Fairfax County Public Schools
Adult & Community Education (ACE)

ACE Classes
Register at aceclasses.fcps.edu

Spring Into Success!
Let Your Journey Begin With ACE
Hello Fairfax County Lifelong Learners!

FCPS ACE is excited to deliver our spring catalog, bursting at the seams with new classes, fun offerings, and new initiatives. There are some important things to draw your attention to:

- Virginia 529 plans can now be used toward apprenticeship programs! New apprenticeship programs are starting this fall, come see us April 16th at the Fairfax County Public School and Department of Labor and Industry Registered Apprenticeships and Career Fair at Marshall High School from 6-8pm.

- There are several certificate programs offered if you're planning a career shift or want to get ahead. We have certificate programs for everyone – in business, IT, health & medical, and property maintenance. Check out pages 4-7!

- ACE is adding parent-child class offerings! We have a few you can sign up for this spring, and are planning more. If you have ideas for classes, please let us know!

- New World languages for adults! You asked, we answered--Greek, Portuguese, and Latin.

- English for Employment and Microsoft Office Specialist classes for English Language Learners are continuing to be offered to help all members of the community succeed.

- Over 1,000 FCPS students have avoided long DMV lines and successfully tested and received their DMV Driver Permit at their local high school! A driver's license is one of the most sought after career certifications a person can have and essential for some jobs.

- Spring Break and Summer enrichment classes in languages, cooking, writing, study skills, STEM, and more have been planned! Check out pages 42-48 or more information.

ACE is transforming-to be a true community partner. We're working diligently to offer more classes to appeal to all ages, striving to launch a wide variety of new programming such as green initiatives.

We want to hear from YOU! Connect with ACE on Facebook, Twitter, or LinkedIn and tell us what you want to learn!

See you soon!

Paul Steiner

ACE Programs

Apprenticeship

Classes support personal or professional skill development by providing career training and certification. Computer labs and online courses 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-size businesses upon request.

Business & Information Technology

In a rapidly growing field encompassing both medical office and home health jobs, ACE classes provide students with real world knowledge and skills to prepare them for the workforce, supporting licensure credential requirements as well as personal growth in medical, dental, veterinary, home health, phlebotomy, pharmacy and many others.

Health and Medical

Adult ESOL (English for Speakers of Other Languages) program offers classes to improve English at several levels of proficiency, as well as specialty classes to prepare adults to function in the community as students, workers, parents, and citizens. Classes are offered throughout the year at a variety of convenient locations.

ESOL Classes

World Language classes support those who wish to maintain or expand their language skills for their own enrichment. Classes are provided by dynamic instructors in a variety of high-demand languages including Arabic, American Sign Language, Chinese, French, German, Italian, Korean, Russian, and Spanish.

Adult World Languages

These classes are designed to provide interesting unique experiences to motivate the exploration of new ideas. Choose from a multitude of bucket-list categories, including extraordinary culinary classes taught by celebrated chefs, career-enhancing writing and composition classes, engaging genealogy, fascinating cinema, history, creative arts, and more!

Personal and Academic Enrichment

Year-round classes provided to FCPS and non-FCPS children, give students the opportunity to expand skills aligning with FCPS Portrait of a Graduate, supporting success in school and in life. Classes include languages, test preparation, study skills, STEM and the arts, as well as Behind-the-Wheel and other driving related programming.

K-12 Enrichment

Classes provide career exploration and job seekers basic training to enhance employability, provide continuing education for licensed trades, cross training, classroom credits for license exam requirements in electricity, HVAC-R, and plumbing trades, as well as personal exposure to trade skills for DIY enthusiasts.

Trade and Industry
"I have participated in several classes offered by ACE and appreciate the enrichment they provide for my life. The program is a wonderful benefit to Fairfax County residents. My thanks to all who make it possible."  

ACE Student

Register online—aceclasses.fcps.edu
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 26) and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one.

■ 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 non-refundable registration fee. Complete the Registration Form 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 career counselor at 703-658-2709 or email educationalcounseling@fcps.edu

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, to see which one meets your career goals!

OFFICE ASSISTANT
Required Courses Page
CE01016 | Certificate Prog. Registration & Fee ($75) 4
CT01416 | PC Basics 14
CT01402 | Windows—File Management 14
BE01052 | Business English Essentials I * 4
CT01426 | MS Outlook—Basics * 15
PR09005 | Effective Note Taking * 9
BE01393 | Résumé and Interview Clinic 9

Electives (3 required)
CT01449 | MS Access—Basics * 15
BE01061 | Office Communication Skills * 15
CT01459 | MS PowerPoint—Basics * 15
BE01400 | HR Management Fundamentals * 15
BE01204 | Introduction to Project Management * 15
BE01066 | Confident Public Speaking * 9
PR09001 | Office Etiquette * 9

* Courses offered on a rotating basis throughout the year

See pages 6 & 7 for more certificate programs.

Certificate Programs

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BE01052 | Business English Essentials I * 4
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BE01393 | Résumé and Interview Clinic 9

Electives (3 required)
CT01449 | MS Access—Basics * 15
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BE01204 | Introduction to Project Management * 15
BE01066 | Confident Public Speaking * 9
PR09001 | Office Etiquette * 9

* Courses offered on a rotating basis throughout the year

See pages 6 & 7 for more certificate programs.
## Certificate Programs in Business and Information Technology

