathy C.

**Portuguese 100—Beginning 1 (Brazilian)**
### Spanish 003—Conversation for Beginners and Travelers | Course FL02858

Practice essential survival skills with conversation to prepare for daily communication, work, volunteer, and travel. 10 sessions @ 2 hrs each.

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<td>Woodson HS</td>
<td>Eugenio Fernandez, instructor</td>
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<td>Section 0022</td>
<td>10:30 am</td>
<td>Plum Center</td>
<td>Roberts, instructor</td>
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#### Spanish 300—Beginning 3 | Course FL02863

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, comparative and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.

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<td>Woodson HS</td>
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<td>Section 0021</td>
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<td>Plum Center</td>
<td>Roberts, instructor</td>
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#### Spanish 400—Beginning 4 | Course FL02864

Hone in on your conversation and grammar skills. Review the preterit, conjugate more irregular verbs in the past tense and the imperfect tense, the double object pronoun, and the imperfect of regular and irregular verbs. 12 sessions @ 2 hrs each.

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<td>Section 0020</td>
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<td>Pimmit Hills Ctr</td>
<td>Roberts, instructor</td>
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#### Spanish 500—Intermediate | Course FL02868

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.

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**Due to the small size of the class, we had relaxed but always challenging opportunities to develop conversational skills on a variety of topics. Our teacher led and encouraged us to ask questions and generate conversation with other class members. He corrected us when we made mistakes but always encouraged us to follow through on the conversation. It was an excellent way to promote confidence in speaking Spanish.”**  

Chris T.

---

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.
Fun and Flavor
Language • Culture • Cuisine

Spring Break Camp 2018
Grades 3-5
March 26-March 29
9:00 am to 1:00 pm

Attention all future world master chefs: experience language, culture, art, and kid friendly cooking from across the globe!

Each day of camp will include 2 hours of language/cultural art activity followed by 2 hours of cooking.

Visit: www.fcps.edu/academics/global-plus for details!

---

FLEX Camps

Foreign Language Experience Camp is a world language introduction/enrichment camp for current grades 1 to 5. Through stories, games, activities, food, crafts, and music, children start to experience a world language and its cultures. Students will learn basic foreign language vocabulary and phrases and will gain an understanding of other cultures and countries. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$169 Tuition
$25 User Fee
$194 Total Cost

Chinese FLEX Camp | Course SC13071
Section 0716 2:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 20
Boose, instructor

French FLEX Camp | Course SC13061
Section 0723 2:30 pm
L. Braddock SS
M Tu W Th F, July 23-July 27
Staff, instructor

German FLEX Camp | Course SC13081
Section 0723 2:30 pm
L. Braddock SS
M Tu W Th F, July 23-July 27
Elsisi, instructor

Sign Language FLEX Camp | Course SC13041
Section 0709 2:30 pm
L. Braddock SS
M Tu W Th F, July 9-July 13
Tyra, instructor

Section 0723 2:30 pm
L. Braddock SS
M Tu W Th F, July 23-July 27
Tyra, instructor

Spanish FLEX Camp | Course SC13051
Section 0625 2:30 pm
L. Braddock SS
M Tu W Th F, June 25-June 29
Staff, instructor

Section 0716 2:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 20
Staff, instructor

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Immersion Camps

Attending a Language Immersion camp can improve a child’s language skills as campers absorb the culture of the country by participating in language learning group activities, playing favorite games and sports, and learning about dances, songs and cooking. These language camps operate on the principle of total immersion (language spoken throughout class), which allows the campers to hear the language at all times. PARTICIPANTS SHOULD ALREADY HAVE BASIC UNDERSTANDING OF THE LANGUAGE. Designed for current grades 1 to 5. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$169 Tuition
$25 User Fee
$194 Total Cost

Chinese Language Immersion Camp | Course SC33071
Section 0709 2:30 pm
L. Braddock SS
M Tu W Th F, July 9-July 13
Boose, instructor

German Language Immersion Camp | Course SC33081
Section 0716 2:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 20
Elsisi, instructor

Japanese Language Immersion Camp | Course SC33091
Section 0625 2:30 pm
L. Braddock SS
M Tu W Th F, June 25-June 29
Kurimoto, instructor

