

Adult and Community  
Education Classes  
Spring 2019

# ACE Classes

Fairfax County Public Schools  
Adult & Community Education

APPRENTICESHIP

BUSINESS AND IT

CULINARY ARTS

DRIVERS EDUCATION

ESOL

HEALTH/MEDICAL

K-12 CLASSES

SPRING BREAK CAMPS

SUMMER CAMPS

WORLD LANGUAGES



<https://aceclasses.fcps.edu>



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begins  
with ACE!



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## Welcome

to the Fairfax County Public Schools Adult and Community Education (FCPS ACE) Spring 2019 catalog. ACE has provided **over 60 years** of excellence in education to Fairfax County residents and beyond. We invite you to explore our catalog and sign up for one of our outstanding courses or programs of study. Our emphasis is on career and work readiness along with our premier adult ESOL programs. You will find a wide range of training opportunities in apprenticeship, business, information technology, health and medical, and trade and industrial programs. We also offer excellent enrichment programs for K-adult including culinary arts, driver education, and world languages. We strive to provide our students with enriching programs that are high quality, affordable, and meet their educational goals. **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.

"Melissa did an excellent job of instilling knowledge and skill, while keeping the pace lively and the class fun."  
Michele G.  
Heartsaver First Aid CPR AED

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).

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

**ACE** ADULT AND COMMUNITY EDUCATION



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## 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.



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**Rick Floyd was an excellent instructor; satisfied 3rd time customer; will take the class again. Superb!**

**David C. Auto Body Repair—Personal Repair and Refinishing**

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**Personal and Creative Interest:** digital arts, history; needle arts; the arts (architecture & design, cinema, music appreciation); writing and publishing

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### One-Stop Employment Centers

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





## Certificate Programs

### INFORMATION

Many certificate programs prepare eligible candidates to sit for industry recognized credentials needed to secure the top, in-demand jobs in the area. Certificate programs are offered in Business & Information Technology, Health Care, and Trades & Apprenticeship. A certificate program certificate will be issued upon successful completion of all program requirements.

#### ■ Benefits

This training may lead to a national credential. The value of a credential: Half of all job openings in Virginia currently require a credential; job applicants with a credential are more likely to be hired; stacking credentials creates more opportunity for career growth; take home pay can increase by 25%-50% with an industry credential.

#### ■ Prerequisites

You must be able to read and write English (see ESOL page 30) and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 51).

#### ■ How to Register

You must be registered for a certificate program in order to receive the certificate, and should do so before taking classes. 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

A test out option is available for some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities (see below). 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
- MS Office—Word/Excel for Support Professionals, Course CT01301, CT01302
- MS Word—Basics, Course CT01301
- MS Excel—Basics, Course CT01302
- Medical Terminology, Course HM01604

### CERTIFICATE PROGRAM EMAIL ADDRESSES

- **business@fcps.edu**  
Accounting Assistant, Administrative Assistant, Childcare Provider, Executive Assistant, Human Resources Management, Nonprofit Organization Development, Office Assistant, and Small Business Management
- **comptraining@fcps.edu**  
Computer Support Technician, Oracle Database Administration, and Web Designer/Developer
- **healthmed@fcps.edu**  
Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, Patient Care Technician, and Veterinary Assistant
- **tradeandindustry@fcps.edu**  
Property Maintenance Technician



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

## Certificate Programs in Business and Information Technology

**Office Administration:** The need for workers capable of functioning effectively in office administrative positions continues to increase in the Northern Virginia area. From organizing files, scheduling appointments, and supporting other staff, to using computer software to create spreadsheets, compose messages, manage databases, and produce presentations, reports, and documents, today's clerical assistant must have the requisite skills to compete in a high-paced environment. FCPS ACE has the certificate programs that can provide needed entry-level skills for the first-time job seeker, as well as the advanced training that can make seasoned workers more competitive when seeking higher-level opportunities. Take a look at our Certificate Programs in Office Assistant, Administrative Assistant, and Executive Assistant to see which one meets your career goals!

### OFFICE ASSISTANT

Required Courses	Page
CE01015   Certificate Prog. Registration & Fee (\$75)	—
CT01416   PC Basics	19
CT01402   Windows—File Management	19
CT01417   Keyboarding	—
BE01052   Business English Essentials I	8
CT01285   Microsoft Office Proficiency Workshop	20
CT01426   MS Outlook—Basics	22
PR09005   Effective Note Taking	—
BE01393   Résumé and Interview Clinic	—

### ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01016   Certificate Prog. Registration & Fee (\$75)	—
CT01344   MS Word—Intermediate	21
CT01442   MS Excel—Intermediate	21
BE01053   Business English Essentials II	—
BE01061   Office Communication Skills	—
BE01088   Dealing w/Difficult People—Conflict and Mediation Skills	9
PR09001   Office Etiquette	—
BE01393   Résumé and Interview Clinic*	—

#### Electives (3 required)

CT01449   MS Access—Basics	20
PR01701   MS Office OneNote Workshop	—
CT01459   MS PowerPoint—Basics	22
PR01501   MS Publisher Workshop	—
BE01400   HR Management Fundamentals	—
BE01066   Confident Public Speaking	9
BE01510   What Management Is, What Managers Do	—
BE01513   Essential Managerial Skills for HR Practices	—

**ACE offers Certiport® testing!**  
See **page 21** for information.

### EXECUTIVE ASSISTANT

Required Courses	Page
CE01019   Certificate Prog. Registration & Fee (\$75)	—
CT01429   MS Outlook—Intermediate	—
BE01075   Successful Business Writing	—
BE01277   Accounting for Non-Accountants	8
BE02067   Confident Public Speaking—Level 2	—
BE01405   HR Management in the 21st Century	—
BE01886   Event Planning	10
BE01393   Résumé & Interview Clinic*	—

#### Electives (3 required)

BE01204   Introduction to Project Management	10
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	21

\*Not required if previously taken.

### ACCOUNTING ASSISTANT

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

Required Courses	Page
CE01000   Certificate Prog Registration & Fee (\$75)	—
BE01260   Fund. of Accounting—Part 1*	8
BE01261   Fund. of Accounting—Part 2	—
CT01416   PC Basics*	19
CT01402   Windows—File Management	—
CT01417   PC Basics: Keyboarding*	—
CT01285   Microsoft Office Proficiency Workshop	20
BE01061   Office Communication Skills	—
CT01426   MS Outlook—Basics	22
CT01442   MS Excel—Intermediate	21
CT01435   QuickBooks Pro 2018—Level 1	—
CT01436   QuickBooks—Pro 2018—Level 2	—
BE01393   Résumé and Interview Clinic	—

\*Test out of these courses if you feel qualified. Call 703-506-2275 or email [business@fcps.edu](mailto:business@fcps.edu) for test out opportunities.

### CHILD CARE PROVIDER

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

Required Courses*	Page
CE01048   Certificate Prog Registration & Fee (\$75)	—
BE08099   Child Care Provider	—
HM01796   Pediatric CPR and First Aid	15
BE01393   Résumé and Interview Clinic	—

### COMPUTER SUPPORT TECHNICIAN

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

Required Courses*	Page
CE02000   Certificate Prog Registration & Fee (\$75)	—
CT02465   Basic PC Maintenance	—
CT01465   A+: Troubleshooting Your Computer	19
CT01770   Windows 7: MCTS Prep Part 1	19
CT01771   Windows 7: MCTS Prep Part 2	—

Recommended Course*	Page
CT01666   A+ Certification Prep	—
BE01393   Résumé and Interview Clinic	—

\*Courses are offered on a rotating basis. Call 703-506-2275 or email [comptraining@fcps.edu](mailto:comptraining@fcps.edu) for more information.

### HUMAN RESOURCES MANAGEMENT

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

Required Courses*	Page
CE01018   Certificate Prog Registration & Fee (\$75)	—
BE01400   HR Management Fundamentals	—
BE01401   Building the HR Organization Structure	—
BE01402   Recruiting and Placing Employees	—
BE01403   Training the Workforce	10
BE01405   HR Management in the 21 <sup>st</sup> Century	—
BE01407   Maintaining a Positive Work Environment	—

#### Electives: 3 required\*

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

See **pages 6 & 7**  
for more certificate programs.

### NONPROFIT ORGANIZATION DEVELOPMENT

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

Required Courses	Page
CE01056   Certificate Prog Registration & Fee (\$75)	—
BE01871   Starting a Nonprofit	10
BE01915   Grant Writing	10
BE01913   Successful Fundraising	10
BE01886   Event Planning	10

#### 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	10
BE01209   Project Management for Non-Profits	10
BE01873   Nonprofit Marketing	—

Call 703-506-2275 or email [business@fcps.edu](mailto:business@fcps.edu) for more information.

### ORACLE DATABASE ADMINISTRATION

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

#### Required Courses

CE02010   Certificate Program Registration & Fee (\$75)	—
CT01547   Oracle Basics	20
CT01551   Oracle Database Administration: Introduction	—
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	—
BE01393   Résumé and Interview Clinic	—





## 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	Page
CE01053   Certificate Prog Registration & Fee (\$75)	—
BE01896   Starting Your Own Business	—
BE01879   Creating a Successful Business Plan	—
BE01880   Small Business Legal Primer	—
BE01245   Developing a Marketing Plan	—
CT01545   Create Your Own Business Web Site	—
BE01275   Federal Income Tax for Small Business Owners	9
BE01894   Winning Sales Strategies for Small Bus.	—

Electives	Page
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 w/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	Page
CE02020   Certificate Prog Registration & Fee (\$75)	—
CT01525   HTML 1*	22
CT01526   HTML 2	22
CT01527   HTML 3	22
CT01541   Web Design w/Cascading Style Sheets (CSS) 1	23
CT01542   Web Design with CSS 2	—
CT01531   JavaScript: Building Interactive Web Sites	—
CT01550   Graphics for the Web	—

Electives (3 required)	Page
CT01462   Digital Art: Photoshop Basics	—
CT01463   Digital Art: Photoshop Intermediate	—
CT01529   Web Design with Adobe Dreamweaver	—
CT01530   HTML 5 for Mobile Websites and Devices	—
CT01536   Adobe Flash: Web Graphics & Animation 1	—
CT01756   Intro to WordPress	22
CT01461   Adobe Photoshop/Photoshop Elements	20
CT02160   Adobe Illustrator Workshop	20
BE01393   Résumé and Interview Clinic	—

\*Test out of these courses if you feel qualified. Call 703-506-2275 for test out opportunities.

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

## Certificate Programs in Health Sciences

Most ACE certificate Programs are endorsed by the Northern Virginia Workforce Development Board. Healthcare occupations are projected to grow by 18% through 2026, adding approximately 2.4 million new jobs. Our certificate programs are designed to prepare candidates to sit for national credentials for entry-level employment, advancement in a current position, or professional development. 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 certification examinations: EKG Technician (CET) Medical Assistant (CCMA), Medical Administrative Assistant (CMAA); Medical Insurance Biller (CBCS), Patient Care Technician (CPCT-A). For eligibility requirements to sit for an exam, please visit [www.nhanow.com](http://www.nhanow.com).*

### Prerequisites for all programs:

HM01991   Strategies for Succeeding in Healthcare	Page 16
HM01600   Medical Terminology Part 1*	Page 16
HM01601   Medical Terminology Part 2*	Page 16

\*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)	Page 14
HM01627   Mental Health First Aid	Page 16

*Plus 2 Electives*

**Electives:** Required classes may not be used as electives unless completing multiple programs. Call 703-506-2277 or email [healthmed@fcps.edu](mailto:healthmed@fcps.edu) for details or questions.

## DENTAL ASSISTANT COMPREHENSIVE

*(no Medical Terminology required)*

Required Courses	Page
CE01022   Dental Assistant Cert. Prog. & Fee (\$75)	—
HM01647   Dental Assistant Comprehensive	17
HM01646   Dentrix Basics	17
<b>OR</b>	
HM01848   Fast Track Dental Assistant	17

**Dental Administrative Office Assistant Certificate Program** available upon request. Email request to [healthmed@fcps.edu](mailto:healthmed@fcps.edu).

## MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01004   Med. Admin. Asst. Cert. Prog. & Fee (\$75)	—
HM01620   Admin. Med. Office Proc.	17
DL01240   HIPPA Privacy Training & Certification Program	29
HM01766   Medical Admin Asst Exam Prep	18
HM01606   NHA Certification Exam	18

## MEDICAL ASSISTANT

Required Courses	Page
CE01002   Med. Asst. Cert. Prog. & Fee (\$75)	—
HM01615   Clinical Med. Office Proc.-Part 1	16
HM01616   Clinical Med. Office Proc.-Part 2	16
HM01614   EKG Interpretation	17
HM01620   Admin. Med. Office Proc.	17
HM01765   Medical Assistant Exam Certification Prep	18
HM01606   CCMA Exam	18

## MEDICAL INSURANCE BILLER

Required Courses	Page
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	18
HM01606   NHA Exam	18

## PATIENT CARE TECHNICIAN

Required Courses	Page
CE01021   Patient Care Tech. Cert. Prog. & Fee (\$75)	—
HM01605   CNA Placement Test	17
HM01780   Certified Nurse Aide (CNA)	17
HM01620   Administrative Medical Office Procedures	17
HM01614   EKG Interpretation	17
HM01933   Venipuncture Essentials	18
HM01606   NHA Exam	18

## VETERINARY ASSISTANT

*(no Medical Terminology required)*

Required Courses	Page
CE01050   Vet. Asst. Cert. Prog. & Fee (\$75)	—
HM01980   Veterinary Terminology & Anatomy	—
HM01981   Veterinary Parasitology, Hematology & Wet Lab	27
HM01982   Veterinary Preventative Med. for Dogs & Cats	27
HM01983   Veterinary Hospital Visits & Basic Restraint	29
HM01984   Zoonotic Diseases, Ethics, Medical Asepsis	27

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

HM01632   Pet Emergencies	27
HM01832   Arthritis Management for Your Pet	—
HM01840   Common Pet Medications	—
HM01634   Dog Training Theory & Techniques	—
HM01987   Getting to Know Bearded Dragons	—

## 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	Page
CE01006   Property Maint Tech Cert Prog & Fee (\$75)	—
TI05581   Drywall, Painting, and Waterproofing Workshop	23
TI05582   Heating and Air Conditioning Systems	24
TI05583   Nuts and Bolts of PMT Careers	23
TI05587   Electrical Workshop: Maintenance & Repair	24
TI05590   Plumbing Workshop: Maintenance & Repair	25
TI05593   Appliance Repair Workshop	23
TI05595   Door Locks Workshop: Installation Maintenance & Repair	23

### Optional Courses

TI05374   CFC Certification Prep	24
TI05598   OSHA 10 Construction Certification	23



# Workplace Training Employers... Customize Your Employees' Training

**Is your business realizing its full 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 a critical tool that can improve both performance and morale. Workplace Training offers customized training programs to meet the specific learning requirements of individuals and teams at various stages of their career.

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

To learn how a tailored training program can give your organization an edge, please contact Workplace Training at 703-506-2279 or email [workplacetraining@fcps.edu](mailto:workplacetraining@fcps.edu).

**Make an investment in your employee's professional future. Increase their skills and abilities through customized Workplace Training classes. Contact Workplace Training at: 703-506-2279 or [workplacetraining@fcps.edu](mailto:workplacetraining@fcps.edu).**

**Contact Workplace Training at:  
703-506-2279 or  
[workplacetraining@fcps.edu](mailto:workplacetraining@fcps.edu).**

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

### Business Writing

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

### CPR and First Aid

Adult, Child, and Infant CPR, First Aid, Automated Electronic Defibrillator, and Bloodborne Pathogens courses are available. These courses follow American Heart Association (AHA) guidelines and are taught by AHA instructors. Certification cards are issued upon successful completion. Non-certificate classes are also available! Call 703-506-2279 or email [workplacetraining@fcps.edu](mailto:workplacetraining@fcps.edu) for details.

### Communication in the Workplace

Instruction focuses on workplace communications including: customer service, uncomfortable or difficult conversations and conflict resolution. Also available are work readiness English classes for those just entering the workforce.

### Customized Computer Training

Classes available in **PC basics, Microsoft® Office** (comprehensive or program specific), **QuickBooks, social media, programming, web design, and much more.**





## Business and Management

### BROADCAST PRODUCTION

#### Adobe Premiere Essentials CC version | Course BE02026

Adobe Premiere Pro is a real-time computer video editing software application applicable to both beginner enthusiast and those working in the professional field. Our Adobe Premier class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include 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. (Class fee includes textbook Premiere cc 2018 in the classroom)  
6 sessions @ 3 hrs each.

\$285 Tuition  
\$285 Total Cost

**Section 0010** 7:00 pm  
Fairfax Public Access (TV & Radio) M W, March 18-April 3  
Rm TBD TBD, instructor

**Section 0011** 9:00 am  
Plum Center Sa, April 13-June 1  
Rm 112 TBD, instructor

#### Avid Media Composer Fundamentals | Course BE02027

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

\$400 Tuition  
\$400 Total Cost

**Section 0011** 7:00 pm  
Fairfax Public Access (TV & Radio) M W, April 22-May 15  
Rm TBD TBD, instructor

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

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

\$285 Tuition  
\$285 Total Cost

**Section 0010** 7:00 pm  
Fairfax Public Access (TV & Radio) Th, May 2-June 20  
Rm TBD TBD, instructor

#### Radio Production | Course BE02022

This course is designed to teach the key operating functions of FPA's radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start a show of their own. Basic knowledge of computers is recommended for this course.  
6 sessions @ 3 hrs each.

\$196 Tuition  
\$196 Total Cost

**Section 0010** 9:00 am  
Fairfax Public Access (TV & Radio) Sa, March 30-May 11  
Rm TBD T BD, 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 2010** 6:30 pm  
Pimmit Hills Ctr W, May 1-May 22  
Rm 158 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 2010** 7:00 pm  
Pimmit Hills Ctr M W, April 1-May 20  
Rm 123 Chandran Pillai, CPA, instructor

#### Fundamentals of Accounting--Part 1 | Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, adjusting and closing entries; preparing financial statements; and payroll. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). No discounts/waivers. 16 sessions @ 2.5 hrs each.

\$530 Tuition  
\$ 4 User Fee  
\$155 Text: *Century 21 Accounting Multicolumn 9th ed* (\$117);  
*Century 21 Accounting Working Papers 1-16 9th ed* (\$38)  
\$689 Total Cost

**Section 2010** 6:30 pm  
Pimmit Hills Ctr Tu, April 2-June 25  
Rm 154 Wanda Patt, CPA, QB Pro Advisor,  
instructor

#### QuickBooks Pro 2018 - Level 1 | Course CT01435

This course is geared towards anyone working with data entry in QuickBooks. Level 1 teaches how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. A general knowledge of accounting principles is required for this course. Purchase book separately. ISBN: 9781942020066. 7 sessions @ 3 hrs each. Students MUST attend the first class.

Prereq: BE01260 Fundamentals of Accounting--Part 1

\$499 Tuition  
\$ 25 User Fee  
\$122 Text: *Get Smart with QuickBooks 2018*  
\$646 Total Cost

**Section 2010** 9:00 am  
Pimmit Hills Ctr Sa, April 6-June 1  
Rm 116 Chandran Pillai, CPA, instructor

### COMMUNICATIONS

#### Business English Essentials I | Course BE01052

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

**Section 0010** 7:00 pm  
Woodson HS Tu, March 5-March 26  
Rm D206 Edwards, instructor

#### Perfecting Your Interview Skills | Course BE01399

Now that you have started that job search, plan for your interviewing needs. Build on the skills and information from BE01393 (Résumé and Interview Clinic). Set your goals and examine interviewer'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 0010** 6:30 pm  
Chantilly HS Tu, March 12-March 19  
Rm 207 Dr. Janice Sutura Wolfe, instructor

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

In what could be one of the most enlightening 2 hours you've ever spent, this class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! (Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local advertising ADDY Awards and nominations.) 1 session @ 2 hrs.

\$ 79 Tuition  
\$ 79 Total Cost

**Section 0010** 7:00 pm  
Woodson HS W, March 27  
Rm E206 Staff, instructor

**Section 0011** 1:00 pm  
Pimmit Hills Ctr Sa, March 30  
Rm 159 Staff, instructor

#### Navigating Life Changes - Designing Your Future | Course BE01567

Change is a natural part of life, whether it's a change in your job, your relationships, or your business. We tend to navigate these changes by defaulting to old patterns and limited thinking. In this 2-hour class we'll explore the innate abilities we all have that are often hidden within. We'll look at the common reasons we get stuck in negative beliefs about what we are capable of doing and becoming. Using the highly successful DreamBuilder process, we'll begin to take a look at the possibilities of your life and the steps you can take to achieve them. Come be inspired and uplifted while you explore the possibilities waiting for you. 1 session @ 2 hrs.

\$ 55 Tuition  
\$ 55 Total Cost

**Section 0011** 10:00 am  
Plum Center F, March 15  
Rm 112 Stamler, instructor

**Section 2010** 1:00 pm  
Plum Center F, Mary 24  
Rm 112 Stamler, instructor

**Section 2011** 1 pm  
Plum Center F, June 14  
Rm 112 Stamler, instructor

#### Confident Public Speaking | Course BE01066

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

\$169 Tuition  
\$169 Total Cost

**Section 2010** 7:00 pm  
Woodson HS Tu Th, April 23-May 2  
Rm E209 Lori Muhlstein, MPA, instructor

#### Mediation - Conflict Resolution | Course BE01088

Do you find yourself in the middle of an argument and wonder how it got started in the first place? Do you overreact and make a difficult situation worse? Are you trapped in a seemingly irresolvable cycle of conflict? Do you become angry or frustrated dealing with difficult people? This course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others' concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.

\$ 95 Tuition  
\$ 95 Total Cost

**Section 2010** 6:30 pm  
Woodson HS Tu, April 30  
Rm E205 Eric Assur, MA, instructor

### ENTREPRENEURSHIP/SMALL BUSINESS

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

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

\$286 Tuition  
\$286 Total Cost

**Section 2010** 7:00 pm  
Pimmit Hills Ctr F, April 5-May 3  
Rm 155 Chandran Pillai, CPA, instructor

**Section 2011** 7:00 pm  
Pimmit Hills Ctr F, May 17-June 7  
Rm 155 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.

#### Introduction to Marketing Automation | Course BE01246

New marketing automation technology is transforming marketing and sales processes. Learn what these systems do and how you can leverage them to grow your business. Topics include: e-mail campaigns, content marketing, landing pages, web tracking, lead nurturing/drip campaigns, reporting and analytics plus integration with other marketing tools such as CRMs. Note: this is NOT a course for marketing novices – you will need at least an intermediate understanding of marketing strategy and web/e-mail marketing concepts to keep pace in this course. 1 session @ 3 hrs.

\$ 74 Tuition  
\$ 5 User Fee  
\$ 79 Total Cost

**Section 2010** 9:30 am  
Plum Center Sa, May 4  
Rm 200 Chalmers, Katherine MBA, instructor

#### Landlording | Course BE01186

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

\$ 99 Tuition  
\$ 99 Total Cost

**Section 2010** 6:30 pm  
Plum Center W, April 3  
Rm 112 Kathleen McDermott, JD, instructor

**Section 2011** 6:30 pm  
Woodson HS Th, April 25  
Rm E208 Kathleen McDermott, JD, instructor

**Section 2012** 9:00 am  
L. Braddock SS Sa, May 4  
Rm H210 Kathleen McDermott, JD, instructor

**Section 2013** 6:30 pm  
Pimmit Hills Ctr W, May 15  
Rm 208 Kathleen McDermott, JD, instructor

**Section 2014** 9:00 am  
Plum Center Sa, June 8  
Rm 112 Kathleen McDermott, JD, instructor

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

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

\$134 Tuition  
\$ 25 User Fee  
\$159 Total Cost

**Section 2010** 7:00 pm  
Pimmit Hills Ctr Tu Th, April 23-April 25  
Rm 158 Christopher J. Inglese, CPA, MS  
(Tax), instructor

**Section 2011** 7:00 pm  
Pimmit Hills Ctr Tu Th, May 21-May 23  
Rm 158 Christopher J. Inglese, CPA, MS  
(Tax), instructor

**LEADERSHIP AND MANAGEMENT**

**HR Training the Workforce | Course BE01403**

Your organization needs a training plan. This course covers what constitutes training, how to develop and structure a training program, preparing effective training plans, obtaining high workforce productivity from funds expended for training, how to design courses, and training/development programs of value to workforce. 4 sessions @ 3 hrs each.