### Accounting Assistant

ACE Certificate Program is endorsed by the Strategic Plan of Virginia Career Works - Northern Region. Become an accounting assistant, accounts receivable/payable clerk, assistant bookkeeper, accounting technician, or payroll clerk.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01000</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
<td>4</td>
</tr>
<tr>
<td>BE01260</td>
<td>Fund. of Accounting—Part 1</td>
<td>8</td>
</tr>
<tr>
<td>BE01261</td>
<td>Fund. of Accounting—Part 2</td>
<td>8</td>
</tr>
<tr>
<td>CT01402</td>
<td>Windows—File Management</td>
<td>14</td>
</tr>
<tr>
<td>CT01285</td>
<td>Microsoft Office Proficiency Workshop</td>
<td>15</td>
</tr>
<tr>
<td>BE01061</td>
<td>Office Communication Skills</td>
<td>+</td>
</tr>
<tr>
<td>CT01426</td>
<td>MS Outlook—Basics</td>
<td>+</td>
</tr>
<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate</td>
<td>15</td>
</tr>
<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2018—Level 1</td>
<td>8</td>
</tr>
<tr>
<td>CT01436</td>
<td>QuickBooks Pro 2018—Level 2</td>
<td>8</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
<td>9</td>
</tr>
</tbody>
</table>

Test out of Fundamentals of Accounting 1 if you feel qualified. Call 703-506-2275 or email business@fcps.edu for test out opportunities.

### Human Resources Management

ACE Certificate program endorsed by the Strategic Plan of Virginia Career Works - Northern Region. Explore the dynamic field of human resources. Coursework focuses on producing effective workforce, implementing policies and procedures, and utilizing research and trends.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01018</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
<td>4</td>
</tr>
<tr>
<td>BE01400</td>
<td>HR Management Fundamentals</td>
<td>10</td>
</tr>
<tr>
<td>BE01401</td>
<td>Building the HR Organization Structure</td>
<td>10</td>
</tr>
<tr>
<td>BE01402</td>
<td>Recruiting and Placing Employees</td>
<td>+</td>
</tr>
<tr>
<td>BE01403</td>
<td>Training the Workforce</td>
<td>+</td>
</tr>
<tr>
<td>BE01405</td>
<td>HR Management in the 21st Century</td>
<td>+</td>
</tr>
<tr>
<td>BE01407</td>
<td>Maintaining a Positive Work Environment</td>
<td>10</td>
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</tbody>
</table>

**Electives—3 required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE01404</td>
<td>HR Organizational Downsizing</td>
<td>+</td>
</tr>
<tr>
<td>BE01406</td>
<td>HR Management in the Equal Opportunity Environment</td>
<td>+</td>
</tr>
<tr>
<td>BE01408</td>
<td>The Human Resources Officer</td>
<td>+</td>
</tr>
<tr>
<td>BE01410</td>
<td>Human Resources Law Overview</td>
<td>+</td>
</tr>
<tr>
<td>BE01412</td>
<td>Introduction to Lean Thinking</td>
<td>+</td>
</tr>
<tr>
<td>BE04020</td>
<td>Using Brain Science to Enhance Your Personal Effectiveness</td>
<td>10</td>
</tr>
</tbody>
</table>

* Courses offered on a rotating basis throughout the year

### Child Care Provider

Expanded program coming soon. For more information please call 703-506-2281.

### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE02000</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
<td>4</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
<td>9</td>
</tr>
<tr>
<td>CT01465</td>
<td>A+: Troubleshooting Your Computer</td>
<td>13</td>
</tr>
<tr>
<td>CT01770</td>
<td>Windows 7: MCTS Prep Part 1</td>
<td>13</td>
</tr>
<tr>
<td>CT01771</td>
<td>Windows 7: MCTS Prep Part 2</td>
<td>+</td>
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**Optional Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT01473</td>
<td>Network +:</td>
<td>13</td>
</tr>
<tr>
<td>CT01480</td>
<td>Security +:</td>
<td>13</td>
</tr>
</tbody>
</table>

* Courses offered on a rotating basis throughout the year

### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CE01056</td>
<td>Certificate Prog Registration &amp; Fee ($75)</td>
<td>4</td>
</tr>
<tr>
<td>BE01871</td>
<td>Starting a Nonprofit</td>
<td>11</td>
</tr>
<tr>
<td>BE01915</td>
<td>Grant Writing</td>
<td>11</td>
</tr>
<tr>
<td>BE01913</td>
<td>Successful Fundraising</td>
<td>11</td>
</tr>
<tr>
<td>BE01886</td>
<td>Event Planning</td>
<td>11</td>
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</tbody>
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**Electives—3 Required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE01872</td>
<td>The 3 R’s of Volunteerism</td>
<td>+</td>
</tr>
<tr>
<td>BE01879</td>
<td>Creating a Successful Business Plan</td>
<td>+</td>
</tr>
<tr>
<td>BE01910</td>
<td>Strategic Planning for Your Nonprofit</td>
<td>+</td>
</tr>
<tr>
<td>BE01918</td>
<td>Nonprofit Accounting &amp; Finances</td>
<td>+</td>
</tr>
<tr>
<td>BE01204</td>
<td>Introduction to Project Management</td>
<td>10</td>
</tr>
<tr>
<td>BE01209</td>
<td>Project Management for Non-Profits</td>
<td>+</td>
</tr>
<tr>
<td>BE01873</td>
<td>Nonprofit Marketing</td>
<td>+</td>
</tr>
</tbody>
</table>

* Courses offered on a rotating basis throughout the year
SMALL BUSINESS MANAGEMENT

ACE Certificate program endorsed by the Strategic Plan of Virginia Career Works - Northern Region. 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) 4
BE01896 | Starting Your Own Business 9
BE01879 | Creating a Successful Business Plan 9
BE01245 | Developing a Marketing Plan 9
BE01880 | Small Business Legal 9
BE01894 | Winning Sales Strategies 9
CT01545 | Create Your Own Business Web Site 16
BE01275 | Federal Income Tax for Small Business Owners 9

Electives Page
BE01903 | Tax Strategies for the One-Person Business and Small Corporations 10
BE01075 | Successful Business Writing 9
BE01387 | Social Media Networking 12
BE01277 | Accounting for Non-Accountants 8
CT01759 | WordPress Blogging Workshop 9
BE04020 | Using Brain Science to Enhance Your Personal Effectiveness 10
BE01735 | Creating & Designing for Business w/Canva 9
BE01882 | Financing Your Small Business 9