Spanish Language Immersion Camp | Course SC33051
Section 0723 2:30 pm
L. Braddock SS
M Tu W Th F, July 23-July 27
Staff, instructor

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Learning English Across the U.S.A.—Grades 4 to 6 | Course SC03001
This course is designed for English Speakers of Other Languages (ESOL) students with beginning to advanced proficiency in English who are currently in grades 4 to 6. While learning English, students will explore the United States (U.S.), experience American culture and gain knowledge for success in U.S. schools. The language of science and social studies will be incorporated into fun activities to enhance students’ reading, writing, speaking and listening skills. Call 703-658-1201 to register and request a 10% per student discount for 2 students in the same family.

$180 Tuition
$25 User Fee
$205 Total Cost

Section 0625 2:30 pm
L. Braddock SS
M Tu W Th F, June 25-June 29
Rodgers, instructor

Section 0709 2:30 pm
L. Braddock SS
M Tu W Th F, July 9-July 13
Rodgers, instructor

Section 0716 2:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 20
Rodgers, instructor

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Look for our summer catalog after May 7! Online registration for summer classes will begin May 4, and print catalogs will be mailed May 7.
Summer Camps—Elementary

Chess Tips and Strategies Camp | Course SC03040

The Chess Tips and Strategies Camp is appropriate for all levels of chess players—from the very beginner to the very experienced. Campers will be grouped according to skill level. Master players will teach tips and strategies with friendly competitions throughout the camp. The goal of the camp is for campers to learn but in a fun relaxed environment. Current grades 1 to 6. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hours each.

$160 Tuition
$10 User Fee
$170 Total Cost

Section 0625
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, June 25-June 29
Staff, instructor

Section 0702
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 2-July 6
Hart, instructor

Section 0709
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 9-July 13
Hart, instructor

Section 0716
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 16-July 20
Hart, instructor

Creative Writing Camp | Course SC03030

Students will learn how to write a story with their own idea as well as collaborating with other students to write a group story. Through activities and games they will learn how to paint a picture with words. As they are having fun using their imaginations, they will learn how to write good sentences filled with details. Grades 3 to 6. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hrs each. Section 0702 will be 4 sessions @ 3 hours each (July 4 holiday) and will be discounted by 20%.

$160 Tuition
$10 User Fee
$170 Total Cost

Section 0625
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, June 25-June 29
Goodman, instructor

Section 0702
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 2-July 6
Goodman, instructor

Section 0709
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 9-July 13
Goodman, instructor

Section 0716
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 16-July 20
Goodman, instructor

Computer Graphics Camp for Grades 3 to 5 | Course SC03090

Children are digital natives who seek to learn more! This camp is designed to provide students in current grades 3 to 5 with hands-on sessions in fields such as page layout and design, web development, illustration and many other aspects of computer graphics. Exposing elementary students to software and teaching them some basic skills will hopefully jump start and encourage their interest in computer graphics and the desire to learn more on their own. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hours each.

$170 Tuition
$10 User Fee
$180 Total Cost

Section 0625
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, June 25-June 29
Staff, instructor

Section 0709
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 9-July 13
Staff, instructor

Section 0716
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 23-July 27
Staff, instructor

Culinary Adventures Camp | Course SC03010

Cooking is fascinating to most children. Students will learn that healthy and nutritious choices can also mean delicious. They will explore the world through foods and experience a variety of engaging, active, FUN hands-on activities, cooking, and eating experiences. Students will also have age appropriate discussions about kitchen and equipment safety, handling food safely, and the importance of food presentation. To ensure a positive and safe experience for students, class size is limited to no more than 12. Camp curriculum is designed for current grades 3 to 5. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. Camp is 5 sessions @ 3 hours each. Section 0702 is 4 sessions @ 3 hours each (July 4 holiday) and will be discounted by 20%.