\$254 Tuition  
\$ 5 Text: *Training the Workforce*  
\$259 Total Cost

**Section 0010** 7:00 pm  
Edison HS Tu Th, March 19-March 28  
Rm B130 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 2010** 9:00 am  
Plum Center Sa, March 30-April 6  
Rm 202C Melson Martis, MBA, PMP, CSM,  
instructor

**Introduction to Coaching | Course BE01560**

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

\$119 Tuition  
\$119 Total Cost

**Section 2010** 9:00 am  
Plum Center Sa, May 4  
Rm 140 Sally Silberman, instructor

**Effective Note Taking | Course PR09005**

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

\$ 99 Tuition  
\$ 99 Total Cost

**Section 2010** 7:00 pm  
Woodson HS Tu, April 2  
Rm D206 Lori Muhlstein, MPA, 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. DMV LICENSE NUMBER AND DATE OF BIRTH IS REQUIRED in order to sit for state and national exams. 20 sessions @ 3 hrs each.

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

**Section 2010** 7:00 pm  
Pimmit Hills Ctr M W, April 22-July 1  
Rm 155 Bill Hardin, CRB, instructor

**NONPROFIT**

**Starting a Nonprofit Organization | Course BE01871**

Whether you are interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization, this course will walk you through the steps. Understand what is needed to take a nonprofit start-up from vision to reality and the necessary processes to become a 501(c)(3) tax-exempt organization. 2 sessions @ 2 hrs each.

\$109 Tuition  
\$109 Total Cost

**Section 2010** 7:00 pm  
Plum Center Tu, May 28-June 4  
Rm 202C Lynn O'Connell, instructor

**Project Management for Nonprofits | Course BE01209**

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

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

**Section 0010** 9:00 am  
Pimmit Hills Ctr Sa, March 2  
Rm 156 Melson Martis, MBA, PMP, CSM,  
instructor

**Grant Writing | Course BE01915**

Learn the skills you need to secure grants from foundations and corporations. Provides techniques and resources for locating the best prospects and for writing the basic components of a proposal. Find the answers to: How do I get a funder's attention? What does a funder look for in a proposal? How do I write winning proposals? 2 sessions @ 2 hrs each.

\$107 Tuition  
\$ 2 User Fee  
\$109 Total Cost

**Section 2010** 7:00 pm  
Plum Center Th, May 16-May 23  
Rm TR2 Lynn O'Connell, 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 2010** 7:00 pm  
Plum Center M, May 6-May 13  
Rm 112 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 2010** 7:00 pm  
Plum Center M, May 20  
Rm 202B Lynn O'Connell, instructor

**PERSONAL FINANCE**

**Personal Money Management | Course BE01102**

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

\$109 Tuition  
\$109 Total Cost

**Section 0012** 6:00 pm  
Chantilly HS Tu, March 5-March 19  
Rm 213 Harris, instructor

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

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

\$ 39 Tuition  
\$ 39 Total Cost

**Section 0011** 6:00 pm  
Plum Center Th, March 21  
Rm 140 Hogan, 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 2010** 7:00 pm  
Pimmit Hills Ctr Tu, April 30  
Rm SRCT Christopher J. Inglese, CPA, MS  
(Tax), instructor

*Tiffanie was engaged, gave great real-life examples, took the time to get to know our interests and needs, and asked for and used feedback.*

*Diane G.*

*Creating a Successful Business Plan*

**Minimizing Taxes Under the New Tax Act | 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 0012** 7:00 pm  
Woodson HS Th, March 21  
Rm A207 Sturgis, instructor

**Section 2010** 7:00 pm  
L. Braddock SS Tu, April 2  
Rm H228 Sturgis, instructor

**Section 2011** 9:00 am  
Plum Center Sa, May 11  
Rm 200 Sturgis, instructor

**Section 2012** 7:00 pm  
Woodson HS Th, May 30  
Rm E207 Sturgis, instructor

**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 0014** 6:00 pm  
Chantilly HS Th, March 7  
Rm 258 Lee, instructor

**Section 0017** 10:00 am  
Pimmit Hills Ctr Sa, March 9  
Rm 156 Lee, instructor

**Section 0015** 6:00 pm  
Chantilly HS Th, March 21  
Rm 258 Lee, instructor

**Section 2010** 6:00 pm  
Chantilly HS Th, April 4  
Rm 258 Lee, instructor

**Section 2011** 6:00 pm  
Chantilly HS Th, April 11  
Rm 258 Lee, instructor

**Section 2012** 6:00 pm  
Chantilly HS Th, April 25  
Rm 258 Lee, instructor

**Section 2013** 6:00 pm  
Chantilly HS Th, May 9  
Rm 258 Lee, instructor

**Section 2014** 6:00 pm  
Chantilly HS Th, May 23  
Rm 258 Lee, instructor

**Section 2015** 6:00 pm  
Chantilly HS Th, May 30  
Rm 258 Lee, instructor

**Social Security Timing Strategies | Course BE01143**

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

\$ 39 Tuition  
\$ 39 Total Cost

**Section 0012** 7:00 pm  
Plum Center Tu, March 12  
Rm 140 James Steele, MBA, IAR, instructor

**Section 2010** 7:00 pm  
L. Braddock SS Th, April 4  
Rm H216 James Steele, MBA, IAR, instructor

**Section 2011** 7:00 pm  
Edison HS Tu, April 30  
Rm B130 James Steele, MBA, IAR, instructor

**Section 2012** 7:00 pm  
Woodson HS Tu, May 21  
Rm E205 James Steele, MBA, IAR, instructor

**Section 2013** 7:00 pm  
Pimmit Hills Ctr Th, June 6  
Rm SRCT James Steele, MBA, IAR, instructor

**Baby Boomer Retirement Planning | Course BE01152**

Experts tell us that 50% of Boomers will fail at retirement (lowering their standard of living or worse). This course prepares students for the real risks, faulty assumptions, and the guardrails they can install in their retirement planning. Some may find they are not as ready to retire as they had hoped, but when would you like to know that, before or AFTER you retire? At what other time in our lives do we face more uncertainty with less margin of error? This is an academic, compressed presentation to fit our busy lives, that you might find as enjoyable as it is valuable. 1 session @ 4 hours.

\$ 75 Tuition  
\$ 22 User Fee  
\$ 97 Total Cost

**Section 0012** 9:00 am  
Woodson HS Sa, March 9-March 16  
Rm D204 James Steele, MBA, IAR, instructor

**Section 2010** 9:00 am  
Pimmit Hills Ctr Sa, April 13  
Rm 154 James Steele, MBA, IAR, instructor

**Section 2011** 7:00 pm  
Chantilly HS Th, May 2-May 9  
Rm 150 James Steele, MBA, IAR, instructor

**Section 2012** 6:00 pm  
Pimmit Hills Ctr Tu, June 4  
Rm 154 James Steele, MBA, IAR, instructor

Look for our Summer 2019 catalog!

Online registration for Summer classes will begin May 3, and print catalogs will be mailed May 6.





**Preparing Your Home for Sale Seminar | Course BE01175**

Whether you're selling in 3 years or 3 months homeowners have a formidable task preparing their house for sale, having time to prepare is critical. What should be done first? What should be fixed? Is it important to fix? Participants will learn through examples & discussions on what a Residential Home Inspector evaluates for your potential buyer. It enables you to reflect about the condition of your home and address concerns before placing your house on the market. Course is taught by a Virginia certified home inspector. 1 session @ 2 1/2 hours.

\$ 35 Tuition \$ 35 Total Cost	
<b>Section 2010</b> Plum Center Rm 122	7:00 pm F, April 5 LaFever, instructor
<b>Section 2011</b> Chantilly HS Rm 264	7:00 pm M, April 29 LaFever, instructor
<b>Section 2013</b> Woodson HS Rm A206	7:00 pm Th, May 9 LaFever, instructor
<b>Section 2012</b> Edison HS Rm 113	7:00 pm Tu, May 21 LaFever, instructor
<b>Section 2014</b> Pimmit Hills Ctr Rm 146	7:00 pm F, June 7 LaFever, instructor

**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 @ 4.5 hrs or 2 sessions @ 2 hours 15 min.

\$ 149 Tuition \$ 149 Total Cost	
<b>Section 0012</b> Woodson HS Rm D202	9:00 am Sa, March 16 Sturgis, instructor
<b>Section 2010</b> Plum Center Rm 200	8:30 am Sa, April 13 Sturgis, instructor
<b>Section 2011</b> L. Braddock SS Rm H228	7:00 pm Tu Th, April 30-May 2 Sturgis, instructor
<b>Section 2012</b> Woodson HS Rm E207	7:00 pm Tu Th, June 4-June 6 Sturgis, instructor

**SOCIAL MEDIA**

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

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

\$ 129 Tuition \$ 129 Total Cost	
<b>Section 2010</b> Pimmit Hills Ctr Rm 116	6:30 pm M W, April 1-April 3 Chalmers, Katherine MBA, instructor
<b>Section 2011</b> Plum Center Rm 116	9:30 am Su, May 12-May 19 Chalmers, Katherine MBA, instructor



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



**Teach for ACE!**

Fairfax County Public Schools Adult and Community Education has offered quality education for over 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  
7510 Lisle Avenue  
Falls Church, VA 22043
- Email: [acejobs@fcps.edu](mailto:acejobs@fcps.edu)



**Healthcare and Dental**

**HEALTH AND FAMILY MATTERS**

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

**Alzheimer's and the Other Dementias | Course HM01665**

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

\$ 59 Tuition \$ 6 User Fee \$ 65 Total Cost	
<b>Section 0011</b> L. Braddock SS Rm H211	6:30 pm Th, March 7 Vicky Waller-Surash, MS MS ACC CDP, instructor

**Alzheimer's--Meeting Them in Their Reality | Course HM01737**

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

\$ 89 Tuition \$ 89 Total Cost	
<b>Section 0011</b> Edison HS Rm B133	6:30 pm Th, March 14 Vicky Waller-Surash, MS MS ACC CDP, instructor

**Breathe Easier with Asthma | Course HM01668**

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

\$ 39 Tuition \$ 39 Total Cost	
<b>Section 0011</b> L. Braddock SS Rm H213	9:00 am Sa, March 16 Erika Crabb, RPh, instructor

**Autism Awareness | Course HM01960**

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

\$ 59 Tuition \$ 59 Total Cost	
<b>Section 0020</b> Plum Center Rm 202C	10:00 am Sa, May 18 Hammer, instructor

**Cholesterol and Blood Pressure: Medication and Lifestyle | Course HM01702**

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

\$ 45 Tuition \$ 45 Total Cost	
<b>Section 0020</b> L. Braddock SS Rm H214	9:00 am Sa, April 6 Pittman, instructor

**Diabetes Medication Management | Course HM01756**

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

\$ 45 Tuition \$ 45 Total Cost	
<b>Section 0010</b> L. Braddock SS Rm H213	9:00 am Sa, March 2 Pittman, instructor

**Protect Your Joints! | Course HM01685**

Defy the aging process! Reduce further joint damage by protecting them during daily activities. Learn joint-specific methods to ease discomfort and promote healthier joints. 1 session @ 2 hrs.

\$ 39 Tuition \$ 39 Total Cost	
<b>Section 0011</b> Plum Center Rm 202B	10:00 am Sa, March 16 Henry, instructor

<b>Section 0020</b> Pimmit Hills Ctr Rm 146	10:00 am Sa, June 1 Henry, instructor
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**Introduction to Essential Oils: What They Are and How They Work | Course HM01811**

Increase your understanding of some of the more commonly used essential oils and their purposes. Lemon, Oregano, Peppermint, Lavender, and Frankincense all have unique properties and uses. Learn about these and more! 1 session @ 2 hrs.

\$ 39 Tuition \$ 39 Total Cost	
<b>Section 0011</b> Plum Center Rm 202A	10:00 am Sa, March 9 Zamudio, instructor

<b>Section 0020</b> Plum Center Rm 112	10:00 am Sa, June 1 Zamudio, instructor
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**Self Care for the Care Giver | Course HM01919**

Wondering how to nurture your own well being while taking care of someone you love or being a service provider? Explore developing the art of refueling with creative self-care approaches. Discover new possibilities for replenishing your energy and serenity and most importantly how to integrate these practices into your day. 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.

\$ 49 Tuition \$ 49 Total Cost	
<b>Section 0011</b> Plum Center Rm 122	12:00 pm Su, March 24 Eileen Caroscio, CSC, RN, MSN, instructor

<b>Section 0020</b> Plum Center Rm 122	12:00 pm Su, May 19 Eileen Caroscio, CSC, RN, MSN, instructor
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**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 703-506-2277 for details. 3 sessions @ 2.5 hrs each.

\$ 119 Tuition \$ 119 Total Cost	
<b>Section 0020</b> Pimmit Hills Ctr Rm 210	7:00 pm Tu Th, May 7-May 14 Laurie Cushman, BSN RN CPAN, 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. Manikin practice optional. Will not fulfill certificate program CPR and first aid training requirement. 1 session @ 3 hrs.

\$ 51 Tuition \$ 5 User Fee \$ 3 Text: <i>Family &amp; Friends CPR</i> \$ 59 Total Cost	
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<b>Section 0013</b> ACE Herndon Center Rm 4	6:30 pm F, March 8 Pellerin-Schaaf, instructor
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<b>Section 0014</b> Plum Center Rm 202A	6:30 pm Tu, March 19 Perez, instructor
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<b>Section 0015</b> Plum Center Rm 122	12:00 pm Sa, March 23 Zamudio, instructor
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<b>Section 0020</b> Pimmit Hills Ctr Rm 211	6:30 pm F, April 12 Perez, instructor
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<b>Section 0021</b> Chantilly HS Rm 715	6:30 pm Th, May 23 Pellerin-Schaaf, instructor
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<b>Section 0022</b> Plum Center Rm 202C	1:00 pm W, June 5 Staff, instructor
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**It Only Takes a Minute | Course HM01971**

Come and learn the basics of intervening in an emergency-how to call 911, hands only CPR, stroke and heart attack recognition, bleeding control, and opioid overdose. No certification issued at this class. Taught by an EMT. 1 session @ 2 hrs.

\$ 49 Tuition  
\$ 49 Total Cost

**Section 0020** 7:00 pm  
Plum Center W, April 3  
Rm 119 Henry, instructor

**Section 0021** 7:00 pm  
Pimmit Hills Ctr Tu, June 11  
Rm 210 Henry, instructor

**Doubting Your Memory? | Course HM01789**

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

\$ 59 Tuition  
\$ 59 Total Cost

**Section 0010** 6:30 pm  
Edison HS Tu, February 26  
Rm B130 Vicky Waller-Surash, MS MS ACC CDP,  
instructor

**Normal Aging | Course HM01944**

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

\$ 59 Tuition  
\$ 59 Total Cost

**Section 0010** 9:30 am  
Plum Center Sa, March 9  
Rm 202A Vicky Waller-Surash, MS MS ACC CDP,  
instructor

**Promoting Mental Fitness | Course HM01790**

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

\$ 59 Tuition  
\$ 59 Total Cost

**Section 0011** 6:30 pm  
Plum Center Tu, March 5  
Rm 202C Vicky Waller-Surash, MS MS ACC CDP,  
instructor

ACE is an American Heart Association Training Program affiliated with the Fairfax County Public Schools/Fairfax County Health Department Training Center and offers a wide variety of courses in Basic Life Support and Heartsaver CPR & First Aid.

If you do not see the course you are looking for listed, please call 703-506-2281.

**The Alphabet Soup of Medicare | Course HM01928**

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

\$ 89 Tuition  
\$ 89 Total Cost

**Section 0020** 10:00 am  
Woodson HS Sa, April 6-April 13  
Rm E201 Sharpe, instructor

**Section 0021** 10:00 am  
Pimmit Hills Ctr Tu, May 14-May 21  
Rm 210 Sharpe, instructor

**Dementia, Delirium, Depression | Course HM01787**

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

\$ 69 Tuition  
\$ 69 Total Cost

**Section 0011** 9:30 am  
Plum Center Th, March 7  
Rm 202C Vicky Waller-Surash, MS MS ACC CDP,  
instructor



Fairfax County Public Schools Adult and Community Education (FCPS ACE) is offering a Sports Nutrition Course! This course is focused on Fueling Basics to maximize your sports performance. Taught by a nutritionist.

May 10 Sa 11:00 a.m. | Pimmit Hills Center

Please visit <https://aceclasses.fcps.edu> and search course code HM01954 to register!

**CPR AND FIRST AID**

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

Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. 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.

\$135 Tuition  
\$ 20 User Fee  
\$ 4 Text: *Heartsaver First Aid CPR AED Student Workbook 2015*  
\$159 Total Cost

**Section 0106** 9:00 am  
Plum Center F, March 1  
Rm 202C Carlson, instructor

**Section 0107** 9:00 am  
Pimmit Hills Ctr Sa, March 9  
Rm 154 Atkins, instructor

**Section 0108** 9:00 am  
Plum Center W, March 13  
Rm 200 Staff, instructor

**Section 0109** 9:00 am  
Plum Center Sa, March 23  
Rm 202A Perez, instructor

**Section 0110** 9:00 am  
Pimmit Hills Ctr F, March 29  
Rm 211 Tartt, instructor

**Section 0020** 9:00 am  
Woodson HS Sa, April 6  
Rm LIB Tartt, instructor

**Section 0021** 9:00 am  
Pimmit Hills Ctr W, April 17  
Rm 211 Staff, instructor

**Section 0022** 9:00 am  
Plum Center Sa, April 27  
Rm 202A Staff, instructor

**Section 0023** 9:00 am  
ACE Herndon Center Sa, May 4  
Rm 5 Pellerin-Schaaf, instructor

**Section 0024** 9:00 am  
Plum Center Th, May 9  
Rm 202A Staff, instructor

**Section 0025** 9:00 am  
Pimmit Hills Ctr Tu, May 14  
Rm 211 Pellerin-Schaaf, instructor

**Section 0026** 9:00 am  
Pimmit Hills Ctr Sa, June 1  
Rm 211 Tartt, instructor

**Need CPR & FIRST AID for teacher recertification? HOM4102 and HMO1625 fulfill this requirement. Ask about our FCPS discount.**

**First Aid | Course HMO1626**

Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. 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 @ 3.5 hrs.

\$ 55 Tuition  
\$ 20 User Fee  
\$ 4 Text: *Heartsaver First Aid Student Workbook 2015*  
\$ 79 Total Cost

**Section 0014** 12:00 pm  
Plum Center Su, March 10  
Rm 122 Perez, instructor

**Section 0015** 6:30 pm  
Chantilly HS Th, March 21  
Rm 715 Stevens, instruc

**Section 0020** 12:00 pm  
Plum Center Tu, April 9  
Rm 202A Staff, instructor

**Section 0021** 9:30 am  
Plum Center Sa, May 11  
Rm 202A Zamudio, instructor

**Section 0022** 6:30 pm  
Pimmit Hills Ctr W, May 29  
Rm 211 Tartt, instructor

**Section 0023** 9:30 am  
Plum Center F, June 7  
Rm 202C Coakley, instructor

**Heartsaver CPR & AED - Adult, Child, Infant | Course HMO1695**

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.

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

**Section 0015** 9:00 am  
Pimmit Hills Ctr M, February 25  
Rm 210 Pellerin-Schaaf, instructor

**Section 0016** 9:00 am  
Plum Center Tu, March 5  
Rm 202A Coakley, instructor

**Section 0017** 12:00 pm  
Plum Center Su, March 17  
Rm 122 Sood, instructor

**Section 0018** 5:00 pm  
Plum Center Tu, March 26  
Rm 122 Evans, instructor

**Section 0020** 5:00 pm  
Pimmit Hills Ctr Th, April 4  
Rm 211 Tartt, instructor

**Section 0021** 5:00 pm  
Plum Center Tu, April 23  
Rm 202A Evans, instructor

**Section 0022** 12:00 pm  
Plum Center Su, May 19  
Rm 202A Sood, instructor

**Section 0023** 12:00 pm  
Plum Center F, May 31  
Rm 202C Carlson, instructor

**Section 0024** 9:00 am  
L. Braddock SS Sa, June 8  
Rm H226 Lorena Williams, APRN-BC,  
instructor

**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. 1 session @ 7.5 hrs.

**Section 0011** 9:00 am  
Woodson HS Sa, March 30  
Rm LIB Sood, instructor

\$133 Tuition  
\$ 8 User Fee  
\$ 4 Text: *Heartsaver First Aid CPR AED Student Workbook 2015*  
\$145 Total Cost

**Section 0020** 8:00 am  
Pimmit Hills Ctr F, April 5  
Rm 211 Henry, instructor

**Basic Life Support | Course HMO1697**

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

\$118 Tuition  
\$ 10 User Fee  
\$ 17 Text: *BLS Provider Manual 2015*  
\$145 Total Cost

**Section 0013** 9:00 am  
Pimmit Hills Ctr Th, February 28  
Rm 211 Pellerin-Schaaf, instructor

**Section 0014** 9:00 am  
Plum Center Sa, March 16  
Rm 122 Laurie Cushman, BSN RN CPAN,  
instructor

**Section 0015** 9:00 am  
Pimmit Hills Ctr Sa, March 30  
Rm 211 Staff, instructor

**Section 0020** 9:00 am  
Plum Center Sa, April 13  
Rm 202A Laurie Cushman, BSN RN CPAN,  
instructor

**Section 0021** 9:00 am  
Plum Center Tu, April 30  
Rm 119 Coakley, instructor

**Section 0022** 9:00 am  
Plum Center Sa, May 18  
Rm 202A Atkins, instructor

**Section 0023** 9:00 am  
Pimmit Hills Ctr Sa, June 8  
Rm 211 Pellerin-Schaaf, instructor

E-cards will be issued for all CPR & First Aid classes. Participants must provide a valid email address at time of registration.

**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 0011** 3:00 pm  
Plum Center Sa, March 16  
Rm 202B Laurie Cushman, BSN RN CPAN,  
instructor

**Section 0020** 2:30 pm  
Pimmit Hills Ctr Sa, June 8  
Rm 211 Pellerin-Schaaf, instructor

**Pediatric CPR and First Aid | Course HM01796**

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

\$135 Tuition  
\$ 20 User Fee  
\$ 4 Text: *Heartsaver Pediatric First Aid CPR AED Stu Wk 2015*  
\$159 Total Cost

**Section 0012** 9:00 am  
Pimmit Hills Ctr F, March 15  
Rm 210 Tartt, instructor

**Section 0020** 9:00 am  
Pimmit Hills Ctr Sa, April 13  
Rm 211 Tartt, instructor

**Section 0021** 9:00 am  
Plum Center Sa, May 11  
Rm 119 Henry, instructor

**Section 0022** 9:00 am  
Pimmit Hills Ctr F, June 7  
Rm 211 Staff, instructor

**Stop the Bleed | Course HM01970**

The minutes of the golden hour are ticking away. Do you know "how to stop the bleed?" Learn advanced first aid skills and proper techniques to stop major bleeding. 1 session @ 1.5 hrs.

\$ 29 Tuition  
\$ 10 User Fee  
\$ 39 Total Cost

**Section 0012** 10:00 am  
Plum Center Sa, March 2  
Rm 122 Laurie Cushman, BSN RN CPAN,  
instructor

**Section 0020** 10:00 am  
Plum Center Sa, April 27  
Rm 202C Staff, instructor

**Section 0021** 12:30 pm  
Plum Center F, May 17  
Rm 202C Henry, 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 0010** 1:00 pm  
Pimmit Hills Ctr Tu Th, March 19-March 21  
Rm 154 Staff, instructor

**Youth Mental Health First Aid | Course HM01922**

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

\$ 99 Tuition  
\$ 99 Total Cost

**Section 0020** 5:00 pm  
Pimmit Hills Ctr Tu Th, June 4-June 6  
Rm 207 Staff, instructor

**CLASSES IN SPANISH**

**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.

\$ 135 Tuition  
\$ 10 User Fee  
\$ 20 Text: *Spanish Heartsaver First Aid CPR AED 2015*  
\$ 165 Total Cost

**Section 0011** 9:00 am  
Plum Center Sa, March 16  
Rm 141 Perez, instructor

**Section 0020** 9:00 am  
Plum Center Sa, May 18  
Rm 119 Perez, instructor

**NEW**

**Familiares y Amigos | Course HM01968**

Course conducted in Spanish. Designed for grandparents and community members that just want an overview of basic CPR skills. Familiares y Amigos CPR (Reanimación cardiopulmonar) enseñará la habilidad para reconocer una emergencia y cómo reaccionar ante ella. Es ideal para cualquier persona interesada en aprender como reanimar a alguien cuyo corazón ha dejado de latir. La práctica con un maniquí es opcional. Este curso no cumple los requisitos de certificación para cuidado de niños. 1 session @ 3 hrs.