WEB DESIGNER/DEVELOPER

In our Internet-driven society, the need for web designers and developers is bigger than ever. 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) 4
CT01525 | HTML 1** 16
CT01526 | HTML 2 16
CT01527 | HTML 3 16
CT01541 | Web Design w/Cascading Style Sheets CSS 1 16
CT01542 | Web Design with CSS 2 9
CT01531 | JavaScript: Building Interactive Web Sites 16
CT01550 | Graphics for the Web 14

Electives (3 required) Page
CT01462 | Digital Art: Photoshop Basics 14
CT01463 | Digital Art: Photoshop Intermediate 14
CT01529 | Web Design with Adobe Dreamweaver 9
CT01530 | HTML 5 for Mobile Websites and Devices 14
CT01756 | Intro to WordPress 16
CT01461 | Adobe Photoshop/Photoshop Elements 14
CT02160 | Adobe Illustrator Workshop 14
BE01393 | Résumé and Interview Clinic 9

**Test out of HTML 1 if you feel qualified. Call 703-506-2275 for more information

* Courses offered on a rotating basis throughout the year

Certificate Programs in Health Sciences

Looking to make a career shift? Healthcare employees are in high demand! Healthcare occupations are projected to grow by 18% through 2026, adding approximately 2.4 million jobs nationwide. Many of the certificates below are designed to prepare you to sit for national credentialing exams aimed at helping you secure entry-level employment in this fast growing field. If you’re already in the field, the programs below can help elevate your career to the next level. Go get that promotion!

Prerequisites for all programs:
HM01991 | Strategies for Succeeding in Healthcare 20
HM01600 | Medical Terminology Part 1 20
HM01601 | Medical Terminology Part 2 20
HM01600 & HM01601 may be replaced with HM01604 Test Out — Medical Terminology

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) 18
HM01627 | Mental Health First Aid 18

Call 703-506-2282 or email healthmed@fcps.edu for information or questions.

DENTAL ASSISTANT COMPREHENSIVE
(no Medical Terminology required)

Required Courses Page
CE01022 | Dental Assistant Cert. Prog. & Fee ($75) 4
HM01647 | Dental Assistant Comprehensive 21
HM01648 | Dentrix Basics 9
OR
HM01848 | Fast Track Dental Assistant 21

MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses Page
CE01004 | Med. Admin. Asst. Cert. Prog. & Fee ($75) 4
HM01606 | NHA Certification Exam 20

MEDICAL ASSISTANT

Required Courses Page
CE01002 | Med. Asst. Cert. Prog. & Fee ($75) 4
HM01615 | Clinical Med. Office Proc.—Part 1 19
HM01616 | Clinical Med. Office Proc.—Part 2 19
HM01614 | EKG Interpretation 19
HM01933 | Venipuncture Essentials 9
DL07498 | Introduction to Medical Law/Ethics 29
HM01765 | Medical Assistant Exam Certification Prep 20
HM01606 | NHA Exam 20

MEDICAL INSURANCE BILLER

Required Courses Page
CE01020 | Med. Ins. Biller Cert. Prog. & Fee ($75) 4
HM01651 | Medical Billing & Coding—Part 1 9
HM01652 | Medical Billing & Coding—Part 2 9
HM01951 | Medical Insurance Billing 20
HM01606 | NHA Exam 20
OR
HM01950 | Medical Billing/Coding—Comprehensive 21

PATIENT CARE TECHNICIAN

Required Courses Page
CE01021 | Patient Care Tech. Cert. Prog. & Fee ($75) 4
HM01605 | CNA Placement Test 19
HM01780 | Certified Nurse Aide (CNA) 19
HM01620 | Administrative Medical Office Procedures 19
HM01614 | EKG Interpretation 19
HM01933 | Venipuncture Essentials 9
HM01606 | NHA Exam 20

VETERINARY ASSISTANT
(no Medical Terminology required)

Required Courses Page
CE01050 | Vet. Asst. Cert. Prog. & Fee ($75) 4
HM01980 | Veterinary Terminology & Anatomy 21
HM01981 | Veterinary Parasitology, Hematology & Wet Lab 21
HM01982 | Veterinary Preventive Med. for Dogs & Cats 21
HM01983 | Veterinary Hospital Visits & Basic Restraint 21
HM01984 | Zoonotic Diseases, Ethics, Medical Asepsis 21

* Courses offered on a rotating basis throughout the year

Did you Know?
The job outlook for Medical Assistants for 2018-28, is projected to be 23% (much faster than the average)
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 Virginia Works Career Center formerly Northern Virginia Workforce Investment Board. The following seven courses are required for the Property Maintenance Technician (PMT) certificate program. These classes are also open to individuals who wish to master general repair skills in order to maintain their homes.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE01006</td>
<td>Property Maint Tech Prog &amp; Fee ($75)</td>
<td>4</td>
</tr>
<tr>
<td>TI05581</td>
<td>Drywall, Painting, and Waterproofing Workshop</td>
<td>23</td>
</tr>
<tr>
<td>TI05582</td>
<td>Principles of Heating &amp; AC Systems</td>
<td>25</td>
</tr>
<tr>
<td>TI05583</td>
<td>Nuts and Bolts of PMT Careers</td>
<td>23</td>
</tr>
<tr>
<td>TI05587</td>
<td>Electrical Workshop: Maintenance &amp; Repair</td>
<td>24</td>
</tr>
<tr>
<td>TI05590</td>
<td>Plumbing Workshop: Maintenance &amp; Repair</td>
<td>26</td>
</tr>
<tr>
<td>TI05593</td>
<td>Appliance Repair Workshop</td>
<td>23</td>
</tr>
<tr>
<td>TI05595</td>
<td>Door Locks Workshop: Installation Maintenance &amp; Repair</td>
<td>23</td>
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</tbody>
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Optional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI05358</td>
<td>Blueprint Reading</td>
</tr>
</tbody>
</table>

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 703-506-2256 or email workplacetraining@fcps.edu.