$225 Tuition
$20 User Fee
$245 Total Cost

Section 0625
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, June 25-June 29
Mason, instructor

Section 0702
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 2-July 6
Mason, instructor

Section 0709
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 9-July 13
Staff, instructor

Section 0716
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 16-July 20
Staff, instructor

Section 0723
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 23-July 27
Staff, instructor

NEW

Physics Camp One | Course SC03100

Do you have a child in grades 3-6 who is interested in physics, building things, or knowing how things work? This camp is an introduction to the fundamental principles of physics—such as magnetism, power, light, and sound—using various experiments and an explanation of the underlying concepts. These include building an airplane, making a volcano, and building a steamboat. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hours each.

$219 Tuition
$20 User Fee
$239 Total Cost

Section 0625
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, June 25-June 29
Obando Munoz, instructor

Physics Camp Two | Course SC03200

Do you have a child in grades 3-6 who is interested in physics, building things, or knowing how things work? This camp is an introduction to the fundamental principles of physics—such as energy, electricity, chemical reactions, and electromagnetism—using various experiments and an explanation of the underlying concepts. These include building a battery, circuits, electromagnet, and volcano. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hrs each.

$219 Tuition
$20 User Fee
$239 Total Cost

Section 0709
L. Braddock SS
Rm TBD
2:30 pm
M Tu W Th F, July 9-July 13
Obando Munoz, instructor

SCHOOL CLOSINGS/DELAYS

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

Ask about our 10% sibling discount.

Registration begins February 5th!

www.fcps.edu
Enrichment—K-12 Enrichment Programs

An Introduction to Cooking for Teens | Course SS06810
This class is a perfect way to introduce your budding Junior Chef to different cooking techniques. From learning to make perfect creamy scrambled eggs, gourmet French toast, cakes, soups, stews to fresh cakes, we not only cook yummy eats using different cooking techniques but delve deeper into the scientific principles behind foods we love! We use fresh and seasonal produce so we eat the food we love and it’s good for us! This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who have a passion for good food and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$ 249 Tuition
$ 40 User Fee
$ 289 Total Cost

Section 0010
L. Braddock SS
2:30 pm
M Tu Th F, July 9-July 13
Rm TBD
Das, Instructor

Cooking for Teens, One Step Further | Course SS06815
As a continuation of our ‘Cooking class for Teens’ series, this class is a perfect way to further hone skills of budding Chef at home! We use different cooking techniques delve deeper into food chemistry and scientific principles behind foods we love! Make delicious quickies, gourmet grilled cheese sandwiches, summer soups, sauces, stews and bake mouth watering desserts like pots de crème with chocolate to clafoutis with fresh summer fruit. This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who are comfortable in the kitchen and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$ 249 Tuition
$ 40 User Fee
$ 289 Total Cost

Section 0015
L. Braddock SS
2:30 pm
M Tu W Th F, July 16-July 20
Rm TBD
Das, Instructor

Introduction to Filmmaking | Course SS08002
Interested in filmmaking? If you’ve never enrolled in a film course, here’s a great opportunity—we’ll start with studying the history of film (from the silent to the talkies), as well as cinematic analysis. We’ll also create storyboards, learn screenplay format, and other techniques of cinema (i.e. editing, lighting, camera angles, etc.). By the final class, you’ll be presenting your own short film project. 5 sessions @ 3 hrs each.

$ 249 Tuition
$ 249 Total Cost

Section 1100
L. Braddock SS
2:30 pm
M Tu W Th F, July 16-July 20
Rm TBD
Staff, Instructor

Section 1200
L. Braddock SS
2:30 pm
M Tu W Th F, July 23-July 27
Rm TBD
Staff, Instructor

Leadership Skills for Teens | Course SS08001
Open to students in grades 8-11, inspires today’s youth the opportunity to develop leadership skills essential to their success in the 21st century. Introduction to the fundamentals of leadership and designed to give students the understanding of their unique leadership strengths and objectives. Opportunity to learn through readings, exercises, and discussions. 5 sessions @ 3 hrs each.