\$ 51 Tuition  
\$ 5 User Fee  
\$ 3 Text: *Spanish Family & Friends CPR*  
\$ 59 Total Cost

**Section 0012** 6:00 pm  
Plum Center M, March 18  
Rm 119 Perez, instructor

**Section 0020** 10:00 am  
Plum Center Sa, May 4  
Rm 202C Ortiz Parra, instructor

**Heartsaver AED CPR in Spanish | Course HM01798**

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

\$ 89 Tuition  
\$ 10 User Fee  
\$ 20 Text: *Spanish Heartsaver First Aid CPR AED 2015*  
\$ 119 Total Cost

**Section 0020** 9:00 am  
Plum Center Sa, April 6  
Rm 119 Ortiz Parra, instructor

**GETTING STARTED IN HEALTHCARE**

**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.

\$ 339 Tuition  
\$ 65 Text: *Pharmacology Handout (\$3); Quick & Easy Medical Terminology, 8th ed (\$62)*  
\$ 404 Total Cost

**Section 0010** 6:30 pm  
Pimmit Hills Ctr F, March 8-May 10  
Rm TBD Staff, instructor

**Section 0020** 6:30 pm  
Pimmit Hills Ctr M, April 1-June 17  
Rm 161 Dashner RN MSN, instructor

**Section 0021** 9:30 am  
Plum Center Tu, April 2-June 11  
Rm 202B 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  
\$ 339 Tuition  
\$ 339 Total Cost

**Section 0011** 6:30 pm  
Pimmit Hills Ctr W, March 20-May 29  
Rm 161 Dashner RN MSN, instructor

**Section 0020** 9:30 am  
Plum Center Th, April 4-June 13  
Rm 202B Brooke Koons BSN, instructor

**Test-Out—Medical Terminology With Anatomy | Course HM01604**

So you want to start to take a Medical program! Take the Medical Terminology test out and see if you're ready. Call 703-506-2281 for details.

\$ 75 Tuition  
\$ 75 Total Cost

**Strategies for Succeeding in Healthcare | Course HM01991**

Healthcare offices are fast-paced and employers have high expectations for their employees. Knowledge of specialized skills will help individuals build their careers and allow them to move into a wide variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 2.5 hrs each.

\$ 126 Tuition  
\$ 2 User Fee  
\$ 62 Text: *Job Readiness for Health Professionals, 2nd ed (\$59)*  
*Strategies for Success in a Health Care Profession (\$3)*  
\$ 190 Total Cost

**Section 0012** 6:30 pm  
Woodson HS Th, March 14-March 21  
Rm D211 Cathy Almeter, instructor

**Section 0020** 9:30 am  
Plum Center Sa, April 13-April 27  
Rm 140 Cathy Almeter, instructor

**Section 0021** 6:30 pm  
Woodson HS Th, May 16-May 23  
Rm E209 Cathy Almeter, instructor

**"This course was educational and enjoyable to those who wanted to begin learning medical terms. Instructor is very knowledgeable." Elsa L. Medical Terminology with Anatomy—Part 2**

**DENTAL**

**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** 10:00 am  
Woodson HS Sa, May 18-July 27  
Rm E209 Julia Johannning, 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 hours

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

**Section 0020** 7:00 pm  
Plum Center Tu, June 11-September 17  
Rm 119 Julia Johannning, instructor

**Fast Track Dental Assistant | Course HM01848**

Combine some of the Dental Assistant Certificate Program courses and finish sooner!. Chairside dental assisting, bloodborne pathogens, x-ray safety, Dentrix, dental coding, CPR, first aid, all included! Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers. 20 sessions @ 6 hrs each. Prereq: HM01991 Strategies for Succeeding in Healthcare

\$ 2961 Tuition  
\$ 120 User Fee  
\$ 261 Text: *2019 CDT Plus for Dental (\$77); Essentials of Dental Assisting Pkg, 6th ed (\$184)*  
\$ 3342 Total Cost

**Section 0020** 8:30 am  
Plum Center M W F, March 25-May 15  
Rm 119 Vejar-Rodriguez, instructor

**Dental Assistant Comprehensive | Course HM01647**

Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers. Tuition installment plan available by calling 703-658-2709. 15 sessions @ 6 hrs each.

\$ 2059 Tuition  
\$ 55 User Fee  
\$ 184 Text: *Essentials of Dental Assisting Pkg, 6th ed*  
\$ 2298 Total Cost

**Section 0020** 12:00 pm  
Plum Center Su, June 2-September 29  
Rm 119 Julia Johannning, instructor

**MEDICAL**

**Administrative Medical Office Procedures | Course HM01620**

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

\$ 509 Tuition  
\$ 12 User Fee  
\$ 243 Text: *Medical Office Administraton - A Worktext, 4th ed (\$104); SimChart for the Medical Office 2017 Edition (\$139)*  
\$ 764 Total Cost

**Section 0020** 12:30 pm  
Plum Center F, May 10-July 26  
Rm 205 Samantha Robertson, NCMA, CBCS, 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 703 506-2282 to schedule a test.

\$ 29 Tuition  
\$ 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 703-506-2282 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, 6th ed*  
\$ 1299 Total Cost

**Section 0020** 8:30 am  
Plum Center M W F, March 25-May 3  
Rm 202A Albert, instructor

**Section 0021** 8:30 am  
Plum Center M W F, May 29-July 1  
Rm 202A Albert, instructor

**Certified Nurse Aide (CNA) Exam Prep | Course HM01781**

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

\$ 375 Tuition  
\$ 375 Total Cost

**Section 0010** 8:30 am  
Plum Center T, Th March 5-March 7  
Rm 202A Albert, instructor

**Section 0020** 8:30 am  
Plum Center Tu Th, April 30-May 2  
Rm 202C Albert, instructor

**Clinical Medical Office Procedures--Part 1 | Course HM01615**

Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments. 12 sessions @ 2.5 hrs each.

\$ 428 Tuition  
\$ 25 User Fee  
\$ 142 Text: *Clinical Procedures for Medical Assistants, 9th ed*  
\$ 595 Total Cost

**Section 0020** 1:00 pm  
Plum Center Tu, April 23-July 9  
Rm 202A Brooke Koons BSN, 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  
Pimmit Hills Ctr Tu, April 2-June 25  
Rm 211 Dashner, RN MSN, instructor

**EKG Interpretation | Course HM01614**

In this course, students study the indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations and pertinent topics in cardiology will also be discussed. This class is a required part of the Medical Assistant certificate program. If you are pursuing the medical certificate, you must be registered as a medical certificate student. For more information on the medical certificate program, call 703-506-2281. This class will also prepare the student to sit for the EKG Technician national credentialing exam. Taught by Cardiac Nurse Practitioner. 8 sessions @ 2 hrs.

\$ 590 Tuition  
\$ 20 User Fee  
\$ 89 Text: *EKG Interpretation (\$13); EKG/ECG (\$17); The Only EKG Book You'll Ever Need (\$59)*  
\$ 699 Total Cost

**Section 0020** 10:15 am to 12:15  
Plum Center Tu, April 23-June 11  
Rm TBD Natalie Berkeley instructor

**NHA Certifications offered through ACE:**

- CCMA—Certified Clinical Medical Assistant
- CMAA—Certified Medical Administrative Assistant
- CBCS—Certified Billing and Coding Specialist
- CET—Certified EKG Technician
- CPCT-A—Certified Patient Care Technician/Assistant



**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 0020**  
Pimmit Hills Ctr  
Rm SRCT

6:00 pm  
M W, May 29-August 10  
Mercer, instructor

**Medical Assistant Certification Exam Prep | Course HM01765**

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

\$169 Tuition  
\$ 75 User Fee  
\$244 Total Cost

**Section 0020**  
Plum Center  
Rm 202B

9:30 am  
Sa, June 1-June 15  
Brooke Koons BSN, 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). 7 sessions @ 2.5 hrs each.

Prereq: HM01651 Medical Coding, Billing, and Reimbursement--Part 1

\$425 Tuition  
\$ 5 User Fee  
\$430 Total Cost

**Section 0020**  
Plum Center  
Rm 202B

9:30 am  
F, May 31-July 19  
Samantha Robertson, NCMA, CBCS, instructor

**Medical Insurance Billing | Course HM01951**

An introduction to health insurance and physician reimbursement for services provided. You will become familiar with the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The principles of medical billing related to proper claim form preparation, submission and payment processing and the follow up process will be learned. This course is recommended for anyone who is preparing for a career or would like an understanding of a medical billing department at a physician's office, clinic or similar position. 15 sessions @ 2 hrs.

\$555 Tuition  
\$133 Text: *Health Insurance Today Pkg, 6th ed*  
\$688 Total Cost

**Section 0010**  
Plum Center  
Rm 202A  
instructor

9:30 am  
F, March 22-May 10  
Samantha Robertson, NCMA, CBCS, instructor

**Section 0020**  
Plum Center  
Rm 202A

6:00 pm  
W, April 3-July 17  
Leslie Huguley, CPC, 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 0011**  
Pimmit Hills Ctr  
Rm TBD

9:00 am  
Sa, March 9  
Stern, instructor

**Section 0020**  
Plum Center  
Rm 119

9:30 am  
Sa, June 1  
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](http://www.nhanow.com). Must have completed ACE certificate program course work to qualify. Please contact 703-506-2281 with questions. 1 session @ 4 hrs.

\$ 55 Tuition  
\$ 55 Total Cost

**Section 0020**  
Plum Center  
Rm 202B

12:00 pm  
Th, June 20  
Stevens, instructor

**Pharmacy Technician - Fast Track | Course HM01929**

Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. Now includes 70 hours classroom and 80 hours off site externship (externship requires additional expenses for background check and immunizations). No tuition waivers. 20 sessions @ 3.5 hrs each.

\$1799 Tuition  
\$100 User Fee  
\$1899 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 206

9:00 am  
M W F, April 22-June 7  
Pittman, instructor

**Pharmacy Technician Certification Board Exam Review | Course HM01932**

Prepare to sit for the Pharmacy Technician Certification exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification exam with confidence. Successful completion of a Pharmacy Technician certification exam provides national recognition and certification status to boost your career options. Student must have completed an approved Pharmacy Technician Program. 2 sessions @ 5 hrs each.

Prereq: HM01659 Pharmacy Technician Program  
Prereq: HM01929 Pharmacy Technician - Fast Track

\$219 Tuition  
\$219 Total Cost

**Section 0020**  
Plum Center  
Rm 200

9:00 am  
Sa, June 8-June 15  
Bonner, instructor

**Venipuncture Essentials | Course HM01933**

Learn or refresh your knowledge of the basics of drawing blood. Course includes venipuncture principles and techniques, as well as hands-on practice on artificial arms. Current Hepatitis B vaccination documentation required at first class. Course designed for all levels of medical professionals who wish to add or improve venipuncture skills. 6 sessions @ 3 hrs each.

\$496 Tuition  
\$ 20 User Fee  
\$ 53 Text: *Blood Collection: A Short Course, 3rd ed*  
\$569 Total Cost

**Section 0020**  
Plum Center  
Rm 118

12:00 pm  
Sa, April 6-May 18  
Ali, instructor

**NUTRITION****Nutrition and Gut Health | Course HM01729**

Learn how diet and lifestyle can help fuel and maintain healthy gut microorganisms. Topics will include discussion of what, why and how we can feed these gut microorganisms, and review of probiotics. Review old eating habits and new eating habits to keep you healthy from the inside out. Taught by a nutritionist. 1 session @ 2 hrs.

\$ 55 Tuition  
\$ 55 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 154

9:00 am  
Sa, May 18  
Logan, instructor

**Sports Nutrition | Course HM01954**

Learn Fueling Basics to maximize your sports performance. Topics will focus on nutrients that fuel your energy systems for training, recovery, competition day, hydration, and supplement education. Learn to create your fueling plan. Taught by a nutritionist. 1 session @ 2 hrs.

\$ 55 Tuition  
\$ 55 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 155

11:30 am  
Sa, May 18  
Logan, instructor

**Information Technology****CERTIFICATION PREP****A+: Troubleshooting Your Computer | Course CT01465**

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. 9 sessions covering 45.5 hrs.  
Prereq: CT02465 Basic PC Maintenance

\$964 Tuition  
\$ 25 User Fee  
\$989 Total Cost

**Section 2010**  
Pimmit Hills Ctr  
Rm 145

9:00 am  
Sa, April 6-June 15  
Shahriyar Behbahani, 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 RIP, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 14 sessions covering 50 hours.  
Prereq: CT01473 Network+

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

**Section 2010**  
Pimmit Hills Ctr  
Rm 145

6:30 pm  
Tu Th, April 2-May 16  
Shahriyar Behbahani, instructor

**Network+ | Course CT01473**

Prepare for the Network+ exam under the expert guidance of a seasoned professional. With lecture, demonstration, and one session with hands-on practice, you will learn everything you need to know about networks and networking, design essentials, networking media, functions of network protocols, Ethernet, Token Ring, and WAN technologies. Purchase textbook separately, ISBN: 9781337569330. 11 sessions @ 3 hrs each.  
Prereq: CT01421 Windows 7

\$799 Tuition  
\$799 Total Cost

**Section 2010**  
Plum Center  
Rm 205

6:00 pm  
M Tu W, April 1-April 23  
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  
\$189 Text: *Security+ Guide to Network Security, 6th ed*  
\$949 Total Cost

**Section 2010**  
Plum Center  
Rm 205

6:00 pm  
M Tu W Th, April 24-May 13  
Edward Gibson, instructor

**Windows 10: MCTS Prep Part 2 | Course CT01771**

Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. (Same book used in Part 1). 7 sessions @ 3 hrs each.  
Prereq: CT01770 Windows 10: MCTS Prep Part 1

\$559 Tuition  
\$559 Total Cost

**Section 2010**  
Plum Center  
Rm 205

6:00 pm  
Tu W Th, May 28-June 11  
Edward Gibson, instructor

**COMPUTER BASICS****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 e-mail. Perfect course for adults looking for a smaller class and gentler pace. 4 sessions @ 3 hrs each.

\$199 Tuition  
\$ 15 User Fee  
\$ 5 Text: *Computers for Beginners*  
\$219 Total Cost

**Section 2010**  
Plum Center  
Rm 116

9:00 am  
M W, April 1-April 10  
Louise Glenn, instructor

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

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

\$ 85 Tuition  
\$ 85 Total Cost

**Section 2010**  
Pimmit Hills Ctr  
Rm 123

9:00 am  
M, June 3  
Mary Ann Smith, MOS, instructor

**Mastering Your iPad/iPhone | Course PR06002**

Bring Your Own Device (BYOD). Continue working with the features and apps on your iPad/iPhone. Work with the camera roll, mark favorites, take and edit photos with the editing tools, and share photos. Add screens and drawings to messages and use dictation. Work with mail and phone features. Use FaceTime and Airdrop communications. Work Safari bookmarks, make shortcut icons to your favorite sites, use search, and clear unwanted Safari data. Explore Pages, Numbers, and Keynote for document creation. 1 session @ 3 hrs.

\$ 85 Tuition  
\$ 85 Total Cost

**Section 2010**  
Pimmit Hills Ctr  
Rm 123

1:00 pm  
M, June 3  
Mary Ann Smith, MOS, instructor

**PC Basics | Course CT01416**

PC Basics is your window into the world of computing! For those desiring to learn more about the fundamentals of computers, this is the course for you. PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an internet browser. You will create a document, presentation, and spreadsheet with MS Office. This is the prerequisite course for many IT courses. 8 hours of instruction.

\$114 Tuition  
\$ 5 Text: *Personal Computer Basics*  
\$119 Total Cost

**Section 0011**  
Plum Center  
Rm 116

9:00 am  
Tu, March 5-March 19  
Louise Glenn, instructor

**Section 2010**  
Pimmit Hills Ctr  
Rm 115

6:00 pm  
M W, April 1-April 8  
Felecia Wison, instructor

**Section 2013**  
Pimmit Hills Ctr  
Rm 115

9:00 am  
Tu Th, April 4-April 9  
Mary Ann Smith, MOS, instructor

**Section 2011**  
Pimmit Hills Ctr  
Rm 115

6:00 pm  
M W, May 1-May 8  
Felecia Wison, instructor

**Section 2012**  
Plum Center  
Rm 116

9:30 am  
M W, May 13-May 22  
Louise Glenn, instructor

**Windows - File Management | Course CT01402**

Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows, 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 0012**  
Pimmit Hills Ctr  
Rm 116

6:00 pm  
Tu, March 26  
Felecia Wison, instructor

**Section 0011**  
Plum Center  
Rm 116

6:30 pm  
Tu, March 26  
Ricardo Bahr, instructor

**Section 2010**  
Plum Center  
Rm 116

6:30 pm  
Tu, April 9  
Ricardo Bahr, instructor

**Section 2012**  
Plum Center  
Rm 116

9:00 am  
W, April 24  
Louise Glenn, instructor

**Section 2011**  
Plum Center  
Rm 116

6:30 pm  
Tu, May 21  
Ricardo Bahr, instructor

"Great Presentation—explained things clearly and with great patience. Talked to each person in the class and answered their questions."  
Tom N.  
PC Basics





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

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

\$ 85 Tuition  
\$ 85 Total Cost

**Section 0011** 7:00 pm  
Plum Center Tu, March 19  
Rm 116 Dr. Majid Imany, instructor

**Section 2010** 1:30 pm  
Pimmit Hills Ctr Th, April 4  
Rm 123 Mary Ann Smith, MOS, instructor

**DATABASE SYSTEMS**

**Database Modeling and Design: An Introduction | Course CT01543**

Learn the basics of database modeling and design. Understand the concept and implement relational databases. Develop entity relationship diagrams (ERD). Discuss normalization of databases. Discuss virtual database and Cloud based services. Purchase textbook separately. ISBN: 9781430242093

Prereq: CT01416 PC Basics

\$ 339 Tuition  
\$ 15 User Fee  
\$ 0 Text: *Book info at www.fcps.edu/is/ace/books.shtml*  
\$ 354 Total Cost

**Section 2010** 7:00 pm  
Pimmit Hills Ctr Tu Th, May 21-June 13  
Rm 116 Arabinda Banik MS, instructor

**MS Access - Basics | Course CT01449**

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

3 sessions @ 3 hrs each.

Prereq: CT01416 PC Basics

\$ 143 Tuition  
\$ 26 Text: *MS Access 2013: Part 1*  
\$ 169 Total Cost

**Section 2010** 9:00 am  
L. Braddock SS Sa, April 6-April 27  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

**MS Access - Intermediate | Course CT01450**

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

3 sessions @ 3 hrs each.

Prereq: CT01449 MS Access - Basics

\$ 143 Tuition  
\$ 26 Text: *MS Access 2013: Part 2*  
\$ 169 Total Cost

**Section 2010** 9:00 am  
L. Braddock SS Sa, May 4-May 18  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

**MS Access - Advanced | Course CT01451**

Learn to restructure existing MS Access 2010 data. Create a junction table. Write advanced queries. Summarize data using Crosstab queries and create PivotTables and PivotCharts. Create and attach macros to automate tasks.

Include charts in reports and publish a report as PDF. Link tables to external data sources and analyze the performance of a database. 4 sessions @ 3 hrs each.

Prereq: CT01450 MS Access - Intermediate

\$ 199 Tuition  
\$ 15 User Fee  
\$ 25 Text: *Logical Select Microsoft Office Access 2010: 3*  
\$ 239 Total Cost

**Section 2010** 6:30 pm  
L. Braddock SS Tu Th, June 4-June 13  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

**Oracle Basics | Course CT01547**

Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SQL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. ISBN: 9780071801751.

8 sessions @ 3 hrs each.

\$ 479 Tuition  
\$ 10 User Fee  
\$ 489 Total Cost

**Section 2010** 7:00 pm  
Plum Center Tu Th, April 11-May 7  
Rm 116 Arabinda Banik MS, instructor

**GRAPHICS AND DESIGN**

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

Learn the essential skills to digitally manipulate photos using Adobe Photoshop Elements. You will learn to enhance your photos by straightening, correcting color, cropping, using various selection tools, working with layers, and using masks. Recommended book, ISBN: 9780321827333. 1 session @ 3 hrs.

Prereq: CT01416 PC Basics

\$ 109 Tuition  
\$ 15 User Fee  
\$ 124 Total Cost

**Section 2010** 1:00 pm  
Pimmit Hills Ctr W, May 1  
Rm 116 Mary Ann Smith, MOS, instructor

**Adobe Illustrator Workshop | Course CT02160**

Learn the basics of Adobe Illustrator in this introductory workshop. Become familiar with the user interface, tools and panels. Students will create a logo and a simple vector illustration. 2 sessions @ 3 hrs each.

\$ 149 Tuition  
\$ 10 User Fee  
\$ 159 Total Cost

**Section 0010** 6:30 pm  
Pimmit Hills Ctr M, March 11-March 18  
Rm 115 Jessica Rossiter, instructor

**InDesign Workshop 101: Introduction | Course CT02140**

Learn the basics of Adobe InDesign in this two-day workshop. Become familiar with the user interface, tools and panels. Students will create a business card, flyer, and newsletter. 2 sessions @ 3 hrs each.

\$ 154 Tuition  
\$ 5 User Fee  
\$ 159 Total Cost

**Section 0010** 1:00 pm  
Pimmit Hills Ctr Tu Th, March 12-March 14  
Rm 115 Mary Ann Smith, MOS, instructor

**OFFICE PRODUCTIVITY**

**Introduction to SharePoint 2013 | Course CT02701**

Want to gain a better understanding of SharePoint 2013? Want to know how SharePoint is used in organizations? Want to know how to use it in your organization? This course is designed with the beginner in mind. Learn how to navigate, create lists and tasks, manage libraries, announcements, calendars, and more. Find out how SharePoint 2013 helps you and your organization increase the efficiency of business processes.

10 sessions @ 2 hrs each.

\$ 449 Tuition  
\$ 10 User Fee  
\$ 459 Total Cost

**Section 2010** 7:00 pm  
L. Braddock SS Tu Th, May 2-June 4  
Rm H202 Nelson, instructor

**Microsoft Office Proficiency Workshop | Course CT01285**

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

8 sessions @ 3 hrs each.

\$ 483 Tuition  
\$ 18 Text: *Quick Source Guide Excel 2013 (\$6); Quick Source Guide PowerPoint 2013 (\$6); Quick Source Guide Word 2013 (\$6)*  
\$ 501 Total Cost

**Section 0011** 6:30 pm  
L. Braddock SS Tu Th, March 5-March 28  
Rm H202 Wayne Shewmaker, MBA, 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 2010** 9:00 am  
Pimmit Hills Ctr Th F, May 2-May 3  
Rm 115 Mary Ann Smith, MOS, instructor

**MS Excel - Basics | Course CT01441**

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

4 sessions @ 3 hrs each.

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

**Section 2010** 6:30 pm  
L. Braddock SS Tu Th, April 2-April 11  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

**Section 2011** 6:30 pm  
Plum Center Sa, June 10-June 19  
Rm 116 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. 5 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel - Basics

\$ 353 Tuition  
\$ 26 Text: *MS Excel 2013: Part 2*  
\$ 379 Total Cost

**Section 0011** 9:00 am  
Pimmit Hills Ctr M W, February 25-March 11  
Rm 145 Wayne Shewmaker, MBA, MOS, instructor

**Section 2010** 10:00 am  
Plum Center Sa, April 6-May 11  
Rm 116 Madkour, instructor

**Section 2011** 6:30 pm  
L. Braddock SS Tu Th, April 30-May 14  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

**MS Excel - Advanced | Course CT01445**

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

Prereq: CT01442 MS Excel - Intermediate

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

**Section 0010** 6:30 pm  
Pimmit Hills Ctr M W, March 18-March 27  
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

**Section 2010** 6:30 pm  
L. Braddock SS Tu Th, May 21-May 30  
Rm H201 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.

Prereq: CT01441 MS Excel - Basics

\$ 89 Tuition  
\$ 14 User Fee  
\$ 6 Text: *Quick Source Guide Excel 2013 Advanced*  
\$ 109 Total Cost

**Section 2010** 9:00 am  
L. Braddock SS Sa, June 1  
Rm H201 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 2010** 12:30 pm  
L. Braddock SS Sa, June 1  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

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

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

Prereq: CT01441 MS Excel - Basics

\$ 185 Tuition  
\$ 185 Total Cost

**Section 2010** 6:30 pm  
L. Braddock SS Tu Th, April 23-April 25  
Rm H201 Wayne Shewmaker, MBA, MOS, instructor

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

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

1 session @ 4 hrs.