Make an investment in your employee’s professional future. Increase their skills and abilities through customized Workplace Training classes.

A glimpse of on-site 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 703-506-2256 or email 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.

This is what people are saying about ACE Workplace Training

"Course: great experience! Content: perfect review! Instructor: kept us motivated!. Happy with learning experience. "  ACE Student- Grammar Without Groans
**Business and Management**

**BROADCAST PRODUCTION**

Adobe Premiere Essentials | Course BE02026
Adobe Premiere is a real-time computer video editing software application applicable to both beginner enthusiast and those working in the professional field. Our Adobe Premiere class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include-importing, project management, trimming clips, creating titles, and final outputting. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. (Class fee includes textbook) 6 sessions @ 3 hrs each. $285 Total Cost

Section 2010
7:00 pm - 10:00 pm Fairfax Public Access (TV & Radio) Tu Th, April 14-April 30 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 layouts and interface, mixing frame sizes and aspect ratios, importing 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, or to help in the professional arena, a familiarity with computers and basic knowledge of editing is recommended.

8 sessions @ 3 hrs each. $400 Total Cost

Section 2010
7:00 pm - 10:00 pm Fairfax Public Access (TV & Radio) M W, April 20-May 13 TBD, instructor

Field Package (EFP-Electronic Field Production) | Course BE02021
Learn the key concepts to conduct an electronic field production. From pre-production planning to on-site preparation, all while learning the use of our latest field camera equipment and all FPA available field gear to enhance such productions. The class uses a mix of lectures with hands-on demonstrations to teach items such as proper camerawork, lighting and audio recording techniques when using our JVC and GoPro cameras and additional accessories such as camera mounts and dolly system. This is the core recommended course for members interested in using FPA field equipment to produce a show outside a formal television studio environment, such as field interviews, concerts, events and/or documentary style projects. Upon completion students are certified in the use of FPA's field camera equipment and all accessories for approved FPA productions. 8 sessions @ 3 hrs each. $285 Total Cost

Section 2010
7:00 pm - 10:00 pm Fairfax Public Access (TV & Radio) W, April 15-June 3 TBD, 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. $13 Text: Accounting for Non-Accountants, 3rd ed $309 Total Cost (includes textbook fee)

Section 2010
6:30 pm - 9:30 pm Pimmit Hills Ctr M, April 20-April 29 Wanda Patt, CPA, QB Pro Advisor, instructor

Section 2011
6:30 pm - 9:30 pm Plum Center M, June 1-June 10 Wanda Patt, CPA, QB Pro Advisor, instructor

NEW

Cost Accounting Basics | Course BE01255
Make accurate business decisions! Cost accounting is a method of measuring projected profits and weighing them against projected costs. This course will provide the basic and fundamental concepts on flow of cost in manufacturing environment, fixed vs. variable cost, cost-volume-profit analysis, cost assignment, product vs. period cost, and variance analysis. Learn to control cost, monitor performance, and how to run a business effectively and profitably. 5 sessions @ 3 hrs each. $359 Total Cost

Section 2010
7:00 pm - 10:00 pm Pimmit Hills Ctr Th, April 23-May 21 Chandran Pillai, CPA, 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). Great class for anyone interested in the accounting field, including entrepreneurs. 15 sessions @ 3 hrs each. $21 Text: Accounting $730 Total Cost (includes textbook fee)

Section 2010
7:00 pm - 10:00 pm Pimmit Hills Ctr M W, April 13-June 3 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. $155 Text: Century 21 Accounting Multicolumn 9th ed ($117); Century 21 Accounting Working Papers 1-16 9th ed ($38) $699 Total Cost (includes textbook fee)

Section 2011
7:00 pm - 10:00 pm Pimmit Hills Ctr F, April 17-July 10 Chandran Pillai, CPA, instructor

Section 2010
6:30 pm - 9:30 pm Woodson HS M, May 4-Aug 24 Wanda Patt, CPA, QB Pro Advisor, instructor

Fundamentals of Accounting—Part 2 | Course BE01261
Continuation of Part 1. New students must purchase all books. Returning students must purchase Unique Global Imports and Working Papers - Chapters 17-24 only. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 13 sessions @ 3 hrs each. Prereq: BE01260 Fundamentals of Accounting—Part 1 $77 Text: Century 21 Accounting Unique Global Imports 9th ed ($39); Century 21 Accounting Working Papers 17-24 9th ed ($38) $632 Total Cost (includes textbook fee)

Section 2010
7:00 pm - 10:00 pm Pimmit Hills Ctr Tu, April 14-July 7 Chandran Pillai, CPA, 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. 7 sessions @ 3 hrs each. Students MUST attend the first class. Prereq: BE01260 Fundamentals of Accounting—Part 1 $122 Text: Get Smart with QuickBooks 2018 $656 Total Cost (includes textbook fee)

Section 2010
9:00 am - 12:00 pm Pimmit Hills Ctr Sa, April 25-June 13 Chandran Pillai, CPA, instructor

QuickBooks Pro 2018—Level 2 | Course CT01436
QuickBooks Level 2 is a continuation of the basic features for daily accounting tasks using QuickBooks and will introduce several of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory, and payroll. Uses same text as CT01435. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. 7 sessions @ 3 hrs each. Prereq: CT01435 QuickBooks Pro 2018 - Level 1 $489 Total Cost

Section 2010
1:00 pm - 4:00 pm Pimmit Hills Ctr Sa, June 6-July 18 Chandran Pillai, CPA, instructor