$ 239 Tuition
$ 10 Text: Leadership Skills for Teens
$ 249 Total Cost

Section 2122
L. Braddock SS
2:30 pm
M Tu Th F, July 2-July 6
Rm TBD
Hedenberg, Instructor

Section 2121
L. Braddock SS
2:30 pm
M Tu W Th F, July 23-July 27
Rm TBD
Hedenberg, Instructor
Effective Study Skills for Teens (Grades 6-9) | Course SS07624
Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.
$211 Tuition  
$29 Text: Effective Study Skills for Teens Workbook  
$229 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 9-July 13  
Staff, instructor
Section 1200
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 16-July 20  
Staff, instructor
Section 1300
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 23-July 27  
Staff, instructor

Introduction to Geometry | Course SS07650
Strengthen math skills for SOLs while reviewing algebraic concepts. Explore properties of triangles, quadrilaterals, lines, angles, polygons, and the vocabulary for geometry. 9 sessions covering 20 hours.
$265 Tuition  
$20 Text: Barron’s E-Z Geometry  
$285 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu Th F, July 2-July 13  
Staff, instructor

Introduction to Pre-Calculus | Course SS07653
Course begins with a review of algebra, equations and functions and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 9 sessions covering 20 hours.
$242 Tuition  
$28 Text: Precalculus—Crash Course ($13); Precalculus Workbook ($15)  
$270 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu Th F, July 2-July 13  
Staff, instructor

PSAT Test Preparation | Course SS07000
The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students’ confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Classes are taught by FCPS teachers endorsed in the content area that they are teaching. 9 sessions covering 20 hours.
$322 Tuition  
$73 Text: Victory for the PSAT Tests, 5th ed  
$395 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, June 25-July 6  
Staff, instructor

Jumpstart: TJ Test Prep | Course TX04001
The Jumpstart Thomas Jefferson Test Prep course is offered to students in grades 6-8 desiring admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction emphasizes the Mathematical Quant-Q and ACT-Aspire Reading and Science test. Course participation constitutes neither admission nor acceptance to TJHSST. Applying to TJHSST is a separate process. 9 sessions covering 20 hours. Materials are included. Reduced tuition is not available.
$342 Tuition  
$57 Text: Non-Negotiable Skills, Level 1 ($37); TJ Math Test Prep Workbook ($20)  
$399 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, June 25-July 6  
Staff, instructor
Section 1200
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 16-July 27  
Staff, instructor

Fundamental Skills of Algebra | Course SS07646
Covers order of operation, algebraic properties, real numbers, scientific notations, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 10 sessions @ 2 hrs each.
$255 Tuition  
$30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)  
$285 Total Cost

Section 1100
L. Braddock SS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 16-July 27  
Staff, instructor

Institute for the Arts
4-Week Comprehensive Arts Program for Rising 7th - 12th Grade

Elementary Institute for the Arts
Weekly Arts & STEAM Camps for Rising 4th - 6th Grade
Non-FCPS Welcome  
Extended Day Programs Available  
Bus Transportation Included

Visit www.fcps.edu and search summer

INSTITUTE FOR THE ARTS
July 2 - 27, 2018  
8:30 a.m. - 2 p.m. (M-F)  
Lake Braddock SS
SAT Test Preparation | Course SS08000
Students begin the course with a four-hour pretest using full-length, retired SAT tests and receive a detailed analysis showing strengths and weaknesses. Five math and five verbal classes are offered for 2 hours each. A four-hour post-test will provide improvement feedback. 10 sessions @ 2 hrs each.
$532 Tuition
$60 Total Cost
Section 1100
2:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 27
Rm TBD
Staff, Instructor

Spanish Immersion for Teens | Course SS06870
Students who participate in total immersion classes can jumpstart and greatly improve their understanding of a foreign language. They will build conversation abilities while they expand their vocabulary and strengthen their grammatical foundation. This class operates on the principle of total immersion which allows for greater exposure to the language. 10 sessions @ 3 hrs each.
$334 Tuition
$25 User Fee
$339 Total Cost
Section 1100
2:30 pm
L. Braddock SS
M Tu W Th F, July 9-July 20
Rm TBD
Staff, Instructor

Young Writer’s Workshop (Grades 6-8) | Course SS07639
Take your writing skills to the next level. Practice tried and true techniques for organizing ideas, creating strong sentences, using detail effectively, and revising text. Exercises emphasize strengthening vocabulary and grammar. 5 sessions @ 3 hrs each.
$199 Tuition
$26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Handbook ($15)
$225 Total Cost
Section 1020
12:30 pm
L. Braddock SS
Sa, February 24-March 24
Rm H210
Staff, Instructor