\$ 149 Tuition  
\$ 10 User Fee  
\$ 6 Text: *Quick Source Guide Excel 2013*  
\$ 165 Total Cost

**Section 2010** 1:30 pm  
Pimmit Hills Ctr Tu, April 9  
Rm 115 Mary Ann Smith, MOS, instructor

**Section 2011** 6:00 pm  
Plum Center W, May 1  
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

**CERTIPORT**

A Certiport® Microsoft Office Specialist (MOS) 2013 & 2016 Authorized Testing Center for:

- Word
- Excel
- PowerPoint
- Outlook
- Access
- OneNote
- Word Expert Parts 1 & 2
- Excel Expert Parts 1 & 2

Test vouchers available for purchase or bring your own.

Schedule test appointment by calling 703-506-2292 or by email [acetech@fcps.edu](mailto:acetech@fcps.edu).

**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 2010** 6:30 pm  
Plum Center M W, April 1-April 10  
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

**MS Word - Intermediate | Course CT01344**

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

Prereq: CT01342 MS Word - Basics

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

**Section 0010** 6:30 pm  
Pimmit Hills Ctr F, March 8-March 29  
Rm 145 Wayne Shewmaker, MBA, MOS, instructor

**Section 2010** 6:30 pm  
Plum Center Exception M W, April 15-April 24  
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

**Questions?**  
Please contact  
[comptraining@fcps.edu](mailto:comptraining@fcps.edu)





**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 2010** 6:30 pm  
Pimmit Hills Ctr M W, May 1-May 13  
Rm 116 Wayne Shewmaker, MBA, MOS,  
instructor

**MS PowerPoint - Basics | Course CT01459**

This is a great introduction to PowerPoint! Learn to create presentations through the application of themes and transitions, to include text, images, shapes, charts, tables, and animation. Prepare handouts and setup custom presentations. Prerequisite: Basic experience with Windows. 2 sessions @ 3 hrs each.  
Prereq: CT01416 PC Basics

\$139 Tuition  
\$ 4 User Fee  
\$ 26 Text: *MS PowerPoint 2013: Part 1*  
\$169 Total Cost

**Section 0010** 7:00 pm  
Pimmit Hills Ctr Tu Th, March 12-March 14  
Rm 123 Mary Ann Smith, MOS, instructor

**Section 2010** 9:00 am  
Pimmit Hills Ctr W, June 5  
Rm 115 Mary Ann Smith, MOS, instructor

**Microsoft Office Publisher Workshop | Course PR01501**

Using MS Office Publisher, create a flyer and a trifold brochure with text boxes and graphics. Use a newsletter template with columns, styles, and other design elements such as pull quotes, sidebars, and attention getters. Other features will be discussed as time permits.  
1 session @ 4 hrs.

\$139 Tuition  
\$ 5 User Fee  
\$ 6 Text: *Quick Source Guide Publisher 2013*  
\$150 Total Cost

**Section 2010** 12:30 pm  
Pimmit Hills Ctr W, April 3  
Rm 115 Mary Ann Smith, MOS, instructor

**"Wayne Shewmaker was a great instructor. He knew the material and explained it so all of the students could understand. He made the course fun." Francine M. MS Excel—Pivot Tables**

**PROGRAMMING**

**Introduction to Programming Using Python | Course CTO2403**

Learn the basics of programming using Python computer language. Python is an interpreted, object-oriented, high-level programming language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the Python language, using variables, statements, strings and data structures. By the end of the course you will be able to write complete non-graphical programs. OS independent. Good foundation for learning C++ and Java. 8 sessions @ 2 hrs each.  
Prereq: CT01492 Concepts of Programming

\$354 Tuition  
\$ 15 User Fee  
\$369 Total Cost

**Section 2011** 1:00 pm  
Plum Center Sa, April 6-May 4  
Rm 116 Madkour, instructor

**Section 2010** 7:00 pm  
Pimmit Hills Ctr Tu Th, April 9-May 2  
Rm 123 Alex Machina, 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: 9780201794298. 8 sessions @ 3 hrs each.  
Prereq: CT01492 Concepts of Programming

\$474 Tuition  
\$ 5 User Fee  
\$479 Total Cost

**Section 2010** 7:00 pm  
Pimmit Hills Ctr F, April 26-June 14  
Rm 116 Arabinda Banik MS, instructor

**WEB DESIGN AND DEVELOPMENT**

**HTML 1 - Your First Website | Course CT01525**

A great stepping stone to penetrating the mysteries of the Internet and how you can be a part of it. If you've never worked with code before, don't worry. Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. Purchase textbook separately, ISBN: 118008189 3 sessions @ 3 hrs each.

\$229 Tuition  
\$229 Total Cost

**Section 2010** 6:00 pm  
L. Braddock SS Tu, May 7-May 21  
Rm A213 Susan Brun, instructor

**See page 55 for registration information.**

**Web Design with Cascading Style Sheets 2 | Course CTO1542**

You want to get your information out on the Web in a professional and pleasing format. You don't want to spend all your time updating the look of every single page of the site when changes inevitably need to be made. Enter CSS (Cascading Style Sheets). Fully master this simple language to create clean web layouts and maintain the look of your site with ease. Purchase textbook separately, ISBN 1118008189. 4 sessions @ 3 hrs each.  
Prereq: CT01541 Web Design with Cascading Style Sheets 1

\$254 Tuition  
\$ 5 User Fee  
\$259 Total Cost

**Section 0010** 7:00 pm  
Woodson HS M W, March 6-March 18  
Rm E159 Dr. Majid Imany, instructor

**HTML 3 - Interacting With Your Website | Course CTO1527**

Now on to the more complex stuff. In the last installment of the HTML series. You will find out how to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. Lastly, we will show you how to review your site to optimize the experience for visitors. Purchase textbook separately, ISBN: 1118008189. 3 sessions @ 3 hrs each.  
Prereq: CT01526 HTML 2 - Enhancing Your Website

\$229 Tuition  
\$229 Total Cost

**Section 0010** 7:00 pm  
L. Braddock SS Tu Th, March 5-March 12  
Rm H201 Dr. Majid Imany, instructor

**Intro to WordPress | Course CT01756**

WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video. This class teaches the new user how to get their blog up and started quickly while teaching students to understand the right way to install, administer, customize, and market their blog. Each weekly lecture will give explanations, illustrations, resources, and practical scenarios. 6 sessions @ 3 hrs each.

\$399 Tuition  
\$399 Total Cost

**Section 2010** 9:00 am  
Pimmit Hills Ctr Sa, March 30-May 11  
Rm 115 Adrian Mikeliunas, CISSP, CISA,  
instructor

**WordPress for Entrepreneurs | Course CT01757**

Have you built your WordPress web site but cannot get any traffic? Does it look amateurish, and your goal is to make it look like a million bucks? In this course, you will learn how anyone can build a professional business or entrepreneurial web site with WordPress without a single line of code or HTML knowledge. This course is perfect for the beginner. Prerequisite: CT01756 or equivalent experience. Recommended text: Teach Yourself Visually WordPress (ISBN: 9780470570920). 6 sessions @ 3 hrs each.

\$284 Tuition  
\$ 15 User Fee  
\$299 Total Cost

**Section 2010** 7:00 pm  
Pimmit Hills Ctr Tu Th, May 14-May 16  
Rm 115 Adrian Mikeliunas, CISSP, CISA,  
instructor

**Assorted Trades—Pro-series**

**Appliance Repair Workshop | Course TI05593**

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

\$227 Tuition  
\$ 38 User Fee  
\$ 67 Text: *Troubleshooting and Repairing Major Appliances*  
\$332 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Tu, April 23-May 21  
Rm 158 Williams, instructor

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

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

\$ 89 Tuition  
\$ 20 User Fee  
\$109 Total Cost

**Section 0020** 6:30 pm  
Bryant Ctr M, June 3  
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, April 23-May 21  
Rm 577 Dominick, instructor

**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. No late entry. 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 M W, April 24-June 5  
Rm 119 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  
Woodson HS Tu, May 28  
Rm E205 Bookfor, instructor

**Obtaining VA Trade and Contractor's Licenses | Course TI05350**

For anyone with little knowledge about where to begin in the Virginia trade licensing process. Discover how to get trade (Journeyman and Master's) and a contractors' license for Fairfax County and Virginia. Information applicable to general contracting, mechanical (HVAC), electrical, plumbing, and home improvement. 1 session @ 3 hrs.

\$ 55 Tuition  
\$ 4 User Fee  
\$ 59 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Tu, May 21  
Rm 146 Bookfor, instructor

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

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

\$184 Tuition  
\$ 8 User Fee  
\$ 93 Text: *NASCLA Contractors Guide, VA 8th ed (\$71); Seminar Workbook for Class A&B Contractors (\$22)*  
\$285 Total Cost

**Section 0020** 8:00 am  
Woodson HS Sa, May 18  
Rm E204 Chestnut, 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.

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

\$259 Tuition  
\$ 8 User Fee  
\$ 98 Text: *FCPS TI05351 Workbook (\$5); NASCLA Contractors Guide, VA 8th ed (\$71); Seminar Workbook for Class A&B Contractors (\$22)*  
\$365 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Th, April 25-May 23  
Rm 206 Shahkarami, instructor

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

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

\$269 Tuition  
\$ 15 User Fee  
\$252 Text: *2015 International Residential Code (\$135); 2015 International Residential Code Tabs (\$18); Carpentry & Building Construction, 2nd ed (\$99)*  
\$536 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Tu, May 21-June 25  
Rm SRCT Shahkarami, instructor

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

Earn your "OSHA 10 Hr Card" in construction via 10 hours of 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 8 years, and 27 years with OSHA. THIS CLASS IS ONLY BE OFFERED IN FALL AND SPRING 2 sessions @ 5 hrs each.

\$241 Tuition  
\$ 13 User Fee  
\$254 Total Cost

**Section 0020** 8:00 am  
Woodson HS Sa, April 27-May 4  
Rm E201 Holmes, instructor

**ACE Career Workshops--Trades & Apprenticeship | Course TI0CWT A**

Your Journey to a new career starts with ACE! 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. Additional career counseling is available by appointment. Pre-registration required. 1 session @ .5 hour.  
\$ 0 Total Cost

**Section 0020** 6:30 pm  
Plum Center W, April 24  
Rm TBD Teets, instructor

**Section 0021** 7:30 pm  
Plum Center W, April 24  
Rm TBD Teets, 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](http://aceclasses.fcps.edu) or call 703-658-1201.





## Electrical

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

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

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

**Section 0020** 6:30 pm  
Pimmit Hills Ctr M, May 13-June 17  
Rm 158 McNaughton, instructor

### NEW

#### 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. 8 sessions @ 3 hrs each

\$392 Tuition  
\$ 2 User Fee  
\$ 67 Text: *Electrical NEC Exam Preparation 2014*  
\$461 Total Cost

**Section 0020** 6:30 pm  
Plum Center Tu Th, June 11-July 9  
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  
\$ 67 Text: *Electrical NEC Exam Preparation 2014*  
\$271 Total Cost

**Section 0020** 8:30 am  
Plum Center Sa, April 27-May 4  
Rm TR1 Black, instructor

### NEW

#### Electrician Continuing Education | Course TI05275

Comprehensive review of the 2014 (NEC) changes to fulfill the continuing ed requirement for electricians with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. (for PG County Continuing Ed take TI05419) 1 session @ 3 hrs.

\$131 Tuition  
\$ 4 User Fee  
\$ 44 Text: *2014 National Electrical Code Updates*  
\$179 Total Cost

**Section 0020** 8:30 am  
Plum Center Sa, April 13  
Rm TR1 Black, instructor

**Section 0021** 8:30 am  
Plum Center Sa, May 18  
Rm TR1 Black, instructor

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

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

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

## Gas Fitter

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

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

\$135 Tuition  
\$ 2 User Fee  
\$ 88 Text: *2015 International Fuel Gas Code*  
\$225 Total Cost

**Section 0020** 6:30 pm  
Plum Center W, May 8-May 22  
Rm 116 Davis, instructor

### NEW

#### Gas Fitters Continuing Education | Course TI05278

Comprehensive review of the 2015 International Fuel Gas Code changes to fulfill the continuing ed requirement for gasfitters with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. 1 session @ 3 hrs.

\$ 55 Tuition  
\$ 44 Text: *2015 International Fuel Gas Code Updates*  
\$ 99 Total Cost

**Section 0020** 11:45 am  
Plum Center Sa, April 13  
Rm 112 McDonald, instructor

**Section 0021** 11:45 am  
Plum Center Sa, May 18  
Rm TR2 Fortney, 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** 6:30 pm  
Bryant Ctr Th, April 25-May 23  
Rm TR3 Degges, 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 27-May 11  
Rm TR2 Davis, 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** 8:30 am  
Plum Center Sa, May 18  
Rm TR3 Tompkins, instructor

### NEW

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

Comprehensive review of the 2015 IMC changes to fulfill the continuing education requirement for HVAC-R/mechanical tech's holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.

\$131 Tuition  
\$ 4 User Fee  
\$ 44 Text: *2015 International Fuel Gas Code Updates*  
\$179 Total Cost

**Section 0020** 8:30 am  
Plum Center Sa, April 13  
Rm 112 McDonald, instructor

**Section 0021** 1:00 pm  
Plum Center Sa, May 18  
Rm TR2 Fortney, instructor

## Plumbing

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

Impress them at your job interview with your knowledge of basic materials, piping, fittings, and fixtures. Be a productive worker from your very first day. Class begins with basic plumbing theory and code requirements then move on to include four sessions plumbing supply pipes, vents, toilets, and faucets in hands-on lab activities (handtools needed). 5 sessions @ 3 hrs each.

\$243 Tuition  
\$ 53 User Fee  
\$ 19 Text: *Ultimate Plumbing Guide, 4th ed*  
\$315 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr W, April 24-May 22  
Rm 158 McNaughton, 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  
\$ 88 Text: *2015 International Plumbing Code*  
\$437 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Tu, May 14-July 2  
Rm 158 McNaughton, instructor

Do you need a strong background in blueprints? Take Blueprint Reading for the Trades (AP08074).

## PLUMBING

### NEW

#### Plumbers Continuing Education | Course TI05277

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

\$131 Tuition  
\$ 6 User Fee  
\$ 44 Text: *2015 International Plumbing Code Updates*  
\$181 Total Cost

**Section 0020** 1:00 pm  
Plum Center Sa, April 13  
Rm 112 McDonald, instructor

**Section 0021** 8:30 am  
Plum Center Sa, May 18  
Rm TR2 Fortney, instructor

Look for our Summer 2019 catalog!

Online registration for Summer classes will begin May 3, and print catalogs will be mailed May 6.

## Assorted Trades—Do It Yourself

### ASSORTED TRADES--DO IT YOURSELF

#### Auto Body Repair - Personal Repair | 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.

\$469 Tuition  
\$ 30 User Fee  
\$499 Total Cost

**Section 0020** 4:00 pm  
Edison HS Tu, March 26-June 4  
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, March 31-April 7  
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. NOTE: This class will have a new structure for 2019. 4 sessions @ 6 hrs each.

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

**Section 0020** 11:00 am  
Hayfield SS Su, April 28-May 19  
Rm 017 Terrien, 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 W, April 3-June 12  
Rm 50A Raiche, instructor

## Virginia Contractors

It is a simple as ABC!

A: TI05348 fulfills the minimum requirement so you can be licensed.

B: TI05351 helps you pass the business exam required for Class A and Class B licenses.

C: TI05352 helps you pass the builders' exam required for contractors making building modifications.

D: Don't know where to begin? Take TI05350 to learn about assorted trade and contractors' licenses and what is needed for you to fulfill your goals.

**All contractors must have a specialty and all specialties require a DPOR examination.**

Please note that ACE also offers a number of business classes to help prepare you for success. See pages 9 and 10.

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

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

\$119 Tuition  
\$ 30 User Fee  
\$149 Total Cost

**Section 0020** 8:30 am  
Pimmit Hills Ctr Sa, May 18  
Rm 158 Sickels, 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 0021** 6:30 pm  
Bryant Center M, April 29-May 13  
Rm 50C Raiche, instructor

**Section 0020** 7:00 pm  
Chantilly HS Tu, June 4-June 18  
Rm 577 Dominick, instructor

#### Designing Your Dream Home | Course TI05148

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

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

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Th, May 9-June 6  
Rm 158 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 30  
Rm 158 Pierce, instructor

**Residential Electricity- The Basics | Course TI05199**

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

\$ 254 Tuition  
\$ 41 User Fee  
\$ 295 Total Cost

**Section 0020** 8:30 am  
Pimmit Hills Ctr Sa, April 27-May 4  
Rm 158 Sickels, instructor

**Residential Moldings | Course TI05163**

Learn how to improve the look of your room by replacing or installing mitered or non mitered moldings. Learn the 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, June 10-June 24  
Rm 50A Raiche, 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, June 1  
Rm 158 Raiche, 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 Tu, May 14  
Rm 154 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.

\$ 99 Tuition  
\$ 99 Total Cost

**Section 0020** 8:30 am  
Pimmit Hills Ctr Sa, May 18  
Rm 158 Bookfor, 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 catalog handouts from vendors will be provided in class. 1 session @ 4 hrs.

\$ 59 Tuition  
\$ 59 Total Cost

**Section 0020** 6:30 pm  
Pimmit Hills Ctr Tu, May 7  
Rm 155 Bookfor, instructor

**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 Occupational Regulation (DPOR) to get you qualified.

Please see page 23 for Home Inspector Prelicensing (course TI05354).

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

**"Greg Raiche is an outstanding teacher... thoroughly knowledgeable, friendly and very good at getting a diverse group to work together. Made sure that no one was left out. You really can't put a price on his 40+ years of experience. ACE is very lucky to have him."**  
**John F. Bathroom Remodeling Workshop**

**Looking for Apprenticeship Classes?**

Apprenticeship Related Instruction classes complement on-the-job training provided by employers participating in the Virginia State Registered Apprenticeship Program (Classes start in September). This training leads to journeyman licensing eligibility (see our Fall Apprenticeship Class Bulletin for full details on licensing). For other trades, we offer individualized study courses through our Directed Study Program to meet the requirements for related instruction for state registered apprentices.

Most classes listed above are also open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade. Working in the trade as a state registered apprentice is required to attend our directed study classes. To become a state registered apprentice, have your employer call 703-392-0900, ext. 102 or 131. Choose ext. 108 for Spanish.

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

A credit by exam (CBE) is designed to give advanced placement credit to students with prior classroom theory training. CBEs are the only way to get credit for that prior classroom theory training. CBEs are optional; if you don't pass a CBE, you start at level 1. Most exams take two hours to complete. Preregistration is required. Watch for our Summer catalog.

**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, or surveying classes to gain basic trade knowledge and to network with apprentices working in the occupation which can lead to employment opportunities.

Each year you will receive a transcript of your grades and attendance. Upon completion of the multiyear 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 apprentice can have any classes taken within five years applied to their official apprenticeship.

For more information about apprenticeship, please call 703-506-2250.

**Veterinary Studies and Pet Care**

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

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

\$ 75 Tuition  
\$ 75 Total Cost

**Section 0010** 6:30 pm  
Pimmit Hills Ctr M, March 18-March 25  
Rm 210 Carole Peeler, CPCT, CDBC, CNWI, instructor

**Veterinary Preventive Medicine for Dogs and Cats | Course HM01982**

In-depth coverage of vaccines, legal requirements, and dentistry. Good for pet owners and veterinary students. No prerequisites. 7 sessions @ 3 hrs each.

\$ 379 Tuition  
\$ 379 Total Cost

**Section 0020** 7:00 pm  
Plum Center F, April 5-May 31  
Rm 119 Lanie Samonte Martin, AAS, LVT, BA, instructor

**Section 0021** 10:00 am  
Plum Center M W, April 22-May 20  
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

**Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981**

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

4 sessions @ 3 hrs each, plus one session @ 2 hrs.

\$ 269 Tuition  
\$ 25 User Fee  
\$ 294 Total Cost

**Section 0011** 10:00 am  
Plum Center M W, March 25-April 10  
Rm 202C Lanie Samonte Martin, AAS, LVT, BA, instructor

**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. 6 sessions @ 3 hrs; one session @ 2 hrs.

\$ 379 Tuition  
\$ 379 Total Cost

**Section 0020** 10:00 am  
Plum Center M W, June 3-June 24  
Rm 112 Lanie Samonte Martin, AAS, LVT, BA, instructor

**Section 0021** 7:00 pm  
Plum Center F, June 7-July 26  
Rm 119 Lanie Samonte Martin, AAS, LVT, BA, instructor

**Fun Facts!**  
*Did you know that pet ownership is on the rise in the U.S., with dogs leading the way and large increases seen in the number of "less traditional" pets like poultry and lizards, according to recently released data from the American Veterinary Medical Assn. (AVMA)*





## Online Courses

### Instructions

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

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

**Textbooks** may be required, view [coursecatalog.com/fairfax](http://coursecatalog.com/fairfax) for full course outline and book information.

### Refund policy

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

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

## Information Technology Online

### Build a Mobile App for Your Small Business in One Hour | Course DL07121

If you own a small business, you know that you need a mobile app. Over 30% of traffic on the Internet now comes from mobile devices, and that number is growing. If you don't have a mobile app, you're missing out on a huge number of new customers. 12 Month Access to All Course Material. Course can be completed sooner based on your knowledge and expertise and time devoted to the learning and applying of the subject matter.

\$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 DL07117

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

\$229 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.

\$999 Total Cost  
[Section 0020](#)

### NEW Microsoft Office 2013 - Getting up to Speed: New Features | Course DL07153

In the first lesson of the course, you will learn new features that are the same in all the Office 2013 programs. Each of the remaining five chapters will focus specifically on one of the programs: Word, Excel, PowerPoint, Outlook and OneNote. This course can be completed as quickly as you care to progress through it. As a benefit, the e-learner is provided one year post course completion access to this course including any updates that are made to the curriculum from the time of official enrollment

\$129 Total Cost  
[Section 0020](#)

## 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](http://aceclasses.fcps.edu) or call 703-658-1201.

### The Best Online Typing Course | Course DL02880

Learn keyboarding quickly and easily at your own computer using a free online site. It is an indispensable tool for improving your productivity on the computer! Your tuition payment is for the evaluation of independent work, which is reviewed and a pass/fail grade turned in at the end of the course. For an interactive class with immediate feedback, please register for CT01417.

\$ 99 Total Cost  
[Section 0020](#)

## Management Training - Online

### Supervising and Managing Workplace Employees (Bud to Boss Toolkit) | Course DL07431

Moving into a position of authority brings new challenges and new responsibilities--some of which might be uncomfortable. And as a first-time supervisor, it's common to feel overwhelmed, anxious, and stressed out about transitioning from co-worker to boss. That's exactly why we created the Bud to Boss Toolkit. Designed specifically to address the needs of anyone who is new to supervising and managing others, Bud to Boss will provide the foundation you need to take on your new position and move forward in your career.

\$267 Total Cost  
[Section 0020](#)

## Medical Classes Online

### 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](#)

### Complete Canine Massage Certification | Course DL07348

The information contained in this course is designed to help the student gain a thorough and well-rounded understanding of the subject matter presented. Our online canine massage certification course allows you to learn a new profession from your home, at your own pace. You will learn over 20 hands-on massage techniques which, when performed regularly, can greatly benefit your dog and help heal the animal as a whole. This course is organized into two online lessons including live recorded classroom video, text material, and audio.

\$1699 Total Cost  
[Section 0020](#)

### Comprehensive Medical Transcription Training | Course DL01230

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

\$1399 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](#)

## Professional Writing and Communication - Online

### 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](#)

### Writers at Work: A Review for Professionals--Part 1: Eliminating Common Grammar Errors | Course DL07272

Sentence mechanics are an essential foundation to good writing. You may have great ideas, but if your sentences are full of grammar errors, your reader may lose confidence in your professionalism, competence, and attention to detail.

Part I reviews the basic building blocks of good writing: understanding parts of sentences and speech, ensuring sentence completeness, and conquering common problems with subjects, verbs, and pronouns. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost  
[Section 0020](#)

### Writers at Work: A Review for Professionals Part 2: Perfecting Your Punctuation | Course DL07273

Correct punctuation is essential to good, clear writing. Incorrect punctuation can confuse readers, change the meaning of sentences, and reflect poorly on your professional image.

Part II of the review covers punctuation, providing a practical understanding of punctuation without the need to memorize countless rules. Weekly units teach the use of commas, semicolons, apostrophes, colons, quotation marks, and parentheses. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost  
[Section 0020](#)

### Writers at Work: A Review for Professionals Part 3: Writing Clearly, Concisely, and Coherently | Course DL07274

Don't let your good ideas get buried in dull, lengthy sentences or empty phrases. Make every word count. Capture and keep your reader's attention by using clear and concise sentences that create a coherent and eloquent message. Learn additional strategies to create effective email that increases your productivity. Readings and exercises help reinforce your understanding of the concepts. You will receive personal feedback from the instructor on at least three writing assignments. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost  
[Section 0020](#)

### Writers at Work: A Review for Professionals Part 4: Achieving a Professional Tone and Style | Course DL07275

Professional writing includes more than just grammar, punctuation, and the arrangement of ideas. The tone and style of your message can keep your readers engaged or it can make them want to hit the delete key.