Follow us
COMMUNICATIONS

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 Total Cost
Section 2010  7:00 pm - 9:00 pm
Woodson HS  Tu, June 9-June 18
Lori Muhlstein, MPA, instructor

Résumé and Interview Clinic | Course BE01393
Find that Dream Job! Get straightforward advice in job hunting. We'll cover all aspects of finding and keeping a good job including how to locate jobs, the role of the Internet in the employment process, résumé and cover letter preparation, interviewing skills, obtaining great professional references, background investigations, job offer evaluation, salary negotiations and tips for career success. This class is appropriate for all job seekers regardless of your experience. Bring a copy of your résumé to the first class. Session three will be in a computer lab where the instructor will help all students finalize their résumés. 3 sessions @ 2.5 hrs each.  $119 Total Cost
Section 0010  9:30 am - 12:00 pm
Pimmit Hills Ctr  Tu, April 14-April 16
Rosalind Levy, M.Ed., instructor
Section 0011  9:30 am - 12:00 pm
Pimmit Hills Ctr  Tu, May 12-May 14
Rosalind Levy, M.Ed., instructor

NEW
Think Fast, Talk Smart | Course BE01050
Did you ever think “why did I say that?” or I should have said this” Learn the strategies to get more out of your interactions. Master the ability to think quickly, identifying what you are going to say and the best way to deliver. Using fun activities and group discussion, participants will practice skills such as thinking on your feet, listening, articulating ideas, creativity, collaborating as a team and more. 1 session @ 3 hrs.  $99 Total Cost
Section 4010  6:30 pm - 9:30 pm
Woodson HS  Th, May 7
Lori Muhlstein, MPA, instructor

NEW
Time Management | Course BE01504
Do you feel overloaded with work, and stretched to the limit? Effective time management skills are the key to getting the most out of your day. Learn how to develop an action plan, focus on the important issues, prioritize tasks and maintain the discipline needed to complete them. Beat the overload, take control of your time and be more effective and productive!  $179 Total Cost
Section 2010  6:30 pm - 9:30 pm
Woodson HS  M, April 27-April 29
Joe Micari, MBA, 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 Total Cost
Section 2010  7:00 pm - 10:00 pm
Plum Center  Tu, March 17-March 26
Chandran Pillai, CPA, instructor

Financing Your Small Business | Course BE01882
This course is for entrepreneurs ready to start or expand a business. Discussion topics include: loan requirements for both owners and businesses, sources of financing, and different kinds of financing available. 2 sessions @ 3 hrs each.  $129 Total Cost
Section 2010  6:30 pm - 9:30 pm
Pimmit Hills Ctr  M, April 13-April 20
Staff, instructor

Landlord | 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 Total Cost
Section 2010  6:30 pm - 9:00 pm
Pimmit Hills Ctr  W, April 29
Kathleen McDermott, JD, instructor
Section 2011  6:30 pm - 9:00 pm
Chantilly HS  W, May 20
Kathleen McDermott, JD, instructor
Section 2012  9:00 am - 11:30 am
Plum Center  Sa, June 6
Kathleen McDermott, JD, instructor

Starting Your Own Business | Course BE01896
Thousands start businesses every day. Success involves planning, maneuvering through bureaucratic hurdles, and finding customers. Learn how to be your own boss, set up your business operations, develop a marketing plan, and plan for growth. 3 sessions @ 2 hrs each.  $139 Total Cost
Section 2010  6:30 pm - 9:30 pm
Pimmit Hills Ctr  M, June 1-June 3
Joe Micari, MBA, instructor
LEADERSHIP AND MANAGEMENT

Building the HR Organization Structure | Course BE01401
Study what constitutes the organization structure, how managers and employees can build an organization to function effectively, and how human resource management fits into this picture. Particular attention is paid to building positions, the essential building block for an effective human resource management program. 4 sessions @ 3 hrs each.
$ 199 Total Cost
Section 2010  6:00 pm - 9:00 pm
Edison HS  Tu, April 14-April 23
Gina Lynch, MA, MS, instructor

Human Resources Management Fundamentals | Course BE01400
Study what constitutes human resources management and why good human resources management is essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations. 4 sessions @ 3 hrs each.
$ 129 Total Cost
Section 2010  6:00 pm - 9:00 pm
Edison HS  Tu, April 28-May 7
Gina Lynch, MA, MS, instructor

SUCCESSFUL DELEGATION: ACHIEVING RESULTS THROUGH OTHERS | Course BE01512
Mastering delegation is a key skill for those who want to advance to higher levels of management opportunity within an organization. Learn the concepts of responsibility, authority, and accountability; apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully. 1 session @ 6.5 hrs.
$ 149 Total Cost
Section 2010  9:00 am - 3:30 pm
Plum Center  Sa, May 16
Sally Silberman, MBA, ACC, BCC, instructor

Using Brain Science to Enhance Your Personal Effectiveness | Course BE04020
Identify brain structure associated with executive functions and emotion regulation. Examine strategies for maximizing the executive function of your brain. Apply strategies for emotion regulation to contribute to your productivity and personal effectiveness. 2 sessions @ 3 hrs each.
$ 129 Total Cost
Section 2010  9:30 am - 12:30 pm
Pimmit Hills Ctr  Sa, May 2-May 9
Anne Suh, MBA, MEd, CPM, 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.
$ 299 Total Cost
Section 2010  9:00 am - 3:00 pm
Plum Center  Sa, April 18-May 2
Melson Mari, MBA, PMP, COSM, Instructor

MAINTAINING A POSITIVE WORK ENVIRONMENT | Course BE01407
This course reviews how to maintain positive workforce relations to assure maximum performance, essential aspects of appraising performance, programs to maintain proper discipline, programs for employee grievances and appeals, particular programs that respond to manager and staff needs (such as telecommuting) and the nature and value of effective communications. 4 sessions @ 3 hrs each.
$ 5 Text: Maintain a Positive Work Environment
$ 239 Total Cost (includes textbook fee)
Section 2010  6:00 pm - 9:00 pm
Edison HS  Tu, May 19-May 28
Gina Lynch, MA, MS, instructor