Introduction to Pre-Calculus (Grades 10-12) | Course SM07653
Course begins with a review of Algebra, equations and functions, and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 10 sessions @ 2 hours each.
$258 Tuition
$28 Text: Precalculus - Crash Course ($13); Precalculus Workbook ($15)
$286 Total Cost
Section 1020
12:30 pm
L. Braddock SS
M Tu W Th F, July 16-July 20
Rm TBD
Staff, Instructor

Fundamental Skills of Algebra (Grades 6-8) | Course SM07646
Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 5 sessions @ 4 hours each.
$255 Tuition
$30 Text: Fundamental Skills of Algebra 1 Workbook ($15); Painless Algebra, 4th ed ($15)
$285 Total Cost
Section 1030
1:00 pm
Plum Center
Su, March 4-April 8
Rm 150
Miguel Obando Munoz, instructor

Effective Study Skills for Teens (Grades 6-9) | Course SM07624
Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.
$211 Tuition
$18 Text: Effective Study Skills for Teens Workbook
$229 Total Cost
Section 1040
1:00 pm
Plum Center
Su, April 15-May 13
Rm 102
Staff, Instructor

Study Skills

Want to help a student in need?

Choose the ACE Training & Scholarship Foundation every time you shop at Amazon! Next time you shop Amazon, simply go instead to smile.amazon.com. The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible purchases to the charitable organization of your choice.

Sign into your Amazon account and choose the ACE Training & Scholarship Foundation as your charity: https://smile.amazon.com/ch/54-2043343
For more information about the ACE Training & Scholarship Foundation, see page 51 or visit online: www.ace-foundation.org.
Test Prep

Jumpstart: TJ Test Prep | Course TX04000

The Jumpstart Thomas Jefferson Test Prep course is offered to students in grades 6-8 desiring admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction emphasizes the Mathematical Quant-Q and ACT-Aspire Reading and Science test. Course participation constitutes neither admission nor acceptance to TJHSST. Applying to TJHSST is a separate process. This course is 15 hours of Math and Science and 10 hours of Verbal for a total of 25 hours over 10 sessions. Materials are included. Reduced tuition is not available.

$342 Tuition
$ 57 Text: Non-Negotiable Skills, Level 1 ($37); TJ Math Test Prep Workbook ($20)
$399 Total Cost

Section 1050
Chantilly HS
Rm 259
Staff, instructor
6:30 pm
Tu, March 6-April 12

Section 1060
Plum Center
Rm 148
Blount, instructor
12:30 pm
Su, April 8-May 6

Section 1070
Pimmit Hills Ctr
Rm 155
Staff, instructor
9:00 am
Sa, April 14-May 12

Section 1080
L. Braddock SS
Rm H228
Burch, instructor
6:30 pm
Tu, April 17-May 17

PSAT Test Preparation | Course SS07000

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

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

Section 1100
L. Braddock SS
Rm TBD
Staff, instructor
2:30 pm
M Tu W Th F, June 25-July 6

SAT Test Preparation | Course SM08000

This course prepares students for the NEW SAT exam which began in March 2016. Students will review, concepts, and format needed for the NEW SAT. This course covers five math and five verbal sessions at 2 hours each. The total length of the class is 20 hours.

$536 Tuition
$ 73 Text: Victory for SAT, 12th ed
$609 Total Cost

Section 1040
Woodson HS
Rm G120
Staff, instructor
9:00 am
Sa, March 24-April 28

Section 1050
Pimmit Hills Ctr
Rm 160
Staff, instructor
6:00 pm
M W, April 2-May 2

Section 1060
Plum Center
Rm 122
Staff, instructor
12:30 pm
Su, April 22-May 20

Section 1070
Edison HS
Rm B143
Staff, instructor
6:30 pm
Tu Th, May 1-May 31

Driver Education

Behind-The-Wheel Driver Training

Lessons cover skills needed to drive in residential, rural, city and freeway settings. This course includes administration of the DMV approved road test. Students must have completed classroom driver education or be enrolled in the classroom phase with FCPS prior to the first behind-the-wheel class. Courses meet for seven school days and depart from most high schools. Be on time and bring your valid Virginia permit!