Part IV presents strategies to ensure the tone of your document is appropriate, positive, and professional. Learn to integrate basic graphic design techniques so that your documents are visually effective and readable. Master parallel writing structure to create sentences and bulleted lists that flow smoothly. Demonstrate your competence to readers by eliminating problems with commonly confused and misused words.

Readings and exercises help reinforce your understanding of the concepts. You will receive personal feedback from the instructor on at least three writing assignments. The instructor is available at all stages of the course for tutoring.

\$179 Total Cost  
[Section 0020](#)



**Fairfax County  
PARKS**

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## Study English!

FCPS Adult and Community Education offers many classes to improve your English. Look for the location that is best for you. Find the testing date in blue under the location. Take the placement test and then register for the class that you need. Questions? Call 703-658-2777 and we will be happy to help you.

FCPS Adult ESOL classes are offered in four terms throughout the year. If you cannot take any of the classes listed here, our next classes begin in July 2019. Please contact our office closer to that time for dates, times, and locations of classes and testings.

### 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.
- This program serves students ages 18 and older. If you are 17 years of age and have proof of high school completion, please talk to a staff member. Other students under 18 cannot be served.

If there is bad weather, you can call the FCPS Adult ESOL Weather Line (703-658-1274) on the day of the 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](mailto:jabeilke@fcps.edu) for more information on how to become a classroom volunteer

## English for Speakers of Other Languages (ESOL)

### Spring 2019

Classes are ten weeks long and start April 8, 2019  
Questions? Please call 703-658-2777.

Class Location	Days	Time	No. of Classes	Testing/Reg.	Tuition	Books	Level
<b>Bryant Adult Center</b> 2709 Popkins Lane Alexandria, VA 22306 <b>Testing: 9 AM: 3/26</b> <b>6 PM: 4/1</b>	M-F	9 am-12:00 pm	50 cls	\$20	\$325	\$37	Literacy to High Intermediate Low Advanced & High Advanced
	M&W	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Beginning to High Intermediate Low Advanced and High Advanced
<b>Chantilly High School</b> 4201 Stringfellow Road Chantilly, VA 20151 <b>Testing: 6 PM: 4/2</b>	T&Th	7 pm-9:15 pm	20 cls	\$20	\$325	\$37	Low Beginning to High Intermediate Low Advanced & High Advanced
<b>Graham Road Community Ctr</b> 3036 Graham Road Falls Church, VA 22042 <b>Testing: 9 AM: 3/26</b> <b>6 PM: 4/1</b>	M-F	9 am-12:00 pm	50 cls	\$20	\$325	\$37	Low Beginning to High Intermediate
	M&W	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Beginning to High Intermediate
<b>Herndon Learning Center</b> 400 Elden Street Herndon, VA 20170	Sa	9 am-11 am	11 cls	N/A	\$305	\$39	American English Pronunciation**
<b>*Herndon Middle School</b> 901 Locust Street Herndon, VA 20170 <b>Testing: 1:30 PM 3/23</b> <b>6 PM: 4/1</b>	M-F	9 am-12:00 pm	50 cls	\$20	\$325	\$37	Low Beginning to High Intermediate Low Advanced & High Advanced
	M&W	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Beginning to High Intermediate Low Advanced & High Advanced
<b>Mott Community Center</b> 12111 Braddock Road Fairfax, VA 22030 <b>Testing: 10 AM: 4/2</b>	T&Th	10 am-12:15 pm	20 cls	\$20	\$185	\$7	Conversation High Intermediate Plus
<b>Pimmit Hills Center</b> 7510 Lisle Avenue Falls Church, VA 22043 <b>Testing: 9:00 AM: 3/27</b> <b>6:00 PM 4/2</b>	M-F	9 am-12:00 pm	50 cls	\$20	\$325	\$37	Low Intermediate & High Intermediate Low Advanced & High Advanced
	T&Th	9 am-11:15 am	20 cls	\$20	\$185	\$7	Conversation High Intermediate Plus
	T&Th	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Intermediate & High Intermediate Low Advanced & High Advanced
	Sa	9 am-11 am	11 cls	N/A	\$305	\$39	American English Pronunciation**
<b>Plum Center</b> 6815 Edsall Road Springfield, VA 22151 <b>Testing: 9 AM: 3/26</b> <b>6 PM: 4/1</b>	M-F	9 am-12:00 pm	50 cls	\$20	\$325	\$37	Low Intermediate & High Intermediate High Intermediate R&W
	M&W	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Intermediate & High Intermediate High Intermediate R&W
	Sa	9 am-11 am	11 cls	N/A	\$305	\$39	Low Advanced & High Advanced American English Pronunciation**
<b>Woodson High School</b> 9525 Main Street Fairfax, VA 22031 <b>Testing: 6 PM: 4/2</b>	M&W	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	High Beginning to High Intermediate Low Advanced & High Advanced

### English for Work and Life Success

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

<b>Edison High School</b> 5801 Franconia Road Alexandria, VA 22310 <b>Testing: 6 PM: 4/2</b>	T&Th	7 pm-9:15 pm	20 cls	\$20	\$130	\$37	Low Beginning to High Intermediate
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\*Herndon Middle School: Morning testing & classes are in trailers in back of parking lot. Evening testing & classes are inside the school.

\*\*Registration for this special class will be in-person by using the forms in ACE Classes catalog at our Adult Education Customer Service Center, Plum Center, 6815 Edsall Road, Springfield, VA 22151, or by phone registration at 703-658-1201.

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

**No reservations are required for testing.**

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

## ESOL Special Interest Classes

### American English Pronunciation | Course ESO6543

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  
\$39 Text: *Clear Speech*  
\$344 Total Cost

**Section 2909**  
Plum Center  
Rm 112  
9:00 am  
Sa, April 13-June 29  
Staff, instructor

**Section 2906**  
ACE Herndon Center  
Rm 1  
9:00 am  
Sa, April 13-July 6  
Staff, instructor

### Conversation High Intermediate Plus | Course ESO6561

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  
\$7 Material  
\$192 Total Cost

**Section 2908**  
Pimmit Hills Ctr  
Rm 200  
9:00 am  
Tu Th, April 9-June 20  
Staff, instructor

**Section 2907**  
Mott Comm Ctr  
Rm TBD  
10:00 am  
Tu Th, April 9-June 20  
Staff, instructor



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## Baking and Pastry Arts

NEW

### German Baking Classic: Breakfast Rolls & Buns | Course HI03840

Nothing can beat the aroma of rum buns fresh out of the oven. Learn how to make and bake these yeast breads from scratch using Hogate Restaurant's much clamored-for recipe! 1 session @ 5 hrs.

\$ 86 Tuition  
\$ 22 User Fee  
\$108 Total Cost

Section 0020 9:30 am  
Plum Center Sa, April 27  
Rm 115 Hofstetter, instructor

### Cake Decorating - Intermediate | Course HI03921

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

Prereq: HI03920 Cake Decorating for Beginners

\$145 Tuition  
\$ 27 User Fee  
\$ 15 Text: *Cake Decorating*  
\$187 Total Cost

Section 0020 6:30 pm  
Plum Center W, April 24-May 22  
Rm 115 Spinks, instructor

NEW

### Homemade Scones | Course HI03852

Turn out delectable flakey scones flavored with delicious surprise additions. Instructor bring a world of experience to the table and shares secrets and techniques so you can succeed in the kitchen! 1 session @ 3 hrs.

\$ 68 Tuition  
\$ 32 User Fee  
\$100 Total Cost

Section 0020 10:00 am  
Plum Center Sa, May 4  
Rm 115 Spinks, instructor

## Culinary Arts

NEW

### Italian Soups for All Seasons | Course HI03827

We will make soups combining healthy ingredients: vegetables and legumes for those who want to try something new. Clear and thick soups will be prepared in class such as pasta, beans and mussels soup, fava beans soup, chickpeas and pumpkin soup, chickpeas, mushrooms and potatoes. 1 session @ 3 hours.

\$ 72 Tuition  
\$ 37 User Fee  
\$109 Total Cost

Section 0020 6:30 pm  
Plum Center F, May 3  
Rm 115 De Bernardinis, instructor

NEW

### Homemade Semolina Pasta | Course HI03914

You won't believe how easy it is to make homemade pasta with semolina flour. Make your own pasta at home then add whatever you like to have your family and friends always love you! 1 session @ 3 hrs each.

\$ 72 Tuition  
\$ 37 User Fee  
\$109 Total Cost

Section 0020 10:00 am  
Plum Center Sa, April 13  
Rm 115 De Bernardinis, instructor

NEW

### Lasagna is Served! | Course HI03803

Learn how to assemble your favorite oven-ready lasagna. Fresh ingredients, tasty bechamel sauce. You will create a main course dish the whole family will love. Artichoke lasagna, salmon lasagna, vegetable ragu' lasagna and bolognese lasagna are on the menu. 1 session @ 3 hrs.

\$ 72 Tuition  
\$ 37 User Fee  
\$109 Total Cost

Section 0020 6:30 pm  
Plum Center Th, June 6  
Rm 115 De Bernardinis, instructor

NEW

### Sinful Italian Desserts | Course HI06519

We will prepare five different desserts: Fresh ingredients easily mixed, and puff pastry stripes garnished with apples. Desserts are the perfect way to end any meal or to get a yummy snack. chocolate salami, lemon ricotta, bonet, apple's roses, chocolate truffles are on the menu. 1 session @ 3 hours.

\$ 72 Tuition  
\$ 42 User Fee  
\$114 Total Cost

Section 0020 10:00 am  
Plum Center Sa, May 18  
Rm 115 De Bernardinis, instructor

NEW

### Knife Skills for Beginners | Course HI03837

Prepare meals with greater ease by learning how to safely and swiftly pare, chop, shred, slice, and dice food. The April session: Will focus primarily on knife skills and 3 dishes will be prepared such as salsa, a stir fry and an appetizer.

The next session will also include information on overall safety in the kitchen. This will range from just the cleanliness to how to the proper way to hold a knife. 1 session @ 3 hrs.

\$ 68 Tuition  
\$ 37 User Fee  
\$105 Total Cost

Section 0020 1:00 pm  
Plum Center Su, April 14  
Rm TBD Morrone, instructor

Section 0030 1:00 pm  
Plum Center Su, May 12  
Rm TBD Plum, instructor

*Regina is an excellent instructor—very personable, excellent communication skills, demoed the subject matter, took time with each student—EXCELLENT!  
Knife Skills for Beginners  
Karen T.*

### Favorite Thai Dishes | Course HI06446

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

\$ 68 Tuition  
\$ 37 User Fee  
\$105 Total Cost

Section 0020 1:00 pm  
Plum Center Su, May 5  
Rm 115 Seriruk, instructor

NEW

### Tasty Seafood Thai Style | Course HI06449

Delicious fish dishes from Thai cuisine are on the menu! Menu - Tom Yum Goong (spicy prawn soup), Fried fish fillets with chili sauce, Stir-fried seafood in curry sauce. Join us for the delicious class. 1 session @ 3 hrs.

\$ 68 Tuition  
\$ 43 User Fee  
\$111 Total Cost

Section 0020 10:00 am  
Plum Center F, June 7  
Rm 115 Seriruk, instructor

### 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, Tom Yom Chicken, Papaya Salad and Thai Coffee for dessert. 1 session @ 3 hrs.

\$ 68 Tuition  
\$ 42 User Fee  
\$110 Total Cost

Section 0020 1:00 pm  
Plum Center Su, April 28  
Rm TBD Euipiyachat, instructor

### Thai Gourmet Kitchen | Course HI03893

Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground beef with lettuce, 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.

\$ 68 Tuition  
\$ 42 User Fee  
\$110 Total Cost

Section 0020 1:00 pm  
Plum Center Su, May 19  
Rm 115 Euipiyachat, instructor

### Healthy and Delicious Thai Food | Course HI06409

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

\$ 68 Tuition  
\$ 42 User Fee  
\$110 Total Cost

Section 0020 10:00 am  
Plum Center Su, June 2  
Rm 115 Euipiyachat, instructor

### CHEF Devaki Das



NEW

### A Cevicheria: A Ceviche Lovers Paradise | Course HI06079

Love ceviche but find the task daunting and leaving you unsure? Ceviche is paradise for seafood lovers and uses the age old technique of acidic marination to 'chemically cook' the fish without heat. We're taking it up a notch or two creating wonderful traditional and modern interpretations of ceviche using ingredients like tapioca pearls, fresh herbs and spices all paired with the freshest tuna, salmon, scallops and other delicious seafood. 1 session @ 4 hrs.

\$ 72 Tuition  
\$ 57 User Fee  
\$129 Total Cost

Section 0020 9:30 am  
Plum Center Sa, June 1  
Rm 115 Das, instructor

### NEW At Home With the Mediterranean Diet - A UNESCO Heritage | Course HI06016

Did you know that the Mediterranean diet was inscribed in 2013 on Representative List of the Intangible Cultural Heritage of Humanity by UNESCO and includes the countries of Cyprus, Croatia, Spain, Greece, Italy, Morocco, and Portugal? The Mediterranean diet involves skills, knowledge and traditions concerning everything from animal husbandry to cooking, and particularly the sharing and consumption of food. Eating together is the foundation of the cultural identity and continuity of communities throughout the Mediterranean basin. Perhaps the world's healthiest diet, the Mediterranean diet is abundant in fruits, vegetables, whole grains, legumes, and olive oil. Find out how to get started eating a Mediterranean diet and how to eat to reap the health benefits of the this wonderful way of life. We'll be cooking up dishes from Morocco and Spain this session focusing on the foundations of this lifestyle - healthy fats, wholegrains, vegetables, fish, nuts and fruits. 1 session @ 4.5 hours.

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

Section 0020 9:30 am  
Plum Center Sa, May 11  
Rm 115 Das, instructor

NEW

### It's Spring! Classic French Style Lamb Navarin de Printanier | Course HI06081

Spring is a THE time to cook with lamb! And what better a dish than Lamb Navarin de Printanier which is the classic French lamb stew with spring vegetables. To go with we'll also bake a delicious Cobb loaf. How wonderful to enjoy a bowl of rich hot stew and thick slices of freshly baked bread slathered with soft European butter! 1 session @ 4 hours.

\$ 72 Tuition  
\$ 47 User Fee  
\$119 Total Cost

Section 0020 10:00 am  
Woodson HS Sa, April 27  
Rm J103 Das, instructor

NEW

### Seafood Classics from Asia to Europe | Course HI06425

Get out of the rut and take your taste buds for a tantalizing ride celebrating all things seafood from around the world. Claypot shrimp from Singapore, octopus salad from Sicily, prawns with garlic from Spain and spicy clams from Italy are just a glimpse of the delicious plates from the bounty of the seas that we may be cooking up in this class. 1 session @ 4 hrs.

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

Section 0020 9:30 am  
Woodson HS Sa, June 8  
Rm J103 Das, instructor

### CHEF Fanny Gaston



### Classic French Cooking | Course HI06320

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

\$ 96 Tuition  
\$ 43 User Fee  
\$139 Total Cost

Section 0020 10:00 am  
Plum Center Tu, May 21-May 28  
Rm 115 Gaston, instructor

NEW

### Desserts with essential oils | Course HI06091

Learn to make the classic chocolate mousse infused with orange. Pepper mint, black beans brownies. Cranberry scones with wild orange essential oil. 1 sessions @ 3hrs

\$ 68 Tuition  
\$ 37 User Fee  
\$105 Total Cost

Section 0020 10:00 am  
Plum Center Tu, April 2  
Rm 115 Gaston, instructor

NEW

### French Cooking with essential oils. | Course HI03015

Come and join us for a new class to learn how to incorporate essential oils into your everyday cooking. While learning about their health benefits. Bread, salad, fish, vegetables and pesto 1 session @ 3 hrs.

\$ 68 Tuition  
\$ 42 User Fee  
\$110 Total Cost

Section 0020 10:00 am  
Plum Center Tu, April 23  
Rm 115 Gaston, instructor

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

NEW

### Smoothies with Fanny and Valerie | Course HI06426

Learn to make healthy smoothies to help satisfy your need for something sweet, healthy and refreshing to enjoy after a workout, during morning routine or for afternoon snack time. 1 sessions @ 3hrs

\$ 49 Tuition  
\$ 32 User Fee  
\$ 81 Total Cost

Section 0020 9:00 am  
Plum Center Tu, May 14  
Rm 115 Gaston, instructor

### CHEF CHRIS PLUM



NEW

### Cooking Basics 101 | Course HI06471

Take your daily meals beyond the microwave. Learn essential cooking techniques, practice knife skills, and gain confidence in the kitchen by preparing a three course meal in each class. 3 sessions @ 3 hrs each.

\$152 Tuition  
\$ 67 User Fee  
\$219 Total Cost

Section 0020 6:30 pm  
Plum Center Tu, May 7-May 21  
Rm TBD Plum, instructor

NEW

### Versatile Chicken! From Knife to Plate | Course HI03918

This class will also focus on advanced knife skills - during this class learn how to break down a chicken and use all parts of it so nothing is wasted. Class will learn to prepare several different entrees including chicken and dumplings, fried chicken, and chicken parmesan, etc. 1 session @ 4 hours.

\$ 76 Tuition  
\$ 36 User Fee  
\$112 Total Cost

Section 0020 10:00 am  
Plum Center Sa, May 11  
Rm TBD Plum, instructor

NEW

### Healthy Eating on the Run | Course HI04731

During this class the students will learn to plan a meal plan for the week. It will include 4 times a day to eat, how to cross utilize different foods, and how to set up the schedule so it works for the busiest of people. 1 session @ 3 hours

\$ 72 Tuition  
\$ 43 User Fee  
\$115 Total Cost

Section 0020 6:30 pm  
Plum Center F, April 12  
Rm TBD Plum, instructor





## Floral Design

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

### Floral Design 2- Basic | Course HI03375

Increase your knowledge and continue to improve your design skills with fresh flowers each week. Four new styles; round arrangement in a basket, elongated centerpiece, tropical floral arrangement, and arrangement of greens with flower accents; will be created to take home at the end of each class. Bring floral shears to class. Please note: It is not pre-requisite to attend Floral Design - 1 before attending Floral Design 2. 4 sessions @ 3 hrs each.

\$ 169 Tuition  
\$ 167 User Fee  
\$ 336 Total Cost

**Section 0020** 10:00 am  
Woodson HS Sa, May 11-June 8  
Rm E158 Mason, instructor

### NEW

#### Floral Arrangements for Large Spaces | Course HI03377

Instructor demonstrates how spectacular arrangements are constructed for large spaces. Learn about special techniques, floral material, and container options. Make a large, seasonal, one-sided piece. Bring floral shears to class. 1 session @ 3 hrs.

Prereq: HI03374 Introduction to Floral Design 1 - Basic

\$ 78 Tuition  
\$ 57 User Fee  
\$ 135 Total Cost

**Section 0020** 10:00 am  
Woodson HS Sa, April 27  
Rm E158 Mason, instructor

### NEW

#### Advanced Floral Designs and Arrangements | Course HI06497

Create unusual flower arrangements that are sure to please any recipient. Latest trends such as arrangements in a daiquiri class, flowers enclosed in glass containers, birthday novelty items and a topiary arrangement will be created. 4 sessions @ 3 hrs each.

Prereq: HI03374 Introduction to Floral Design 1 - Basic

\$ 169 Tuition  
\$ 167 User Fee  
\$ 336 Total Cost

**Section 0020** 6:30 pm  
Woodson HS W, May 8-May 29  
Rm E158 Mason, instructor

### NEW

#### Basic Silk Flower Designs | Course HI03938

Working with silk flowers is easy to do. Learn the qualities to look for when selecting silk flowers and create a seasonal arrangement to bring home. Bring wire cutters, scissors, glue gun, and glue. 1 session @ 3 hrs.

\$ 78 Tuition  
\$ 57 User Fee  
\$ 135 Total Cost

**Section 0020** 6:30 pm  
Plum Center Tu, April 30  
Rm 115 Mason, instructor

### NEW

#### Easter Basket of Flowers | Course HI03412

Use coordinating spring ribbons to turn an ordinary basket into a classic Easter basket. Several styles of ribbon and assorted flowers will be used to create a basket anyone will be happy to receive. Bring small clippers, wire cutters, and scissors to class. 1 session @ 3 hrs.

\$ 78 Tuition  
\$ 47 User Fee  
\$ 125 Total Cost

**Section 0020** 10:00 am  
Woodson HS Sa, April 13  
Rm TBD Mason, instructor

### NEW

#### Foamiran Flower Course | Course HI03947

Create beautiful foam flowers in all color pastels and hues for party dresses, hair bands/clips, corsages, bouquets, and boutonnières. at home. Take the Foamiran flower-making course! Learn how to make reusable foam flowers with incredible textures and vivid colors that resemble real flowers, but are essentially timeless. The course offers guidance in making 8 different types of foam flowers, fillers, and basic arrangements. You'll also learn techniques including hand cutting and dying foam, coloring on foam using different color mediums, the right way to heat and emboss foam, and attach fillers and pollens. Once you start, the creativity begins to flow and you realize that there are endless possibilities in creating items out of these reusable foam flowers. At the end of the course, take your work of art home to show your family. Then use your skills to spruce up any decor item, gift, and more. 4 sessions @ 3 hours each

\$ 172 Tuition  
\$ 57 User Fee  
\$ 229 Total Cost

**Section 0020** 6:30 pm  
Chantilly HS W, April 24-May 15  
Rm TBD Bajaj, instructor

### Section 0021

Woodson HS 6:30 pm  
Rm TBD Th May 23-June 13  
Bajaj, 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** 6:30 pm  
L. Braddock SS Th, May 2-May 23  
Rm H213 Mason, instructor

### Genealogy: Colonial Research in the Mid-Atlantic States | Course HI04820

Colonial research is often more difficult because of the the lack of records available for research. However, it is not an impossible task. The more you know about each generation of your ancestors, the better prepared you will be when you begin searching your colonial ancestors. Mid-Atlantic areas of research - New York, New Jersey, Pennsylvania, Maryland and Delaware. 2 sessions @ 2.5 hrs each.

\$ 68 Tuition  
\$ 5 User Fee  
\$ 73 Total Cost

**Section 0020** 7:00 pm  
Plum Center W, April 17-April 24  
Rm 140 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 T, May 21  
Rm H213 Mason, instructor

### 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 Th, May 30-June 6  
Rm E205 Mason, instructor

### NEW

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

From the founding of our Country until today, our ancestors who served in the military left records. Find out how to locate these records and understand what they said, where your ancestor served and the impact they had on American History. These records may be found in one of several facilities and some may also be accessed online. 3 sessions @ 2 hrs each.

\$ 108 Tuition  
\$ 15 User Fee  
\$ 123 Total Cost

**Section 0020** 7:00 pm  
Plum Center Tu, April 16-April 30  
Rm TR 3 Dunfield, instructor

## Personal and Creative Interest

### 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. Learn to play bridge with dynamic PowerPoint presentations and interactive lessons. No textbooks. Play with friends or compete in tournaments. 8 sessions @ 3 hrs each.

\$ 254 Tuition  
\$ 15 User Fee  
\$ 269 Total Cost

**Section 0020** 6:00 pm  
Plum Center Th, April 4-May 30  
Rm TR1 DeAnda, instructor

### Explore, Expand & Experience Your Creativity | Course HI03155

Tap into your creativity: for fun, to bring extra enthusiasm to your spring season, to find solutions to your challenges, to spark new ideas in how you approach life. These classes will provide a variety of unique ways and in class exercises to help your think differently to generate ideas and solutions, as well as tap into the sheer joy of creating magic with your words or drawings or your favorite activity. Treat yourself this spring to this magical time to create. Explore the possibilities. 3 sessions @ 2 hrs each.