SALLY SILBERMAN, MBA, ACC, BCC, instructor

LICENSURE AND PREPARATION

NEW

ServSafe | Course BE01970
The ServSafe Food Protection Manager is the highest certification awarded by ServSafe. It validates your expertise and knowledge of the best food safety practices. This course discusses foodborne illnesses, including information on specific foodborne pathogens and biological toxins, such as shellfish poisoning, contamination, and food allergens. This certificate is accredited by the American National Standards Institute (ANSI) under the Conference for Food Preparation Standards.
$ 90 Text: ServSafe Managers, 7th ed
$ 249 Total Cost (includes textbook fee)
Section 2010  9:00 am - 1:00 pm
Plum Center  Sa, May 9-May 16
Staff, instructor

Virginia Principles of Real Estate | Course BE01972
Virginia real estate is a diverse market, with coastal homes, rural farmlands, and the bustling suburbs of Washington, DC. Professionals seeking a Virginia real estate license, must complete this DPOR approved 60 hour course in order to sit for state and national exams administered by PSI. No discounts or refunds. DMV LICENSE NUMBER AND DATE OF BIRTH IS REQUIRED in order to sit for state and national exams. 20 sessions @ 3 hrs each.
$ 56 Text: Modern RE Practice; VA RE Practice and Law Pkg
$ 445 Total Cost (includes textbook fee)
Section 2010  7:00 pm - 10:00 pm
Pimmit Hills Ctr  M, April 20-June 29
Bill Hardin, CRB, instructor
**MARKETING**

**NEW**

**Social Entrepreneurship 101 | Course BE01938**
Social entrepreneurship is a fast growing and changing business field both domestically and internationally, engaging for-profit and not-for-profit leaders in designing and running mission-driven social enterprises. Students in this course will gain knowledge about social entrepreneurs and how they are creating solutions to address societal problems and learn how to develop creative solutions to address social problems. The ultimate goal is to empower you and help you gain valuable tools to prepare you to make an impact on the lives of others.
2 sessions @ 2 hrs each. $109 Total Cost

**Section 2010**
7:00 pm - 9:00 pm
Plum Center Th, May 21-May 28
Lynn O’Connell, MA, 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. $121 Total Cost

**Section 2010**
7:00 pm - 9:00 pm
Plum Center W, May 6-May 13
Lynn O’Connell, MA, instructor

**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 session @ 2 hrs each. $119 Total Cost

**Section 2010**
7:00 pm - 9:00 pm
Plum Center W, April 22-April 29
Lynn O’Connell, MA, instructor

**PERSONAL FINANCE**

**How to Manage Your Personal Money | 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. Recommended Book ISBN: 9781595555274 $109 Total Cost

**Section 2010**
6:00 pm - 8:00 pm
Chantilly HS Tu, May 12-May 26
Evangeline Harris, MA, 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? Learn 7 rules to improve your ability to have positive gains over time. Gain knowledge about stocks, bonds, mutual funds, ETFs, diversification, concepts of risk and return and other strategies. Taught by an Accredited Portfolio Management Advisor. 1 session @ 2 hrs. $89 Total Cost

**Section 2010**
6:30 pm - 8:30 pm
Chantilly HS Tu, April 21
Connell A. Lee, APMA, instructor

**Section 2011**
6:30 pm - 8:30 pm
Pimmit Hills Ctr Th, May 21
Connell A. Lee, APMA, instructor

**Section 2012**
6:30 pm - 8:30 pm
Chantilly HS Tu, June 9
Connell A. Lee, APMA, instructor

**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 Total Cost

**Section 2010**
5:00 pm - 7:30 pm
Plum Center Tu, March 31
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

**Section 2011**
9:00 am - 11:30 am
Pimmit Hills Ctr Sa, May 16
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

**Section 2012**
7:00 pm - 9:30 pm
Woodson HS Tu, June 9
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

**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. $109 Total Cost

**Section 2010**
9:30 am - 12:00 pm
Plum Center Sa, April 18
John L. LaFever, CPI, instructor

**Section 2011**
9:30 am - 12:00 pm
Woodson HS Sa, May 16
John L. LaFever, CPI, instructor

**Section 2012**
9:30 am - 12:00 pm
Plum Center Sa, June 20
John L. LaFever, CPI, instructor

Where can I find the room number that my class has been assigned?
Room numbers are given once you have registered for a class and are printed on the receipt that you receive for your class. Specific room assignments are subject to change to accommodate enrollments, ensuring that anyone who wants to attend a class is not waitlisted due to rooms being too small. Upon arrival at the class location, please check for FCPS ACE signage that will list the current room assignment.

Don’t see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TEfp
Retention 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, 2 sessions @ 2 hours 15 min. $149 Total Cost

Section 2010 7:00 pm - 9:15 pm
L. Braddock SS Tu, April 26-May 6
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

Section 2011 7:00 pm - 9:15 pm
Plum Center Tu, June 2-June 9
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

Retiring Successfully | Course BE01225

Have you ever asked yourself “How much money will I need in retirement?” Throughout this course, you will learn the basics of retirement planning as well as, tax and investment management in retirement. Answering questions such as “How much may I spend per year?” and “How do I account for the cost of health insurance and medical costs?” This course will better prepare you for a financially stable retirement. 4.5 hours of instruction. $139 Total Cost

Section 2010 7:00 pm - 9:15 pm
Pimmit Hills Ctr Tu, May 12-May 19
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

Section 2011 9:00 am - 1:30 pm
Plum Center Sa, May 30
Kristina E. Sturgis, CFP, CDFA, APMA CKA, instructor