Classes fill quickly. Register early for your first choice. You must provide a valid Virginia learner’s permit, proof of classroom enrollment, and a signed parent permission form to the driving instructor on the first day of class. Course required for licensing up to age 19. 7 sessions @ 1 hour, 45 minutes each.

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

$ 329 Tuition
$ 329 Total Cost
February 26-March 6
March 7-14
March 15-23
April 3-11
April 12-20
April 23-May 1
May 3-11
May 14-22
May 23-June 1
June 4-12
June 13-21

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

I think that the courses were well thought out and the pacing of the class was well set. Practicing on residential roads first allowed me to get a feel for the car, and I was comfortable and prepared to go on the highway later on in the class.”

ACE Student

Behind-the-Wheel

***

Teach for ACE!

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

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

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

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

- Mail: Part-Time Teaching Adult and Community Education 6815 Edsall Rd, Springfield, VA 22151
- Fax: 703-658-2787
- E-mail: acejobs@fcps.edu

We are seeking instructors and course ideas to expand our offerings on Friday evenings, Saturdays 9 am-4 pm, and Sundays 12-5 pm.
ACE is hosting workshops featuring our career oriented courses and certificate programs including but not limited to apprenticeship classes, trade related career starters, health and medical courses, business, and information technology. Sign up for one information session or several. Our Program Specialists will give you a brief overview of their career programming then take questions. Please select the course number for the trade area in which you are interested. Sessions are short so that you can explore more than one area of interest in one visit. Pre-registration required.

**Business Education | Course BEOCWBE**
- Section 0020 6:30 pm-7:00 pm Plum Center W, April 25 Rm 112
- Section 0021 7:30 pm-8:00 pm Plum Center W, April 25 Rm 112

**Health & Medical | Course HMOCWHM**
- Section 0020 7:00 pm-7:30 pm Plum Center W, April 25 Rm 147
- Section 0021 7:30 pm-8:00 pm Plum Center W, April 25 Rm 147

**Information Technology | Course CTOCWIT**
- Section 0020 6:00 pm-6:30 pm Plum Center W, April 25 Rm 116
- Section 0021 7:00 pm-7:30 pm Plum Center W, April 25 Rm 116

**Trades & Apprenticeship | Course TIOCWTA**
- Section 0020 6:30 pm-7:00 pm Plum Center W, April 25 Rm 148
- Section 0021 7:30 pm-8:00 pm Plum Center W, April 25 Rm 148

Pre-register for ACE Career Workshops by phone, online or in person:

**Phone:** 703-658-1201  
**Online:** aceclasses.fcps.edu  
**In person:**  
Plum Center for Lifelong Learning  
6815 Edsall Road, Springfield, VA  
Mon-Fri, 9 am-5 pm

Additional career guidance is available. Call 703-658-2709 to make an appointment.
The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the Adult Community Education (ACE) program in Fairfax County Public Schools (FCPS). Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

Candidates for these services are low-income individuals and entry-level employees who wish to take career classes to enhance their marketability. Federal guidelines that take into account total household income and family size determine income parameters. The mission of the ACE Training and Scholarship Foundation is to:

- Establish priorities for fundraising and distributing funds for training and scholarships.
- Assist unemployed and underemployed adults who wish to improve their skills which will lead to better employment opportunities.

What has the ACE Training Scholarship Foundation accomplished? Since its inception in 2002, the ACE Training and Scholarship Foundation has provided over $500,000 to adult students for tuition assistance.

The Foundation continues to help develop a talented pool of qualified workers, contributing to the economic development of the region while building a strong educational, trade-oriented, and technologically-savvy workforce, and supporting the well being of families in our community.

Visit www.ace-foundation.org
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies.

Information about closings is communicated in these ways:
- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via email to News You Choose subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

ACE follows FCPS decisions regarding cancellation of classes due to emergencies or inclement weather with only one exception.