\$ 105 Tuition  
\$ 5 User Fee  
\$ 110 Total Cost

**Section 0020** 6:00 pm  
Plum Center Tu, April 30-May 14  
Rm 202C Eileen Carosco, CSC, RN, MSN, instructor

### Finding Travel Deals for Business and Pleasure | Course HI03103

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

\$ 54 Tuition  
\$ 5 User Fee  
\$ 59 Total Cost

**Section 0020** 9:00 am  
Plum Center Sa, May 18  
Rm 150 Bruce Robertson, MS, SPHR, instructor

### Getting Ready to Retire | Course HI06530

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

\$ 70 Tuition  
\$ 5 User Fee  
\$ 75 Total Cost

**Section 0020** 9:00 am  
Plum Center Sa, June 1  
Rm 148 Moran/Dessingue, instructor

### How to Plan A Wedding on A Realistic Budget | Course HI06488

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 bridesmaids dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoons, 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** 6:30 pm  
Chantilly HS Th, April 25  
Rm 213 Welsh, instructor

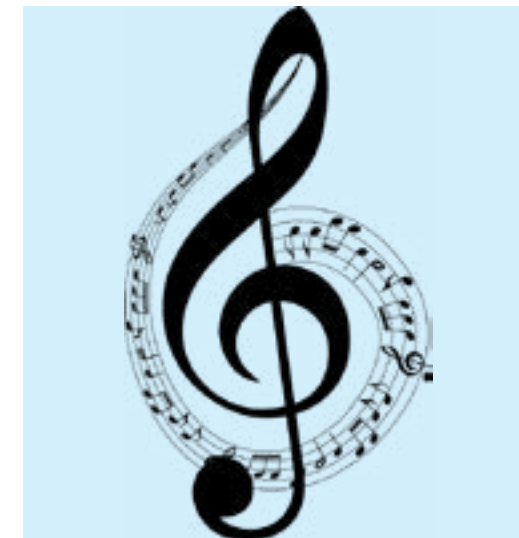
## MUSIC APPRECIATION

### Classical Music Appreciation | Course HI03768

MODERN ERA: This lecture-based course is packed with music history and listening to selections of the composers' greatest hits. We will learn about the Modern composers; focusing on such luminaries as Copland, Elgar, Holst, Messiaen, Orff, Prokofiev, Stravinsky, the Second Viennese School, Movie Soundtracks, and many more Plus, the class will attend a performance by the Manassas Symphony Orchestra the night of the last session. NOTE: Cost of class includes ticket. 2 sessions @ 2.5 hrs each, plus time for concert.

\$ 125 Tuition  
\$ 25 User Fee  
\$ 150 Total Cost

**Section 0020** 10:00 am  
Plum Center Sa, April 27-May 4  
Rm TR4 Miller, instructor



## Instructor Spotlight



*Ben Harney*

Ben Harney is a recent graduate of UVA, where he received his degree in Cognitive Science with a minor in Philosophy.

Ben has been producing and recording music for nearly 10 years, drawing inspiration from his broad range of academic interests and a desire to create new and innovative musical experiences.

His involvement in the music community has spanned a variety of different roles, including serving as Production Chair of a small Charlottesville record label, conducting original research into music technology, and working as an in-house composer for various media companies.

These days, in addition to teaching music production through ACE, Ben continues to write and publish his own music and work as a freelance composer.

In his role as an ACE instructor, Ben brings a passion for enabling and empowering others to explore their own creativity through music, as well as bringing people together through creative collaboration and discussion.

Being primarily self-taught in the field of DIY music production himself, he aims to increase the accessibility of modern music technology to aspiring musicians and producers through his classes.

We welcome Ben, as one of our youngest Enrichment Instructors, into the ACE family.

## DIGITAL ARTS

### NEW

#### Recording and Producing Music at Home | Course HI06065

Are you a musician who has dreamed of recording your music to share and publish? Modern home-recording equipment is accessible and affordable, meaning that the only thing between you and your musical goals is the knowledge of what goes into making a great track! This class will provide instruction and hands-on experience writing, recording, and producing your own original music. Topics covered will include songwriting/composing, recording and mixing techniques, and equipment overviews. Students will need a laptop to run audio software on. 8 sessions @ 2 hrs each.

\$ 194 Tuition  
\$ 27 User Fee  
\$ 221 Total Cost

**Section 0020** 10:00 am  
L. Braddock SS Sa, April 13-June 15  
Rm H211 Harney, instructor

**Section 0021** 7:00 pm  
Plum Center Tu, April 16-June 4  
Rm TR4 Harney, instructor





**Digital Photography Basics | Course HI03783**

Do you want to step up from smartphone and point-and-shoot photography? Do you wonder why a friend's photos always look better than yours? Do you want to better understand the controls on your camera and how to use them to improve your shots? Do you wonder how to push the capabilities of your dSLR or mirrorless camera? This course will cover common features of all these cameras, as well as lenses, storage, and post-processing. It will lay the foundation to add to your digital photographic skills and capture photos under a wider range of conditions. 2 sessions @ 2 hrs each.

\$ 99 Tuition  
\$ 20 User Fee  
\$119 Total Cost

**Section 0020**  
Woodson HS  
Rm D211  
7:00 pm  
Tu, May 7-May 14  
Kovacs, instructor

**Shoobox Solutions – Family Archives From “Shoobox” to DVD! | Course HI04033**

This is a multimedia, hands-on production class where participants will have the opportunity to digitize their own personal family media: photos, videos, artwork, and more. You will digitize items in class with equipment and software provided by the instructor. Digitized media provides easy storage and fun viewing for sharing on your personal computer or over the Internet. Media is transferred to USB or SD cards, external hard drives, or CD-DVD discs. Instructor will supply equipment and discuss high speed copying of pictures from old photo albums and digitizing from other sources such as 8mm movie film, 35mm slides, negatives, video tapes, and more – all to digital media. 3 sessions @ 2.5 hrs each.

\$120 Tuition  
\$ 5 User Fee  
\$125 Total Cost

**Section 0022**  
Pimmit Hills Ctr  
Rm 200  
10:00 am  
Sa, May 4-May 11  
Hunt, instructor

**Section 0021**  
Pimmit Hills Ctr  
Rm 200  
6:30 pm  
Th, May 9-May 23  
Hunt, instructor

**Section 0020**  
Chantilly HS  
Rm 263  
6:30 pm  
Tu, May 28-June 11  
Hunt, instructor

**HISTORY**

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

Combining creative writing and alternate history (what would the world look like if events turned out differently), this class is perfect for history buffs and short story writers. Students have a chance to share their ideas and engage in group discussion with like-minded people. 4 sessions @ 2.5 hrs each

\$129 Tuition  
\$ 5 User Fee  
\$134 Total Cost

**Section 0020**  
Plum Center  
Rm 202C  
6:30 pm  
W, May 15-June 5  
Miller, instructor

Look for our Summer catalog!

Online registration for summer classes will begin May 3, and print catalogs will be mailed May 6.

**NEEDLE ARTS**

**Crochet Clinic for Beginners | Course HI03303**

Work on a current crochet project, plan out and start a new crochet project, or pick up a project again that you'd like to finish. Learn crochet terms, basic stitches, pattern reading, yarn types. Material: Bring crochet hook in size G (6), H (8), I (9), or J (10), scissors, tape measure. 4 sessions @ 3 hrs each.

\$172 Tuition  
\$ 10 User Fee  
\$182 Total Cost

**Section 0020**  
Plum Center  
Rm 115  
10:00 am  
M, April 15-May 6  
Holloway, instructor

**Crochet Clinic, One Step Further | Course HI03998**

Learn combination crochet stitches, textured crochet stitches, crochet using multiple strands. Prerequisite: Able to crochet basic stitches and read patterns. Bring a variety of crochet hooks, such as size G (6), H (8), I (9), J (10), K (10 ½), P (15), Q, scissors, tape measure. 4 sessions @ 3 hrs each.

\$172 Tuition  
\$ 10 User Fee  
\$182 Total Cost

**Section 0020**  
Plum Center  
Rm 202B  
10:00 am  
M, May 13-June 10  
Holloway, instructor

**Essential Skills for Beginning Knitters | Course HI06540**

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

\$159 Tuition  
\$ 20 User Fee  
\$179 Total Cost

**Section 0020**  
Edison HS  
Rm B141  
6:30 pm  
Tu, April 23-May 14  
Molnar-Grabowski, instructor

**A Knitter's Box of Tricks | Course HI06544**

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

\$131 Tuition  
\$ 18 User Fee  
\$149 Total Cost

**Section 0020**  
Plum Center  
Rm 202C  
6:30 pm  
Th, May 9-May 30  
Molnar-Grabowski, instructor

**THE ARTS**

**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. Instructor, Rebecca Hubler, is a certified Aging in Place Specialist and a professional member of the American Society of Interior Designers. 4 sessions @ 3 hrs each

\$154 Tuition  
\$ 5 User Fee  
\$159 Total Cost

**Section 0020**  
Plum Center  
Rm 147  
9:30 am  
Sa, April 13-May 11  
Hubler, instructor

**At Home, In Home--Aging in Place | Course HI06502**

Learn ways to create a home environment that is beautiful, safe, and suitable for all; both young and old. Main topics include principles of Universal Design with a focusing on kitchen and bathroom design. Instructor, Rebecca Hubler, is a certified Aging in Place Specialist as well as a professional member of the American Society of Interior Designers. 2 sessions @ 3 hrs ea.

\$108 Tuition  
\$ 7 User Fee  
\$115 Total Cost

**Section 0020**  
Woodson HS  
Rm E212  
9:30 am  
Sa, June 1-June 8  
Hubler, instructor

*This class succeeds because the instructor prepares content that is relevant, prepares how he will present the information, and prepares supplemental material. He is thoughtful in setting up the room for the needs of the attendees. In other words, this class succeeds because John LeBlanc is so professional in preparing and presenting the material. Kay R. Cinema: In the Hands of the Enemy*

**CINEMA**

**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**  
Plum Center  
Rm 148  
10:00 am  
Sa, May 4  
Jeffries, instructor

**NEW**

**French Film Classics | Course HI03838**

Two masterpieces, **Jean de Florette** and **Manon of the Spring**, timeless tales of greed, survival and fate, lead World Cinema film classics. Roger Ebert says that **Diva**, a film of madness, comedy, romance, opera, and murder, is electrifying! Francois Truffaut's **The 400 Blows** sensitively re-creates the trials of his own difficult childhood, and **Jules and Jim** with Jeanne Moreau and Oskar Werner is his New Wave masterpiece. Roberto Rossellini's **The Taking of Power by Louis XIV**, and twenty stories of love from the city of love, **Paris, Je T'Aime**, will also be featured. No discounts or waivers. 5 sessions @ 3 hrs each.

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

**Section 0020**  
Plum Center  
Rm 112  
6:45 pm  
Tu, April 2-April 30  
LeBlanc, instructor

**Section 0021**  
Plum Center  
Rm 112  
6:45 pm  
Th, April 4-May 2  
LeBlanc, instructor

**NEW**

**German Film Classics | Course HI06542**

World Cinema presents the following award winning film masterpieces: **A Coffee in Berlin**, winner of 6 German awards, is a jazz-scored A slacker comedy with a poignant center and a love-letter to Berlin and Generation Y. Straight from the headlines of neo-Nazi Germany, **In The Fade**, with Diane Kruger, is an edge-of-the seat thriller. Winner of Palme D'Or in 2009 at the Cannes Film Festival, **The White Ribbon** is a chilling study of a small village on the eve of World War I. NPR says that **Young Goethe in Love** is charming in a way that American romantic comedies have all but forgotten. **John Rabe** is an old-fashioned historical epic that centers around the Nanking Massacre. No discounts or waivers. 5 sessions @ 3 hrs each.

\$ 86 Tuition  
\$ 9 User Fee  
\$ 95 Total Cost

**Section 0020**  
Plum Center  
Rm 112  
6:45 pm  
Tu, May 7-June 4  
LeBlanc, instructor

**Section 0021**  
Plum Center  
Rm 112  
6:45 pm  
Th, May 9-June 6  
LeBlanc, instructor

**WRITING AND PUBLISHING**

**Storytelling: Painting a Picture with Words | Course HI04026**

We all have stories to tell. What's your story? Is it based on fact or fiction? Is it a chapter in your memoir or just a favorite memory? Stories can stimulate imagination and passion. They can bring people together and connect us through the way we feel and respond to them. Bring your written stories to life by adding your pictures, drawings, music, narration, or other creative talents. 3 sessions @ 2 hrs each.

\$106 Tuition  
\$ 5 User Fee  
\$111 Total Cost

**Section 0020**  
Plum Center  
Rm 112  
10:00 am  
Sa, May 4-May 18  
Stawarski, instructor

**Day Writers | Course HI04019**

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

\$185 Tuition  
\$ 5 User Fee  
\$190 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 160  
10:30 am  
M, April 8-May 13  
Page, instructor

**Writing for Publication--What to Know | Course HI04036**

In this class, you will learn how to approach editors with article pitches, how to make your pitch as effective as possible and how to write an article for publication. Monetize your writing skills! This class is less about writing and more about how to successfully approach an editor and maximize your chances of getting a "yes" instead of a "no." 2 sessions @ 2.5 hrs each.

\$ 67 Tuition  
\$ 5 User Fee  
\$ 72 Total Cost

**Section 0020**  
L. Braddock SS  
Rm H218  
7:00 pm  
W, May 29-June 5  
Kovacs, instructor

**NEW**

**Babes in Fictionland: Children as Technique in Adult Writing | Course HI04009**

This is not a course in writing for children; it is a course in using children in adult fiction and nonfiction to enhance the story. Children are an important and even essential element of adult stories was once common; not today. When children are employed now, it is usually to sideline them to comedy or horror roles when they can be used to much greater effect. Whether the story is from a child's point of view or a child is used to magnify, and even clarify, an adult perspective, the work is enriched. 5 sessions @ 2 hrs each.

\$165 Tuition  
\$ 5 User Fee  
\$170 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 146  
10:30 am  
F, April 26-May 24  
Page, instructor

**Beginning Creative Writing | Course HI06441**

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

\$185 Tuition  
\$ 5 User Fee  
\$190 Total Cost

**Section 0020**  
Pimmit Hills Ctr  
Rm 207  
10:30 am  
Tu, April 24 -May 29  
Page, instructor

NEW for the First Time

Learn to Tango and Have Some Fun!  
Tango Workshop for:  
French students page 40, FLO2700  
Spanish students page 43, FLO2900





## 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.

### Questions or concerns?

Please contact Fanny Gaston directly at:

[FGaston@fcps.edu](mailto:FGaston@fcps.edu)



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.

## Foreign Language

### AMERICAN SIGN LANGUAGE (ASL)

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

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

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

**Section 0011** 10:00 am  
Pimmit Hills Ctr F, March 22-May 24  
Rm 210 Mohaghegh, instructor

**Section 0020** 12:30 pm  
Plum Center Sa, April 13-June 29  
Rm 122 Hall, instructor

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

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

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

**Section 0020** 10:00 am  
Plum Center Sa, April 13-June 29  
Rm 122 Hall, instructor

#### American Sign Language 300--Beginning 3 | Course FLO2563

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

Prereq: FLO2562 American Sign Language 200--Beginning 2  
\$312 Tuition  
\$ 3 User Fee  
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*  
\$355 Total Cost

**Section 0020** 7:00 pm  
Plum Center Th, April 9-June 18  
Rm 122 Hall, instructor

#### American Sign Language 400--Beginning 4 | Course FLO2564

Expand your sign vocabulary and accelerate speed of your signing skills including finger spelling and full sentences. 10 sessions @ 2 hrs each.

\$312 Tuition  
\$ 3 User Fee  
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*  
\$355 Total Cost

**Section 0020** 7:30 pm  
Plum Center Th, April 11-June 20  
Rm 122 Hall, instructor

***I love this class. Kudos to Fred Hall for his dedication to the deaf community and for being willing to take his time to teach hearing people about the deaf community and ASL.***

**Randi K. ASL 200—Beginning 2**

## ARABIC

### Introduction to Arabic | Course FLO2618

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

\$292 Tuition  
\$ 3 User Fee  
\$ 34 Text: *Mastering Arabic 1, 3rd ed*  
\$329 Total Cost

**Section 0020** 6:30 pm  
Plum Center W, April 3-June 12  
Rm 140 Shokry, instructor

**Section 0021** 10:30 am  
Pimmit Hills Ctr F, April 5-June 7  
Rm 160 Shokry, instructor

#### Arabic 100--Beginning 1 | Course FLO2621

The course is designed to continue building Arabic vocabulary by presenting basic language function in different life situations. You will review the alphabet, vowels, and sight words. Learn gradually about Arabic parts of speech and prepositions. This will help you start reading and writing simple words and sentences. You will also learn about the culture and some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

Prereq: FLO2618 Introduction to Arabic

\$292 Tuition  
\$ 3 User Fee  
\$ 34 Text: *Mastering Arabic 1, 3rd ed*  
\$329 Total Cost

**Section 0020** 7:00 pm  
L. Braddock SS Tu, April 9-June 18  
Rm H212 Sadeq, instructor

#### Arabic 200--Beginning 2 | Course FLO2622

Continue to build vocabulary and communicative skills to navigate through a variety of common situations. We will equip you with the skill to read and write. Prerequisite: Arabic 100 or previous introductory course is recommended. Learn about language and culture through music, art, and fun activities. 6 sessions @ 2 hrs each.

Prereq: FLO2621 Arabic 100--Beginning 1

\$272 Tuition  
\$ 3 User Fee  
\$ 34 Text: *Mastering Arabic 1, 3rd ed*  
\$309 Total Cost

**Section 0020** 6:30 pm  
Plum Center Th, May 9-June 13  
Rm 140 Shokry, instructor

## NEW

#### Arabic 300--Basics 3 | Course FLO2623

Deepen your appreciation and understanding of Arabic language, culture and customs as you practice your growing reading, conversation, and listening skills. 6 sessions

Prereq: FLO2622 Arabic 200--Beginning 2

\$272 Tuition  
\$ 3 User Fee  
\$ 34 Text: *Mastering Arabic 1, 3rd ed*  
\$309 Total Cost

**Section 0020** 12:30 pm  
Plum Center F, May 10-July 14  
Rm TR4 Shokry, instructor

## CHINESE

#### Introduction to Chinese for Beginners | Course FLO2630

This introductory course is perfect for those who have had no previous exposure to Chinese. 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.

\$272 Tuition  
\$ 3 User Fee  
\$ 79 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*  
\$354 Total Cost

**Section 0020** 7:00 pm  
Plum Center W, April 24-June 12  
Rm 141 Hung, instructor

#### Chinese (Mandarin)--Beginning 1 | Course

##### FLO2631

Start communicating in Chinese. Emphasis on listening comprehension, standard Beijing pronunciation. Learn greetings and useful expressions in simple sentences. Introduction to writing Chinese characters. Instructor will supply writing materials. 8 sessions @ 2 hrs each.

\$272 Tuition  
\$ 3 User Fee  
\$ 79 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*  
\$354 Total Cost

**Section 0020** 7:00 pm  
Pimmit Hills Ctr Tu, April 9-June 4  
Rm 160 Pai, instructor

#### Chinese (Mandarin)--Beginning 3 Conversation | Course FLO2633

Build vocabulary and fine-tune pronunciation as you practice conversational skills. For beginners with two previous courses. 8 sessions @ 2 hrs each.

Prereq: FLO2632 Chinese (Mandarin)--Beginning 2

\$272 Tuition  
\$ 5 User Fee  
\$ 47 Text: *Integrated Chinese, Simplified, Lvl 1, Pt 1*  
\$324 Total Cost

**Section 0020** 7:00 pm  
Pimmit Hills Ctr Th, April 11-June 6  
Rm 160 Pai, instructor

## FRENCH

#### French 100--Beginning 1 | Course FLO2671

Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises. 12 sessions @ 2 hrs each.

\$292 Tuition  
\$ 3 User Fee  
\$ 36 Text: *Complete French*  
\$331 Total Cost

**Section 0020** 7:00 pm  
Bryant Ctr M, April 29-July 22  
Rm 8 Molnar-Grabowski, instructor

**Section 0021** 7:00 pm  
L. Braddock SS Th, April 25-July 18  
Rm H210 Antoons, instructor

**Section 0022** 7:00 pm  
Edison HS Th, April 4-June 27  
Rm B137 Newsome, instructor

## NEW

#### French 210--Encore! | Course FLO2666

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

Prereq: FLO2671 French 100--Beginning 1  
Prereq: FLO2672 French 200--Beginning 2  
\$242 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Mastering French Grammar*  
\$260 Total Cost

**Section 0020** 7:00 pm  
Plum Center W, April 24-June 12  
Rm 202B Jackson, instructor

**Section 0021** 10:00 am  
Pimmit Hills Ctr Th, May 9-June 27  
Rm 160 Shahin, instructor

#### French 200--Beginning 2 | Course FLO2672

Consolidate proficiency in present tense, augment vocabulary, add pronouns, comparisons to your repertoire and increased conversational skills.

12 sessions @ 2 hrs each.

Prereq: FLO2671 French 100--Beginning 1

\$292 Tuition  
\$ 3 User Fee  
\$ 36 Text: *Complete French*  
\$331 Total Cost

**Section 0020** 7:00 pm  
L. Braddock SS Tu, April 30-July 16  
Rm H210 Antoons, instructor

**Section 0021** 7:00 pm  
Edison HS Tu, April 23-July 9  
Rm B137 Newsome, instructor

**Section 0022** 12:30 pm  
Plum Center Th, April 11-July 11  
Rm 200 Gaston, instructor

#### French 320--Beginning 3 Conversation and Review | Course FLO2675

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.

Prereq: FLO2673 French 300--Beginning 3

\$292 Tuition  
\$ 3 User Fee  
\$ 36 Text: *Complete French*  
\$331 Total Cost

**Section 0020** 10:00 am  
Pimmit Hills Ctr Tu, May 7-July 9  
Rm 159 Shahin, instructor

#### French 400--Beginning 4 | Course FLO2674

Practice conversing on a wide range of subjects in past, present, and future, as you learn conditional and subjunctive. 12 sessions @ 2 hrs each.

Prereq: FLO2673 French 300--Beginning 3

\$292 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate French Review and Practice, 3rd ed*  
\$310 Total Cost

**Section 0020** 10:00 am  
Plum Center Th, April 25-July 18  
Rm 200 Gaston, instructor





**French 420--Beginning Conversation | Course FLO2676**

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

Prereq: FLO2674 French 400--Beginning 4

\$292 Tuition  
\$ 3 User Fee  
\$ 26 Text: *Easy French Reader, 3rd ed* (\$11); *Ultimate French Review and Practice, 3rd ed* (\$15)  
\$321 Total Cost

**Section 0020** 10:00 am  
Pimmit Hills Ctr M, May 6-July 15  
Rm 159 Shahin, instructor

**French 545--Revision | Course FLO2678**

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

Prereq: FLO2682 French 520--Intermediate 2

\$292 Tuition  
\$ 3 User Fee  
\$295 Total Cost

**Section 0020** 10:00 am  
Pimmit Hills Ctr W, May 8-July 10  
Rm 160 Shahin, instructor

**French 600--Conversation and Review | Course FLO2686**

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: FLO2681 French 500--Intermediate 1

\$327 Tuition  
\$ 4 User Fee  
\$331 Total Cost

**Section 0020** 7:00 pm  
Pimmit Hills Ctr Tu, March 26-May 28  
Rm 159 Hengel, instructor

**Section 0022** 10:00 am  
Plum Center W, April 24-June 26  
Rm 200 Gaston, instructor

**Section 0021** 12:30 pm  
Plum Center M, April 29-July 8  
Rm 200 Molnar-Grabowski, instructor

**French 680--Conversation et Lecture | Course FLO2690**

Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d'un haut niveau.

10 sessions @ 2 hrs each.  
Prereq: FLO2686 French 600--Conversation and Review

\$327 Tuition  
\$ 3 User Fee  
\$330 Total Cost

**Section 0020** 12:30 pm  
Pimmit Hills Ctr Th, March 28-May 30  
Rm 159 Hengel, instructor

**French 700--Conversation | Course FLO2685**

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: FLO2686 French 600--Conversation and Review

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

**Section 0020** 10:00 am  
Pimmit Hills Ctr F, May 10-July 12  
Rm 159 Shahin, instructor

**French 710--Conversation | Course FLO2688**

Parler de sujets quotidiens, lire et discuter d'articles divers. Faire quelques présentations sur un sujet de votre choix.

9 sessions @ 2 hrs each.

\$292 Tuition  
\$ 3 User Fee  
\$295 Total Cost

**Section 0020** 10:00 am  
Pimmit Hills Ctr W, April 24-June 19  
Rm 160 Morrissey, instructor

**French 755--Conversation Avancée | Course FLO2689**

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: FLO2685 French 700--Conversation

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

**Section 0020** 10:00 am  
Plum Center F, May 24-June 28  
Rm 200 Gaston, instructor

**NEW**

**Tango Workshop for French Language Students | Course FLO2700**

A fun introduction to the glamorous and ever-changing Tango! Learn some basic steps and techniques in this timeless dance that started in multi-cultural Argentina and lit up the capitols of Europe, London, Paris and Berlin. You will have the chance to practice some basic French phrases as you learn to dance. Please wear leather soled shoes. Class will use partnership rotation. Singles and couples welcome.