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

Learn what the Wall Street elite and Washington establishment do not want you to know. Using lessons from history, economics, finance, politics, accounting, demographics, war, religion and simple math you will learn how the Federal Reserve, one of the most powerful entities in the world, was created, what it does and how its actions have a direct effect on your wealth. Taught by an experienced CPA with a master’s degree in taxation. 1 session @ 3 hrs.
$99 Total Cost

Section 2010 7:00 pm - 10:00 pm
Pimmit Hills Ctr W, June 3
Christopher J. Inglese, CPA, MS (Tax), instructor

SOCIAL MEDIA

Blogging for Business | Course BE01916

Will a blog boost your business or just bog you down? When done correctly, a successful blog can bring attention to your business and attract new customers. Whether you want to create a new online presence or strengthen existing offerings, learn and practice easy-to-use techniques to drive visitors to your site with confidence. Taught in a computer lab by a marketing expert. 2 sessions @ 3 hrs each.
Prereq: BE01387 Social Media Networking
Prereq: CT01416 PC Basics
$129 Total Cost

Section 2010 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, May 19-May 21
Karlene Sinclair-Robinson, instructor

Social Media Networking | Course BE01387

Are you behind the social media curve? Learn how to use blogs, Facebook, Twitter, YouTube and other tools to network with potential customers, colleagues, and friends. Learn dos and don’ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. Students MUST have a Facebook account (go to www.facebook.com and sign up) before attending this course. Taught in a computer lab. 1 session @ 3 hrs.
$109 Total Cost

Section 2010 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, April 28-April 30
Karlene Sinclair-Robinson, instructor

"Ms. Sturgis did a great job providing the information as expected. She left me with other thinks to consider that I hadn’t before i.e. taxes and to develop a vision of the retirement with my wife.”

ACE Student-Retirement Planning for Federal Employees

ACE Career Workshops—Business Education | Course BE0CWBE

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 2010 6:30 pm - 7:00 pm
Plum Center W, April 22
Staff, Instructor

Section 2011 7:30 pm - 8:30 pm
Plum Center W, April 22
Staff, Instructor

Section 2012 6:30 pm - 7:00 pm
Chantilly HS Tu, April 28
Staff, Instructor

Section 2013 7:30 pm - 8:30 pm
Chantilly HS Tu, April 28
Staff, Instructor

FCPS Employees get 25% off on Tuition for ACE classes.
*Some exclusions apply.
Call 703-658-1201 for more information
Information Technology

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465
Pre-req: CT02465 Basic PC Maintenance
$999 Total Cost
Section 2010 9:00 am - 2:00 pm
Pimmit Hills Ctr Sa, March 28-June 13
Shahriyar Behbahani, A+, CCNA, MCSE, instructor

Certified Information System Security Professional (CISSP) | Course CT01910
$899 Total Cost
Section 2010 6:00 pm - 9:00 pm
Plum Center M, May 18-June 8
Edward Gibson, instructor

Cisco Networking | Course CT01474
Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing, Configure networks using RIPv1, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 14 sessions covering 50 hours.
Pre-req: CT01473 Network+
$62 Text: CCNA Routing and Switching Study Guide
$1055 Total Cost (includes textbook fee)
Section 2011 6:30 pm - 10:00 pm
Pimmit Hills Ctr Tu Th, April 21-June 4
Shahriyar Behbahani, A+, CCNA, MCSE, 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 networking and networking, design essentials, networking media, functions of network protocols, Ethernet, Token Ring, and WAN technologies. Exam is not offered as part of the course. Purchase textbook separately, ISBN: 9781337569330. 11 sessions @ 3 hrs each.
$809 Total Cost
Section 2010 6:00 pm - 9:00 pm
Pimmit Hills Ctr M, May 4-June 10
Shahriyar Behbahani, A+, CCNA, MCSE, instructor

COMPUTER BASICS

Basic PC Maintenance | Course CT02465
Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7/10 operating system. 10 hours of instruction.
$269 Total Cost
Section 0010 7:00 pm - 9:00 pm
Chantilly HS W, April 22-May 20
Bryan Carvajal, instructor
Section 0011 7:00 pm - 9:00 pm
Chantilly HS W, May 27-June 24
Bryan Carvajal, instructor

Computers for Beginners | Course CT01401
A computer novice, you want to understand their operation well enough to use one successfully at home. Master basic mouse skills, learn how to navigate the Windows desktop, and write a letter. You’ll also delve into the wonders of the Internet and e-mail. Perfect course for adults looking for a smaller class and gentler pace. 4 sessions @ 3 hrs each.
$5 Text: Computers for Beginners
$219 Total Cost (includes textbook fee)
Section 2010 9:30 am - 12:30 pm
Plum Center M, W, April 20-April 29
Glen, 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.
$959 Total Cost (includes textbook fee)
Section 2010 6:30 pm - 9:30 pm
Plum Center M, April 13-May 6
Edward Gibson, instructor

NEW Computadoras para Principiantes – Computers for Beginners | Course CT01406
Desea aprender el funcionamiento de las computadoras, lo suficientemente bien como para usar una con éxito en el hogar? Domine las habilidades básicas del ratón, aprenda cómo navegar en Windows y hasta escriba una carta. También, explorará las maravillas del Internet y el uso del correo electrónico. Este curso es perfecto para adultos que desean aprender en grupos pequeños a su propio ritmo. 4 sesiones de 3 horas cada una.
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.
$5 Text: Computers for Beginners
$219 Total Cost (includes textbook fee)
Section 2010 9:00 am - 11:00 am
Pimmit Hills Ctr Sa, April 18-May 30
Nova De Nunez, Instructor
Section 2010 7:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, May 26-June 11
Nova De Nunez, 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 Total Cost
Section 2010 9:00 am - 12:00 pm
Pimmit Hills Ctr Sa, June 13
Mary Ann Smith, MOS, instructor