The exception is if FCPS has a 1 or 2 hour delayed opening in the morning, ACE classes will still begin on time.

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

To receive email notification of school closings, visit www.fcps.edu and sign up for News You Choose.

Schools and Centers

ACE Herndon Learning Cntr, Main Ent. 400 Elder St, Herndon 20170
Bryant Adult Center, Ent. #4 2709 Popkins Ln, Alexandria 22306
Chantilly High School, Ent. #1 4201 Stringfellow Rd, Chantilly 20151
Edison High School, Ent. #1 5801 Franconia Rd, Alexandria 22310
Hayfield Secondary School Ent. #6 (Auto Lab) 7630 Telegraph Rd, Alexandria 22315
Lake Braddock Secondary School, Ent. #3 9200 Burke Lake Rd, Burke 20070
Pimmit Hills Adult Center, Ent. #4 7510 Lisle Ave, Falls Church 22043
*Plum Center for Lifelong Learning 6815 Edsall Rd, Springfield 22151
Westfield High School, Ent. #1 4700 Stonecroft Blvd, Chantilly, VA 20151
Woodson High School, Ent. #1 & 14 9525 Main St, Fairfax 22031

Other Locations

Fairfax Public Access (TV & Radio) 2929 Eskridge Road Suite S, Fairfax 22031
Graham Road Community Center 3036 Graham Road, Falls Church 22042
Herndon Neighborhood Resource Center 1086 Elder Street, Herndon 20170
Mott Community Center 12111 Braddock Road, Fairfax 22030

Directions to FCPS locations are available at http://www.fcps.edu.

* Customer Service Center
Policies

REGISTRATION

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

Confirmation

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

Payment

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

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

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

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

Textbooks & Materials

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

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 38.

User Fees

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

ACE WELCOMES ALL

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

Under 18?

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

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


Over 62?

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

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

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

REFUNDS

Traditional Classes

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

For any other refunds or cancellations, your written request must be received by 5:00 pm EST, three business days prior to the class start date. You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Forms") OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

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

Driver Education Classes

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

Online Classes

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

A $15 withdrawal fee is assessed for each refund (applies to ALL classes—traditional, driver education, and online). Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.
Spring 2018 Registration Form

Five Ways to Register

ONLINE
Register anytime by visiting https://aceclasses.fcps.edu

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

MAIL
Include your payment with form:
FCPS-ACE, Dept. A
6815 Edsall Road
Springfield, VA 22151

IN PERSON
Visit Plum Center. (Check office hours below.)

Customer Service
Phone: 703-658-1201 (M-F, 9 am-5 pm)
FAX: 703-658-1251
E-mail: aceonline@fcps.edu

PLUM CENTER
6815 Edsall Road
Springfield, VA 22151

Hours:
Phone: M–F, 9 am–5 pm
Walk-in: M–F, 9 am–5 pm

PURCHASE ORDER
Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

Course No. | Section No. | Start Date | Start Time | Course Title | Tuition Fee | Text Fees | User Fee | Total Fees
---|---|---|---|---|---|---|---|---

- I am a first-time registrant
- Check if change of address
- Male
- Female
- Check if change of address
- I’d like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.
  - I have added $___________ to my total.

ACE Participant ID Number

FIRST NAME | MI | LAST NAME | BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR)
---|---|---|---

STREET ADDRESS | APT # | CITY | STATE | ZIP CODE
---|---|---|---|---

HOME PHONE | BUSINESS PHONE | E-MAIL ADDRESS
---|---|---

PAYMENT METHOD (check one):
- MasterCard
- VISA
- Check (Make check payable to FCPS ACE; include home address and phone number.)

CARD NUMBER | EXPIRATION DATE (MONTH, YEAR)
---|---

CARDHOLDER'S SIGNATURE

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

Directions to FCPS locations are available at http://www.fcps.edu
www.fcps.edu  *search for adult education*

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

Look for our summer catalog after May 7!

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**Look for these new classes and more inside!**

<table>
<thead>
<tr>
<th>Class</th>
<th>Page</th>
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<tbody>
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<td>An English Afternoon Tea</td>
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See our new Spring Break Camp for grades 3-5 on page 44!