\$ 25 Tuition  
\$ 25 Total Cost

**Section 0020** 2:00 pm  
Plum Center Su, April 7  
Rm 200 Staff, instructor

**Section 0021** 2:00 pm  
Plum Center Su, May 5  
Rm 200 Staff, instructor

*Frau Long always makes the course fun, enlightening, and interesting. She clearly puts her heart and soul into planning the course and making it different each session. As a teacher myself I know how much work goes into planning lessons and she does this all on her own time every week just to make sure her students get the most for their time and money. She is an asset to ACE. Johanna S. German 500--Intermediate*

**GERMAN**

**Jump - Start Beginning German | Course FLO6502**

Have you always wanted to learn German, but you're a bit nervous about getting started? Or have you dropped out of a beginner class in the past, because the other students seemed to have a lot more experience? If so, this is the class for you! Starting from the very first simple words, you'll build skills and confidence fast in a high-energy, fun and supportive learning environment. At the end of this class, you'll feel comfortable speaking, reading and writing simple German sentences, and you'll be ready to start German 100 in the Spring. 4 sessions @ 2 hrs each.

\$115 Tuition  
\$ 3 User Fee  
\$118 Total Cost

**Section 0020** 1:00 pm  
Pimmit Hills Ctr W, April 3-April 24  
Rm 161 Manley, instructor

**German 100--Beginning 1 | Course FLO2701**

Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German. 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, April 10-July 3  
Rm 200 Long, instructor

**Section 0021** 7:00 pm  
Pimmit Hills Ctr W, April 3-June 19  
Rm 159 Anderson, A, instructor

**Section 0023** 12:30 pm  
Pimmit Hills Ctr W, May 1-June 19  
Rm 160 Anderson, A, instructor

**German 200--Beginning 2 | Course FLO2702**

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

Prereq: FLO2701 German 100--Beginning 1

\$322 Tuition  
\$ 3 User Fee  
\$ 25 Text: *German Complete Course The Basics*  
\$350 Total Cost

**Section 0020** 7:15 pm  
Plum Center Tu, April 23-July 9  
Rm 200 Long, instructor

**NEW**

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

Intensive review to improve your German grammar. 4 sessions @ 2.50 hrs each.

Prereq: FLO2703 German 300--Beginning 3

\$187 Tuition  
\$ 3 User Fee  
\$190 Total Cost

**Section 0020** 7:00 pm  
Plum Ctr M Tu W Th, April 15-April 18  
Rm TBD Long, instructor

**German 300--Beginning 3 | Course FLO2703**

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.

Prereq: FLO2702 German 200--Beginning 2

\$322 Tuition  
\$ 3 User Fee  
\$ 25 Text: *German Complete Course The Basics*  
\$350 Total Cost

**Section 0020** 7:15 pm  
Plum Center M, April 29-July 22  
Rm 200 Long, instructor

**German 500--Intermediate 1 | Course FLO2709**

Build on the foundation developed in the beginning classes. Expand grammar and vocabulary to augment conversation, reading and writing skills. Each term will focus on a theme related to German culture, literature or current events. Material will be provided by instructor. 12 sessions @ 2 hrs each.

Prereq: FLO2704 German 400--Beginning 4

\$342 Tuition  
\$ 3 User Fee  
\$345 Total Cost

**Section 0020** 7:15 pm  
Plum Center Th, April 25-July 18  
Rm 200 Long, instructor

**German 750--Konversation fuer Fortgeschrittene | Course FLO2717**

Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu ueben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstaerken. 8 sessions @ 2 hrs each.

\$222 Tuition  
\$ 3 User Fee  
\$225 Total Cost

**Section 0020** 11:00 am  
Pimmit Hills Ctr Tu, April 30-June 18  
Rm 146 Gainey, instructor

**Section 0021** 11:00 am  
Pimmit Hills Ctr M, May 13-July 8  
Rm 146 Gainey, instructor

**German 755--Konversation für Fortgeschrittene | Course FLO2715**

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 25-July 18  
Rm 159 Wright, instructor

*Vanna is an excellent teacher and the class composition is very compatible and welcoming. I am grateful to Fairfax County for providing the opportunity to learn Italian, in a pleasant and convenient setting, at a reasonable price, with such a wonderful teacher.*

**Laurie E. Italian 600--Advanced Conversation**

**ITALIAN**

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

This course is for those who have not had any or very little exposure to Italian. Survival language skills will help you take your first steps to learning this wonderful language. This class will also benefit those who are planning a trip to Italy. Emphasis is on traveler's vocabulary. Section 0011 at Pimmit is Part 2 with instructor Bucelli. 10 sessions @ 2 hrs each.

\$292 Tuition  
\$ 3 User Fee  
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*  
\$326 Total Cost

**Section 0020** 7:00 pm  
L. Braddock SS Tu, April 2-June 11  
Rm H215 Oddo, instructor

**Italian 100--Beginning 1 | Course FLO2771**

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

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

**Section 0020** 7:00 pm  
Woodson HS M, April 1-June 17  
Rm A209 Oddo, instructor

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

Practice conversing on everyday subjects and learn to talk about past events. New grammar: present perfect tense. 10 sessions @ 2 hrs each.

Prereq: FLO2771 Italian 100--Beginning 1

\$292 Tuition  
\$ 3 User Fee  
\$295 Total Cost

**Section 0020** 7 pm  
Pimmit Hills Ctr W, May 8  
Rm TBD staff, instructor

**Italian 300--Beginning 3 | Course FLO2773**

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

Prereq: FLO2772 Italian 200--Beginning 2

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

**Section 0020** 7:00 pm  
Plum Center W, March 20-June 5  
Rm 202C Politano, instructor

**Section 0021** 9:00 am  
Pimmit Hills Ctr Sa, April 27-July 6  
Rm 159 Baietti, instructor

**Italian 530--Intermediate 3 | Course FLO2777**

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

Prereq: FLO2776 Italian 522--Intermediate 2

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

**Section 0020** 7:00 pm  
L. Braddock SS Th, April 4-June 13  
Rm H215 Oddo, instructor

**Section 0021** 2:00 pm  
Plum Center Tu, April 16-June 18  
Rm 202C Moore, instructor

**Italian 600--Advanced Conversation | Course FLO2781**

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

Prereq: FLO2780 Italian 580--Advanced Conversation

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

**Section 0020** 12:15 pm  
Plum Center W, April 17-June 19  
Rm 202C Moore, instructor

**Italian 675 - Advanced Conversation | Course FLO2754**

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: FLO2779 Italian 650--Intermediate/Advanced Conversation and Literature

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

**Section 0020** 7:15 pm  
Pimmit Hills Ctr Tu, April 2-June 11  
Rm 146 Faraone, instructor

**Italian 700--Advanced Conversation | Course FLO3800**

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: FLO2779 Italian 650--Intermediate/Advanced Conversation and Literature

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

**Section 0020** 10:00 am  
Plum Center W, April 17-June 19  
Rm 202C Moore, instructor





## JAPANESE

### Japanese 100--Beginning 1 | Course FLO2785

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

\$292 Tuition  
\$ 3 User Fee  
\$ 25 Text: *Japanese for Busy People I, Kana Version, 3rd ed*  
\$320 Total Cost

**Section 0020** 7:00 pm  
Pimmit Hills Ctr Th, April 4-June 6  
Rm 146 Toba, instructor

**Section 0021** 7:00 pm  
Chantilly HS Th, May 2-July 11  
Rm 271 Kurimoto, instructor

### Japanese 200--Beginning 2 | Course FLO2786

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

Prereq: FLO2785 Japanese 100--Beginning 1

\$292 Tuition  
\$ 3 User Fee  
\$ 25 Text: *Japanese for Busy People I, Kana Version, 3rd ed*  
\$320 Total Cost

**Section 0020** 7:00 pm  
Chantilly HS W, May 1-July 3  
Rm 271 Kurimoto, instructor

### Japanese 300--Beginning 3 | Course FLO2787

Advance the use of the grammar skills as you build vocabulary. Develop new skills to use tenses in affirmative and negative forms in both verbs and adjectives. Listening and conversation skills will be reinforced through out the lessons while reading and writing continue to grow. 10 sessions @ 2 hrs each.

Prereq: FLO2786 Japanese 200--Beginning 2

\$372 Tuition  
\$ 3 User Fee  
\$ 25 Text: *Japanese for Busy People I, Kana Version, 3rd ed*  
\$400 Total Cost

**Section 0020** 7:00 pm  
Pimmit Hills Ctr Tu, April 30 - July 2  
Rm 200 Toba, instructor

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## KOREAN

### Korean--Beginning 1- Introduction to Korean for Beginners | Course FLO2800

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

\$292 Tuition  
\$ 3 User Fee  
\$ 24 Text: *Read & Speak Korean for Beginners, 3rd ed*  
\$319 Total Cost

**Section 0020** 7:00 pm  
Woodson HS W, April 3-June 12  
Rm E201 Tudor, instructor

### Korean--Beginning 2 | Course FLO2801

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

Prereq: FLO2800 Korean--Beginning 1- Introduction to Korean for Beginners

\$292 Tuition  
\$ 3 User Fee  
\$ 28 Text: *Korean Through English: Book 1 w/CD*  
\$323 Total Cost

**Section 0020** 7:00 pm  
Woodson HS Tu, April 2-June 11  
Rm D206 Tudor, instructor

## RUSSIAN

### Russian 200--Beginning 2 | Course FLO2836

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: FLO2835 Russian 100--Beginning 1

\$292 Tuition  
\$ 3 User Fee  
\$ 27 Text: *Russian Complete Course The Basics*  
\$322 Total Cost

**Section 0020** 10:00 am  
Plum Center Tu, April 2-June 11  
Rm 200 Jackson, instructor

### Russian 500--Intermediate | Course FLO2840

Build conversational competence as you expand vocabulary and continue to build grammatical foundation. Topics include culture, health/medicine, shopping, holidays, and cooking. 8 sessions @ 2 hrs each.

Prereq: FLO2842 Russian 500--Review and Conversation

\$289 Tuition  
\$ 3 User Fee  
\$292 Total Cost

**Section 0020** 7 pm  
Pimmit Hills Ctr W, May1  
Rm 146 Colley, instructor

## SPANISH

### Spanish 100--Beginning 1 | Course FLO2861

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

\$292 Tuition  
\$ 3 User Fee  
\$ 41 Text: *Complete Spanish (\$22); Complete Spanish Step-By-Step (\$19)*  
\$336 Total Cost

**Section 0020** 10:30 am  
Plum Center F, May 3-July 19  
Rm 202C Roberts, instructor

**Section 0021** 1:00 pm  
Pimmit Hills Ctr W, May 8-July 24  
Rm 156 Roberts, instructor

**Section 0022** 1:00 pm  
Chantilly HS Th, April 4-June 27  
Rm 270 Garcia Linares, instructor

**Section 0023** 7:00 pm  
Edison HS Tu, April 2-June 25  
Rm B129 Texidor, instructor

**Section 0024** 3:30 pm  
ACE Herndon Center Sa, May 4-July 27  
Rm 2 Rios, instructor

**Section 0025** 10:00 am  
L. Braddock SS Sa, April 6-July 6  
Rm H210 Peralta Rocha, instructor

**Section 0026** 12:30 pm  
Pimmit Hills Ctr Sa, May 4-June 29  
Rm 154 Yaeger, instructor

**Section 0027** 2:00 pm  
Pimmit Hills Ctr F, May 3-July 19  
Rm 159 Estevez, instructor

**Section 0028** 12:00 pm  
Plum Center Su, March 31-June 30  
Rm 202C Hull McCaffrey, instructor

**Section 0029** 7:00 pm  
Brant Center Su, March 17-June 16  
Rm TBD Hull McCaffrey, instructor

### Spanish 120--Review Special for Beginners | Course FLO2850

This course is offered to students that need to reinforce and practice all the verbs and grammar learned in Spanish 100. The instructor will determine the specific review needs of the students at the beginning of the course. 8 sessions @ 2 hrs each.

Prereq: FLO2861 Spanish 100--Beginning 1

\$195 Tuition  
\$ 3 User Fee  
\$ 22 Text: *Complete Spanish*  
\$220 Total Cost

**Section 0020** 7:00 pm  
Edison HS Th, May 2-June 20  
Rm B129 Texidor, instructor

### Spanish 200--Beginning 2 | Course FLO2862

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: FLO2861 Spanish 100--Beginning 1

\$292 Tuition  
\$ 3 User Fee  
\$ 41 Text: *Complete Spanish (\$22); Complete Spanish Step-By-Step (\$19)*  
\$336 Total Cost

**Section 0020** 7:00 pm  
Chantilly HS Tu, April 30-July 16  
Rm 270 Garcia Linares, instructor

**Section 0021** 7:00 pm  
Woodson HS Th, April 25-July 18  
Rm E204 Eugenio Fernandez, instructor

**Section 0022** 10:30 am  
ACE Herndon Center Sa, May 4-July 27  
Rm 2 Rios, instructor

**Section 0023** 7:00 pm  
Plum Center W, May 22-August 7  
Rm 147 Peralta Rocha, instructor

**Section 0024** 9:00 am  
Pimmit Hills Ctr Sa, May 4-June 29  
Rm 160 Yaeger, instructor

**Section 0025** 2:30 pm  
Plum Center Su, March 17 -J une 16  
Rm 202B Hull McCaffrey, instructor

### Spanish 300--Beginning 3 | Course FLO2863

Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.

Prereq: FLO2862 Spanish 200--Beginning 2

\$292 Tuition  
\$ 3 User Fee  
\$ 41 Text: *Complete Spanish (\$22); Complete Spanish Step-By-Step (\$19)*  
\$336 Total Cost

**Section 0023** 7:00 pm  
Edison HS Th, March 21 June 13  
Rm B133 Hull McCaffrey, instructor

**Section 0022** 7:00 pm  
Plum Center W, April 24-July 10  
Rm 112 Crandol, instructor

**Section 0020** 7:00 pm  
Chantilly HS Th, May 2-July 25  
Rm 272 Smith, instructor

**Section 0021** 1:00 pm  
ACE Herndon Center Sa, May 4-July 27  
Rm 2 Rios, instructor

### Spanish 400--Beginning 4 | Course FLO2864

Hone in on your conversation and grammar skills. Review the preterit, conjugate more irregulars 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.

Prereq: FLO2863 Spanish 300--Beginning 3

\$292 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*  
\$310 Total Cost

**Section 0020** 1:00 pm  
Plum Center F, May 3-July 19  
Rm 200 Roberts, instructor

**Section 0021** 7:00 pm  
Chantilly HS Tu, May 7-July 23  
Rm TBD Smith, instructor

### Spanish 500--Intermediate | Course FLO2868

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

Prereq: FLO2864 Spanish 400--Beginning 4

\$292 Tuition  
\$ 3 User Fee  
\$295 Total Cost

**Section 0020** 10:30 am  
Pimmit Hills Ctr W, May 8-July 10  
Rm 146 Roberts, instructor

## NEW

### Book club in Spanish | Course FLO2809

Etica para Amador (de Fernando Sabater) It is a beloved book for readers around the world. Written for the author's teenage son to explain life's hard questions. Easy to read. Students will read some chapter and discuss them in class. 4 sessions @ 2hrs each.

\$115 Tuition  
\$ 3 User Fee  
\$118 Total Cost

**Section 0020** 6:45 pm  
Bryant Ctr M, April 29-May 20  
Rm 22 Nader, instructor

## NEW

### Review Spanish Past Tenses: Era or Fue ? | Course FLO2808

Estar or Ser? Era or Fue ? That is the question! Simple Past tenses -Preterit and Imperfect- may be confusing. Learn specific uses for each tense. Conjugations and practice classwork will help you decide which one to use. 4 sessions @ 2hrs.

Prereq: FLO2807 Review Spanish Subjunctive Mood

\$115 Tuition  
\$ 3 User Fee  
\$118 Total Cost

**Section 0020** 6:45 pm  
Bryant Ctr W, April 2-June 11  
Rm 22 Nader, instructor

## NEW

### Review Spanish Subjunctive Mood | Course FLO2807

Difference between Indicative Mood and Subjunctive Mood. Conjugation and specific uses. Trigger words and impersonal expressions. Class practice and reading exercises to help you spot them. 4 sessions@ 2hrs each.

\$115 Tuition  
\$ 3 User Fee  
\$118 Total Cost

**Section 0020** 6:45 pm  
Bryant Ctr W, May 15-June 5  
Rm 22 Nader, instructor

### Spanish 510--Refresher Intermediate | Course FLO2854

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

Prereq: FLO2860 Spanish 420-Beginning 4 Review/Conversation

\$312 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*  
\$330 Total Cost

**Section 0020** 7:00 pm  
Woodson HS Tu, April 23-June 25  
Rm E204 Eugenio Fernandez, instructor

### Spanish 520--Intermediate 2 | Course FLO2869

Hone grammar skills and expand vocabulary through conversation. For intermediate students. 10 sessions @ 2 hrs each.

Prereq: FLO2868 Spanish 500--Intermediate

\$312 Tuition  
\$ 3 User Fee  
\$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*  
\$330 Total Cost

**Section 0020** 1:00 pm  
Plum Center M, May 6-July 15  
Rm 202C Roberts, instructor

### Spanish 580--Conversation and Review | Course FLO2871

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

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

**Section 0021** 12:15 pm  
Pimmit Hills Ctr Th, April 11-June 13  
Rm 159 Salas, instructor

**Section 0020** 10:30 am  
Plum Center M, May 6-July 15  
Rm 202C Roberts, instructor

### Spanish 750--Seminario-Panel: Estudios avanzados | Course FLO2873

Lecturas de obras literarias, publicaciones de los diarios y temas libres presentados por los estudiantes son discutidos en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 10 sessions @ 2 hrs each.

\$372 Tuition  
\$ 3 User Fee  
\$375 Total Cost

**Section 0020** 6:45 pm  
Bryant Ctr Tu, April 2-June 11  
Rm 22 Nader, instructor

## NEW

### Tango Workshop for Spanish Language Students | Course FLO2900

A fun introduction to the glamorous and ever-changing Tango! Learn some basic steps and techniques in this timeless dance that started in multi-cultural Argentina and lit up the capitols of Europe, London, Paris and Berlin. You will have the chance to practice some basic Spanish phrases as you learn to dance. Please wear leather soled shoes. Class will use partnership rotation. Singles and couples welcome.

\$ 25 Tuition  
\$ 25 Total Cost

**Section 0020** 7:00 pm  
Plum Center M, April 8  
Rm 202C Staff, instructor

**Section 0021** 7:00 pm  
Plum Center M, May 6  
Rm 202C Staff, instructor



# SOMETHING FOR EVERYONE

## SPRING BREAK EXPERIENCE 2019 - FOR KIDS & TEENS ELEMENTARY - GRADES 2-5

MORNING: French Spring Break Language Camp--Grades 2-5 | Course GS04019

Provide your child with a wonderful and exciting spring break French language experience. Explore creative, fun-filled activities while learning the language and culture. Taught by experienced, motivated, native speakers. 5 sessions @ 3 hrs each.

\$229 Tuition - \$20 User Fee  
\$249 Total Cost  
Section 0001 9:00 am - 12:00 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 200 Staff, instructor

MORNING: German Spring Break Language Camp--Grades 2-5 | Course GS05019

Provide your child with a wonderful and exciting spring break German language experience. Explore creative, fun-filled activities while learning the language and culture. Taught by experienced, motivated, native speakers. 5 sessions @ 3 hrs each.

\$229 Tuition - \$20 User Fee  
\$249 Total Cost  
Section 0001 9:00 am - 12:00 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 141 Staff, instructor

MORNING: Spanish Spring Break Language Camp--Grades 2-5 | Course GS07019

Provide your child with a wonderful and exciting spring break Spanish language experience. Explore creative, fun-filled activities while learning the language and culture. Taught by experienced, motivated, native speakers. 5 sessions @ 3 hrs each.

\$229 Tuition - \$20 User Fee  
\$249 Total Cost  
Section 0001 9:00 am - 12:00 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 141 Staff, instructor

AFTERNOON: Culinary Adventures--Spring Break Camp Grades 2-5 | Course GS09019

Attention future world chefs! Register now for the exciting Spring Break Culinary Adventures Camp 2019. Children grades 2-5 will participate in fun, hands-on cooking and tasty culinary experiences. Age appropriate discussions about kitchen and equipment safety will take place to ensure a positive and safe experience for students; class size limited to no more than 12. Camp curriculum is designed for current grades 2 to 5. 5 sessions @ 3 hrs each.

\$ 239 Tuition  
\$ 40 User Fee  
\$ 279 Total Cost  
Section 0001 12:30 pm - 3:30 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 115 Staff, instructor

**Location: PLUM CENTER, 6815 Edsall Road, Springfield, VA 22151**



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# SOMETHING FOR EVERYONE

## SPRING BREAK EXPERIENCE 2019 - FOR KIDS & TEENS MIDDLE & HIGH SCHOOL - GRADES 6-12

**Spanish Spring Break KickStart for Middle Schoolers | Course GS07119**

Are you ready to learn a foreign language in high school? Having trouble deciding on which foreign language to take? Just need to review foreign language basics? We are here to kick-start your language learning! In this fun, educational week students will learn the basics including vocabulary, grammar, pronunciation, culture, and more. Small class size provides supportive atmosphere to help build skills and gain confidence! Class is taught by a native speaker. 5 sessions @ 3 hrs each.

\$229 Tuition  
\$ 20 User Fee  
\$249 Total Cost  
Section 0001 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 122 Staff, instructor

**Algebra 1 SOL Boot Camp | Course SB06000**

This is a great short term review class for those students who want to get a head-start on preparing for their upcoming Algebra 1 SOL exam. 5 sessions @ 3 hrs each.

\$269 Tuition  
\$269 Total Cost  
Section 1070 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 205 Mangain, instructor

**An Introduction to Cooking for Teens | Course SB06810**

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 1015 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 115 Das, instructor

**Effective Study Skills for Teens | Course SB07624**

Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 15 hours of instruction.

\$231 Tuition  
\$ 18 Text: Effective Study Skills for Teens Workbook  
\$249 Total Cost  
Section 1025 12:30 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 202C Burch, instructor

**Geometry SOL Boot Camp | Course SB05000**

This is a great class for those students who want to get a head-start on preparing for their upcoming geometry SOL exam. Student review properties of triangles, quadrilaterals, polygons, circles, and solids using inductive and deductive reasoning. 5 sessions @ 3 hrs each.

\$269 Tuition  
\$269 Total Cost  
Section 1020 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 202B Shipp, instructor

**Introduction to Filmmaking | Course SB08002**

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 1010 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 140 Kinsolving, instructor

**Leadership Skills for Teens | Course SB08001**

This course is designed to provide an overview of the elements and principles of leadership, and provides an introduction to a broad range of concepts, theories, and practices important for a basic understanding of leadership. Students will explore these elements through readings, discussions, debate, presentations, and films. This course provides student leaders with opportunities to increase their understanding of and ability to apply contemporary leadership knowledge in personal and community service situations. The ultimate goal of this course is to empower students with the ability to achieve their ultimate leadership potential. 5 sessions @ 3 hrs each.

\$239 Tuition  
\$ 10 Text: Leadership Skills for Teens  
\$249 Total Cost  
Section 1030 12:30 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 202B Hedenberg, instructor

**Young Writer's Workshop | Course SB07639**

Take your writing 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. 15 hours of instruction.

\$224 Tuition  
\$ 11 Text: *Painless Writing, 3rd ed*  
\$235 Total Cost  
Section 1000 9:00 am  
Plum Center M Tu W Th F, April 15-April 19  
Rm 202C Burch, instructor  
Section 1005 12:30 pm  
Plum Center M Tu W Th F, April 15-April 19  
Rm 140 Kinsolving, instructor

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### Summer Camps- Extended Day at Fairfax HS - Elementary

#### Chinese FLEX Camp | Course SC13071

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 hours each.

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

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Boose, instructor

#### French FLEX Camp | Course SC13061

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 hours each.

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

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, instructor

#### German FLEX Camp | Course SC13081

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 hours each.

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

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Elsisi, instructor

*"Each day my daughter came home elated about the food she cooked in class. In addition, she brought home samples of food for us to taste, which was good. This was a great class."*

#### Culinary Adventures Camp

#### Sign Language FLEX Camp | Course SC13041

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 ASL sign language vocabulary and phrases and will gain a basic understanding of ASL. 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.

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

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, instructor

#### Spanish FLEX Camp | Course SC13051

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 hours each. Section 1000 is 3 sessions @ 3 hours each (July 4 holiday) and will be discounted by 40%.

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

**Section 1000**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W July 1-July 3  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

#### Chinese Language Immersion Camp | Course SC33071

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 hours each.

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

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, instructor

#### German Language Immersion Camp | Course SC33081

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 hours each.

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

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

#### Japanese Language Immersion Camp | Course SC33091

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 hours each. Section 1000 is 3 sessions @ 3 hours each (July 4 holiday) and will be discounted by 40%.

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

**Section 1000**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W, July 1-July 3  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

#### Spanish Language Immersion Camp | Course SC33051

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 hours each.

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

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, instructor

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

This course is designed for English Speakers of Other Languages (ESOL) students with beginning to advanced proficiency in English who are currently in grades 1 to 3. 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.

\$190 Tuition  
\$ 25 User Fee  
\$215 Total Cost

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

#### 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.

\$190 Tuition  
\$ 25 User Fee  
\$215 Total Cost

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

*"Course was great. Wish this type of classes were offered during school year for elementary school age children"*

#### Learning English across the USA Grades 1-3.

#### 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 1000 is 3 sessions @ 3 hours each (July 4 holiday) and will be discounted by 40%.

\$240 Tuition  
\$ 30 User Fee  
\$270 Total Cost

**Section 1000**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W, July 1-July 3  
Staff, instructor

**Section 1100**  
Plum Center  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, 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 3 sessions @ 3 hours each (July 4 holiday) and will be discounted by 40%.

\$175 Tuition  
\$ 10 User Fee  
\$185 Total Cost

**Section 1000**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W July 1-July 3  
Staff, instructor

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

*"Excellent Instructor balancing instruction and practical learning."*

#### Physics Camp One

#### 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. Section 1000 is 3 sessions @ 3 hours each (July 4 holiday) and will be discounted by 40%.

\$179 Tuition  
\$179 Total Cost

**Section 1000**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W, July 1-July 3  
Staff, instructor

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, 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 hrs each.

\$229 Tuition  
\$ 10 User Fee  
\$239 Total Cost

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Staff, instructor

**Section 1200**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 15-July 19  
Staff, instructor

**Section 1300**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 22-July 26  
Staff, instructor

#### 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. 5 sessions @ 3 hrs each. Call 703-658-1201 to register and request a 10% discount (per student) for 2 students in the same family.

\$229 Tuition  
\$ 20 User Fee  
\$249 Total Cost

**Section 1100**  
Fairfax HS  
Rm TBD  
2:30 pm  
M Tu W Th F, July 8-July 12  
Miguel Obando, instructor







## Summer Camps- Extended Day at Fairfax - Secondary

### Introductory Keyboarding for Teens | Course SS07668

Become familiar with the computer keyboard; locate alphabetic and numeric keys. Emphasis is on mastering the keyboard through touch typing. 20 total hours of instruction. Section 1000 is adjusted for July 4 holiday and will be discounted by 20%.

\$289 Tuition  
\$ 10 Text: *Introductory Keyboarding for Teens*  
\$299 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS July 1-July 12  
Rm TBD Staff, instructor

**Section 1200** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 26  
Rm TBD Staff, instructor

### An Introduction to Cooking for Teens | Course SS06810

This class is a perfect way to introduce your budding Junior Chef to different cooking techniques. From learning to make perfect creamy scrambled eggs, gourmet French toast, cakes, soups, stews to fresh cakes, we not only cook yummy eats using different cooking techniques but delve deeper into the scientific principles behind foods we love! We use fresh and seasonal produce so the food we eat is not only what we love but it's good for us too! 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 enjoys being in the kitchen. Grades 7-11. 5 sessions @ 3 hrs each.

\$265 Tuition  
\$ 40 User Fee  
\$305 Total Cost

**Section 0010** 2:30 pm  
Fairfax HS M Tu W Th F, July 8-July 12  
Rm TBD Das, instructor

### Cooking for Teens, Beyond The Basics | 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 quiches, gourmet grilled cheese sandwiches, summer soups, sauces, stews and bake mouth watering desserts and cakes using seasonal produce. 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! 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.

\$265 Tuition  
\$ 40 User Fee  
\$305 Total Cost

**Section 0010** 2:30 pm  
Fairfax HS M Tu W Th F, June 24-June 28  
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. Section 1000 is adjusted for July 4 holiday and will be discounted by 40%.

\$249 Tuition  
\$249 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W, July 1-July 3  
Rm TBD Kinsolving, instructor

**Section 1100** 2:30 pm  
Fairfax HS M Tu W Th F, July 8-July 12  
Rm TBD Kinsolving, instructor

### Fun Physics for Teens | Course SS08005

Are you interested to learn more about the forces that govern the universe? This camp is an introduction to many interesting topics that arise in physics courses, and includes numerous hands-on experiments and demonstrations. We will explore fundamental topics such as 2D and 3D kinematics, the 4 forces of the universe, energy and power, electricity, and electromagnetism--and will also be briefly introduced to advanced topics such as space-time theory, cosmology, and quantum physics. Camp will be part lecture/demonstration, and part hands-on experiments that will introduce student to collecting reliable data and analyzing it--while reinforcing important concepts learned during lecture. Experiments include building circuits and other fun activities! 15 hours of instruction.

\$264 Tuition  
\$ 15 User Fee  
\$279 Total Cost

**Section 1010** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 19  
Rm TBD Obando Munoz, instructor

**Section 1030** 2:30 pm  
Fairfax HS M Tu W Th F, July 22-July 26  
Rm TBD Obando Munoz, 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. 15 hours of instruction. Section 1000 is adjusted for July 4 holiday and will be discounted by 40%.

\$231 Tuition  
\$ 18 Text: *Effective Study Skills for Teens Workbook*  
\$249 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W, July 1-July 3  
Rm TBD Staff, instructor

**Section 1100** 2:30 pm  
Fairfax HS M Tu W Th F, July 8-July 12  
Rm TBD Staff, instructor

**Section 1300** 2:30 pm  
Fairfax HS M Tu W Th F, July 22-July 26  
Rm TBD Staff, instructor

### Fundamental Skills of Algebra | Course SS07646

Covers order of operation, algebraic properties, real numbers, scientific notations, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 20 hours of instruction.

\$265 Tuition  
\$ 30 Text: *Fundamental Skills of Algebra I Workbook* (\$15); *Painless Algebra, 4th ed* (\$15)  
\$295 Total Cost

**Section 1200** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 26  
Rm TBD Staff, instructor

### Introduction to Geometry | Course SS07650

Strengthen math skills for SOLs while reviewing algebraic concepts. Explore properties of triangles, quadrilaterals, lines, angles, polygons, and the vocabulary for geometry. 20 hours of instruction. Section 1000 is adjusted for July 4 holiday and will be discounted by 40%.

\$275 Tuition  
\$ 20 Text: *Barron's E-Z Geometry*  
\$295 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W F, July 1-July 12  
Rm TBD Staff, instructor

### Introduction to Pre-Calculus | Course SS07653

Course begins with a review of algebra, equations and functions and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 20 hours of instruction.

\$267 Tuition  
\$ 28 Text: *Precalculus - Crash Course* (\$13); *Precalculus Workbook* (\$15)  
\$295 Total Cost

**Section 1100** 2:30 pm  
Fairfax HS M Tu W Th F, July 8-July 19  
Rm TBD 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. 20 hours of instruction. Section 1000 is adjusted for July 4 holiday and will be discounted by 40%.

\$346 Tuition  
\$ 73 Text: *Victory for the PSAT Tests, 5th ed*  
\$419 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W F, July 1-July 12  
Rm TBD Staff, instructor

### SAT Test Preparation | Course SS08000

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 1200** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 26  
Rm TBD 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. Strong math and verbal skills are highly recommended. 25 hours of instruction. Materials are included. Reduced tuition is not available. Section 1000 is adjusted for July 4 holiday and will be discounted by \$14.

\$358 Tuition  
\$ 81 Text: *Non-Negotiable Skills, Level 1* (\$61); *TJ Math Test Prep Workbook* (\$20)  
\$439 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W F, July 1-July 12  
Rm TBD Staff, instructor

**Section 1200** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 26  
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. 15 hours of instruction. Section 1000 is adjusted for July 4 holiday and will be discounted by 40%.

\$224 Tuition  
\$ 26 Text: *Painless Writing, 3rd ed* (\$11); *Young Writers Workshop Handbook* (\$15)  
\$250 Total Cost

**Section 1000** 2:30 pm  
Fairfax HS M Tu W, July 1-July 3  
Rm TBD Staff, instructor

**Section 1200** 2:30 pm  
Fairfax HS M Tu W Th F, July 15-July 19  
Rm TBD Staff, instructor

## Test Prep

### ACT Preparation - ONLINE | Course SM08200

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

\$469 Tuition  
\$469 Total Cost

**Section 1000** 8:00 am  
Online F, November 30-September 20  
Rm TBD TBD, instructor

### SAT Score Booster - ONLINE | Course SM09500

Boost your SAT score with this introductory web based score booster course. Course includes two SAT practice tests with drills for English and Mathematics. Students receive 4 months of access anytime, anywhere, on any Internet ready device! Consider signing up for the full ACE SAT course just prior to taking the SAT exam.

\$219 Tuition  
\$219 Total Cost

**Section 1000** 8:00 am  
Online F, November 30-September 20  
Rm TBD TBD, instructor

### SAT Preparation - ONLINE | Course SM08100

Raise your SAT scores as college applications are right around the corner! This self-directed, online course uses the Cambridge Educational Services® curriculum and guides you through SATs critical reasoning, mathematics, and writing questions. Learn proven methods for dealing with each type of question; plus receive test-simulation exercises in all test areas. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months.

\$469 Tuition  
\$469 Total Cost

**Section 1000** 8:00 am  
Online F, November 30-September 20  
Rm TBD TBD, instructor

### 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 1060** 9:00 am  
Pimmit Hills Ctr Sa, March 23-April 27  
Rm 161 Ashcraft, instructor

**Section 1050** 9:00 am  
Plum Center Sa, March 23-April 27  
Rm 200 Staff, instructor

**Section 1040** 6:30 pm  
Chantilly HS Tu Th, March 26-May 2  
Rm 259 Dougherty, instructor

**Section 1070** 6:30 pm  
Plum Center Tu Th, May 7-May 30  
Rm TR1 Dougherty, instructor

## Study Skills

### Effective Study Skills for Teens (Grades 6-9) | Course SM07624

Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 15 hours of instruction.

\$231 Tuition  
\$ 18 Text: *Effective Study Skills for Teens Workbook*  
\$249 Total Cost

**Section 1030** 9:00 am  
Woodson HS Sa, March 2-March 30  
Rm D206 Burch, instructor

**Section 1050** 9:00 am  
Plum Center Sa, April 6-May 11  
Rm TR4 Jones, instructor

**Section 1040** 6:00 pm  
L. Braddock SS Tu, April 23-May 7  
Rm H227 Banks-Michie, instructor

**Under 18?** Adult education classes are for students 18 years and older, unless otherwise noted. For information and waiver requirements, contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu. Please allow at least two weeks for processing.

### 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. This course is 20 hours of instruction.

\$265 Tuition  
\$ 30 Text: *Fundamental Skills of Algebra I Workbook* (\$15); *Painless Algebra, 4th ed* (\$15)  
\$295 Total Cost

**Section 1030** 1:00 pm  
Plum Center Su, March 10-April 7  
Rm TR4 Obando Munoz, instructor

**Section 1040** 1:00 pm  
Plum Center Sa, April 13-May 18  
Rm TR3 Obando Munoz, instructor

### Young Writer's Workshop (Grades 6-8) | Course SM07639

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. 15 hours of instruction

\$224 Tuition  
\$ 26 Text: *Painless Writing, 3rd ed* (\$11); *Young Writers Workshop Handbook* (\$15)  
\$250 Total Cost

**Section 1020** 9:00 am  
Plum Center Sa, March 2-March 30  
Rm TR3 Banks-Michie, instructor

**Section 1030** 9:00 am  
Pimmit Hills Ctr Sa, May 4-June 8  
Rm 160 Ashcraft, instructor

*The Instructor is an awesome teacher, he was always prepared and ready for the kids. The handouts he gave in every single class showed how much he cared about making everything very clear for his students. He is a 5 star teacher.*

**Sarah M.  
Fundamental Skills of Algebra**





### 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. Email [drivered@fcps.edu](mailto:drivered@fcps.edu).**

- \$ 329 Tuition
- \$ 329 Total Cost
- March 4-12
- March 14-22
- March 25-April 2
- April 4-April 12
- April 13-April 20
- April 22-April 30
- May 2-10
- May 13-21
- May 23-31
- June 3-11

### Driver Improvement Clinic

#### Driver Improvement Clinic | Course DE09500

This is the 8-hour driver improvement program which may result in safe driving points "added" to your driving record, or you may even receive a discount from your insurance company (check with your insurance provider first). This program enhances driver safety, convenience, and comfort by using the most up-to-date research in the field. It provides practical guidance for preventing traffic collisions through instruction on visual scanning techniques, critical driving information, and procedures for handling vehicular and traffic emergencies. \*This is the 8-hour driver improvement program delivered by a certified instructor for AAA's driver improvement program. This presentation is available to participants who are court-ordered or enrolled voluntarily. **IMPORTANT: NEED TO ARRIVE ON TIME AS NO ONE IS ADMITTED AFTER THE PRESENTATION BEGINS!</b>**

- \$ 76 Tuition
- \$ 4 User Fee
- \$ 80 Total Cost

**Section 1025**  
Plum Center  
TR4  
9:00 am  
Th, April 4  
Sargent, instructor

**Section 1035**  
Plum Center  
202C  
9:00 am  
Th, June 6  
Sargent, instructor



For up-to-date information about the driver education program, follow us on Twitter @ACE\_Driver\_ed



#### Institute for the Arts

4-Week Arts Program for  
Rising 7<sup>th</sup> - 12<sup>th</sup> Grades  
July 1 - 26, 2019

#### Elementary Institute for the Arts

Weekly Arts & STEAM Camps  
for Rising 4<sup>th</sup> - 6<sup>th</sup> Grades  
July 8 - 26, 2019

Non-FCPS Welcome  
Extended Day Programs Available Bus  
Transportation Included

Visit [www.fcps.edu](http://www.fcps.edu) and search **summer**

**INSTITUTE FOR THE  
ARTS**

8:30 a.m. - 2 p.m. (M-F)  
Fairfax High School

# IS 2019 THE YEAR YOU GET YOUR GED?

## DID YOU KNOW?

More than 90% of all United States employers accept the GED® credential with regard to hiring, salary, and opportunity for advancement.

97% of colleges and universities accept the GED® credential for admissions.

Those who have a GED® credential realize a 35% increase in median annual earning over those who do not have a high school credential.

**It's never too late to earn your GED!**

For more information about Fairfax County Adult High School's Completion Program check out : <https://fairfaxadulths.fcps.edu/>  
To set up a registration appointment, please call 703-658-2736 or email [FCAHSregistration@fcps.edu](mailto:FCAHSregistration@fcps.edu).

***It's never too late to graduate!***

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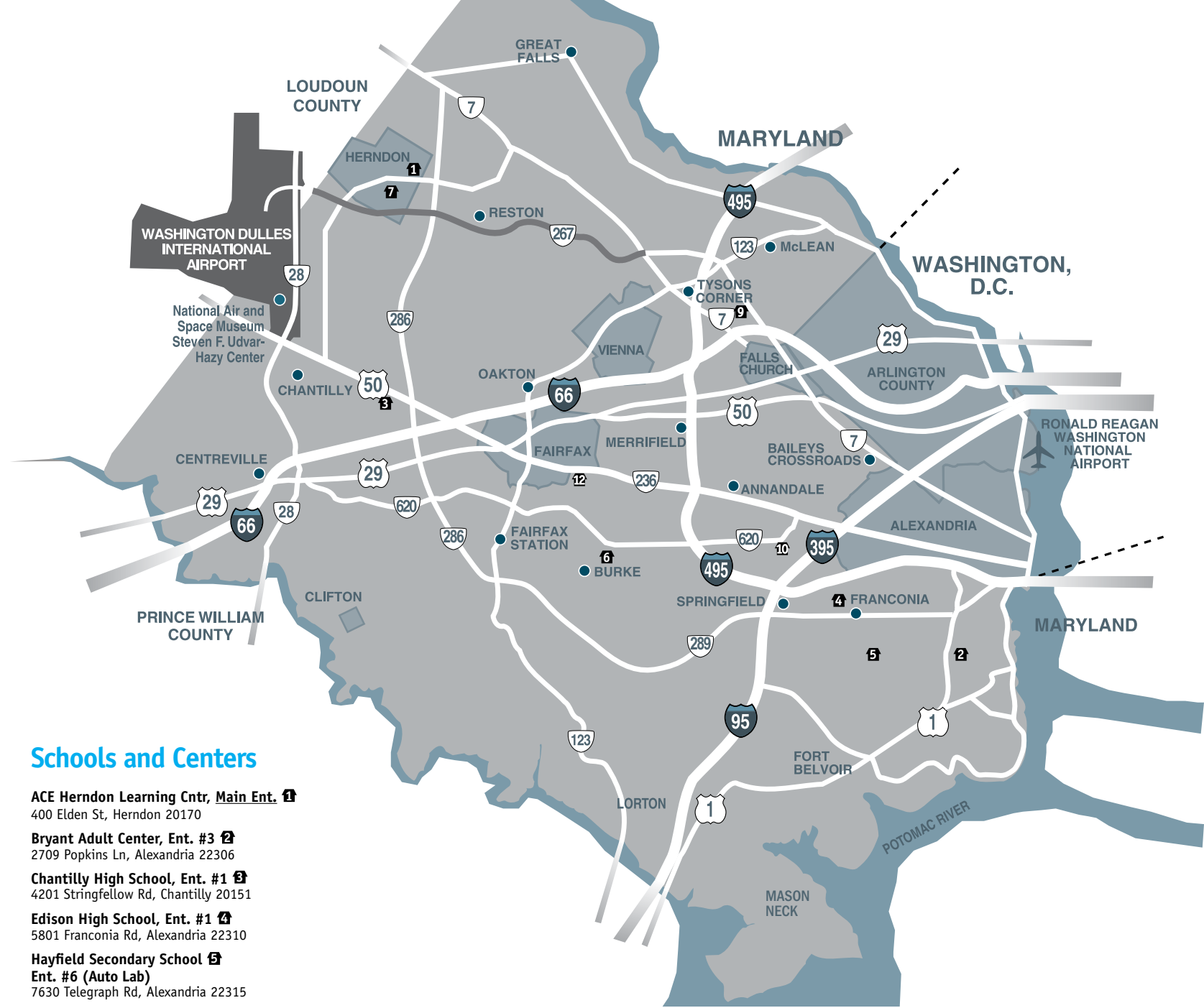
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**Schools and Centers**

- ACE Herndon Learning Cntr, Main Ent. 1**  
400 Elden St, Herndon 20170
- Bryant Adult Center, Ent. #3 2**  
2709 Popkins Ln, Alexandria 22306
- Chantilly High School, Ent. #1 3**  
4201 Stringfellow Rd, Chantilly 20151
- Edison High School, Ent. #1 4**  
5801 Franconia Rd, Alexandria 22310
- Hayfield Secondary School Ent. #6 (Auto Lab) 5**  
7630 Telegraph Rd, Alexandria 22315
- Herndon Middle School, Ent. #7 7**  
901 Locust St, Herndon 20170
- Lake Braddock Secondary School, Ent. #3 6**  
9200 Burke Lake Rd, Burke 22015
- Pimmit Hills Adult Center, Ent. #4 8**  
7510 Lisle Ave, Falls Church 22043
- \*Plum Center for Lifelong Learning 10**  
6815 Edsall Rd, Springfield 22151
- Woodson High School, Ent. #1 & 2 12**  
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 Elden Street, Herndon 20170
- Mott Community Center**  
12111 Braddock Road, Fairfax 22030

**SCHOOL CLOSINGS/DELAYS**

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies.

Information about closings is communicated in these ways:

- posted to www.fcps.edu
- 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](http://www.fcps.edu) and sign up for News You Choose.**



Directions to FCPS locations are available at <http://www.fcps.edu>.

\* Customer Service Center

## STUDENT SERVICES

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

### For more information, call Student Services:

Plum Center | 703-658-2709

## CONTACT US

### For more information

ESOL | 703-658-2777  
 General information | 703-658-1200  
 Registration assistance  
 Online | Phone-in | 703-658-1201

### Assistance in other languages

Spanish | 571-423-4950  
 Korean | 571-423-4951  
 Arabic | 571-423-4952

### 24-hour information line

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

## HELPING OTHERS

### ACE Training and Scholarship Foundation


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

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

For information on how you or your organization can make a donation and help Fairfax County invest in its workers and build community through lifelong learning, contact: [acefoundation@fcps.edu](mailto:acefoundation@fcps.edu).

### Teaching for ACE

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

 Class dates are subject to change due to school closings and cancellations. See **page 53** for information.

## Policies

### REGISTRATION

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

### Confirmation

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

### Payment

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

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

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

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

### Textbooks & Materials

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

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 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](mailto:educationalcounseling@fcps.edu).

### Under 18?

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

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

Visit: [www.fcps.edu/registration/adult-and-community-education-registration](http://www.fcps.edu/registration/adult-and-community-education-registration) for additional information.

### Over 62?

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

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

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

## REFUNDS

### Traditional Classes

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

For any other refunds or cancellations, your written request must be received 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](http://www.fcps.edu/registration/adult-and-community-education-registration) (scroll down to "Forms") **OR** send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

Refund requests may be emailed or mailed:

[acerefundrequest@fcps.edu](mailto:acerefundrequest@fcps.edu)  
 Adult and Community Education, Dept. F  
 7510 Lisle Avenue  
 Falls Church, VA 22043

### 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. Email [drivered@fcps.edu](mailto:drivered@fcps.edu).

### Online Classes

Online classes have a unique refund policy. Visit [www.fcps.edu/registration/adult-and-community-education-registration](http://www.fcps.edu/registration/adult-and-community-education-registration) (scroll down to "Refund Process") for information.

A \$15 withdrawal fee is assessed for each refund (*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 2019

## Five Ways to Register

### ONLINE

Register anytime by visiting <https://aceclasses.fcps.edu>

### PHONE

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

### MAIL

Include your payment with form:  
**FCPS-ACE, Dept. A**  
 6815 Edsall Road  
 Springfield, VA 22151

### IN PERSON

Visit Plum Center. (Check office hours below.)

### PURCHASE ORDER

Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

## Customer Service

Phone: **703-658-1201 (M-F, 9 am-5 pm)**  
 FAX: **703-658-1251**  
 E-mail: [aceonline@fcps.edu](mailto:aceonline@fcps.edu)

### PLUM CENTER

6815 Edsall Road  
 Springfield, VA 22151

### Hours:

Phone: M–F, 9 am–5 pm  
 Walk-in: M–F, 9 am–5 pm

### CENTER WILL BE CLOSED:

Monday May 27, 2019

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees	User Fee	Total Fees
					\$	\$	\$	\$
								Subtotal _____
								Fairfax County Senior Tuition Discount (textbooks and user fees are excluded) _____
								ACE Scholarship Fund _____
								<b>TOTAL (pay this amount)</b> _____
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 <input type="checkbox"/> Sign up for ACE classes e-mail updates.				
<b>PAYMENT METHOD</b> (check one): <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Check (Make check payable to <b>FCPS ACE</b> ; include home address and phone number.)								
CARD NUMBER					EXPIRATION DATE (MONTH, YEAR)			
CARDHOLDER'S SIGNATURE				PLEASE PRINT CARDHOLDER'S NAME CLEARLY (AS IT APPEARS ON CARD)				
CARDHOLDER'S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE)								



Directions to FCPS locations are available at <http://www.fcps.edu>

Adult and Community Education  
Fairfax County Public Schools  
7510 Lisle Avenue  
Falls Church, VA 22043



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**POSTAL CUSTOMER**



[www.fcps.edu](http://www.fcps.edu) (search for adult education)

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

## ACE Classes are Springing Up Everywhere!



Cooking for Teens	page 48	Microsoft Office 2013	page 28
Driver's Improvement	page 50	Getting up to speed.	
German Film Classics	page 37	Recording & Producing Music at Home	page 35
Homemade Scones	page 32	Spring Break Camps for kids and Teens	page 44
Italian Soups for all Seasons	page 32	Summer Camps Extended Day	page 46
Learn to Tango	page 40/43	Tasty Seafood Thai Style	page 32

**Support the ACE Training and Scholarship Foundation!** The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the **Adult Community Education (ACE)** program in **Fairfax County Public Schools (FCPS)**. Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

**For more information, contact [acefoundation@fcps.edu](mailto:acefoundation@fcps.edu).**