Mastering Your iPad/iPhone | Course PR06002
Bring your own device. Work with the features and apps on your iPad/iPhone. Explore the use of camera roll, mark favorites, take photos, edit and share them. 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 @ 3.0 hours.
$85 Total Cost
Section 2010 1:00 pm - 4:00 pm
Pimmit Hills Ctr Sa, June 13
Mary Ann Smith, MOS, instructor
PC Basics | Course CT01416
PC Basics is your window into the world of computing! For those desiring to learn more about the fundamentals of computers, this is the course for you. PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an internet browser. This is the prerequisite course for many IT courses. 8 hours of instruction.
$ 6 Text: Personal Computer Basics
$129 Total Cost (includes textbook fee)

Section 2010
7:00 pm - 9:00 pm
Woodson HS
M, April 13-April 22
Dr. Majid Imany, instructor

Section 2011
7:00 pm - 9:00 pm
L. Braddock SS
Tu, May 5-May 14
Dr. Majid Imany, instructor

Section 2012
9:30 am - 11:30 am
Plum Center
M, June 1-June 10
Louise Glenn, instructor

Windows 10 - File Management | Course CT01402
Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques. Bring a flash drive to class.
1 session @ 3 hrs.
$ 99 Total Cost

Section 2011
9:30 am - 12:30 pm
Pimmit Hills Ctr
Th, March 5
Wayne Shewmaker, MBA, MOS, instructor

Section 2010
7:00 pm - 10:00 pm
Woodson HS
Th, April 30
Dr. Majid Imany, instructor

Section 2012
7:00 pm - 10:00 pm
Woodson HS
Tu, June 2
Dr. Majid Imany, instructor

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

Section 0010
7:00 pm - 10:00 pm
Woodson HS
Th, April 23
Dr. Majid Imany, instructor

Section 0011
7:00 pm - 10:00 pm
Woodson HS
Th, June 4
Dr. Majid Imany, instructor

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

Section 2010
6:00 pm - 9:00 pm
Plum Center
F, May 1-June 19
Santosh Rani, OCA, instructor

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

Section 2010
6:30 pm - 9:30 pm
Pimmit Hills Ctr
M, April 15-April 18
Jessica Rossiter, instructor

Section 0011
1:00 pm - 4:00 pm
Woodson HS
Sa, May 2-June 13
Dr. Majid Imany, instructor

Adobe Photoshop/Photoshop Elements Workshop: Corrections and Enhancements | Course CT01461
Learn the essential skills to digitally manipulate photos using Adobe Photoshop/Photoshop Elements. You will learn to enhance your photos by straightening, correcting color, cropping, using various selection tools, working with layers, and using masks. Recommended book, ISBN: 9780321827333. 1 session @ 3 hrs.
Prereq: CT01416 PC Basics
$ 119 Total Cost

Section 0010
12:30 pm - 3:30 pm
Pimmit Hills Ctr
Th, April 23
Mary Ann Smith, MOS, instructor

Graphics for the Web | Course CT01550
Learn how to create your own graphics and images using Photoshop Elements. This course is about bringing the exciting vision of your website to life. Create banners, buttons, and background images to help make your website “pop” and stand out from the rest. 4 sessions @ 3 hrs each.
$ 269 Total Cost

Section 0010
9:00 am - 12:00 pm
L. Braddock SS
Sa, April 18-May 9
Dr. Majid Imany, Instructor

Want to get started in 3D Printing?
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.
$ 159 Total Cost

Section 2010
6:30 pm - 9:30 pm
Pimmit Hills Ctr
M, June 1-June 8
Jessica Rossiter, instructor
**OFFICE PRODUCTIVITY**

### NEW

**Excel Formulas and Functions | Course CT01444**

Are you ready to go beyond the basics in Excel? Expand your knowledge by learning to use formulas and functions that will transform Excel from a basic spreadsheet program into a dynamic and powerful analytics tool. Learn how to make calculations and obtain information the easy way by using count, if, vlookup, and text and date functions.

$319 Total Cost

**Section 0011**

12:30 pm - 3:30 pm

Pimmit Hills Ctr

Mary Ann Smith, MOS, 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.

$18 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($6); Quick Source Guide Word 2013 ($6)

$521 Total Cost (includes textbook fee)

**Section 0010**

9:30 am - 12:30 pm

Plum Center

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. 5 sessions @ 3 hrs each.

PreReq: CT01444 MS Excel - Intermediate

$27 Text: MS Excel 2013: Part 3

$390 Total Cost (includes textbook fee)

**Section 0010**

6:30 pm - 9:30 pm

L. Braddock SS

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. 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: CT01442 MS Excel - Basics

$27 Text: MS Excel 2013: Part 2

$390 Total Cost (includes textbook fee)

**Section 1010**

6:30 pm - 9:30 pm

L. Braddock SS

March 31-April 21

Wayne Shewmaker, MBA, MOS, instructor

**NEW**

**Mastering Pivot Tables and Macros | Course CT01586**

New to Pivot Tables and Macros? Get a in-depth guide and utilize Pivot Tables, the most powerful tool in Excel, to get answers about your data. Learn to analyze millions of cells. quickly see totals, ranges, and averages. Convert results into charts, and visually filter multiple items using slicers. Utilize Macros to eliminate tedious and repetitive formatting and calculation tasks on recurring spreadsheets and reports, even as the number of rows varies. Prerequisite: Basic knowledge of Excel.

$23 Total Cost (includes textbook fee)

**Section 0010**

9:30 am - 12:30 pm

Plum Center

Wayne Shewmaker, MBA, MOS, instructor

**MS Word - Intermediate | Course CT01344**

Enhance Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats, and graphics. 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

$27 Text: MS Word 2013: Part 2

$330 Total Cost (includes textbook fee)

**Section 1010**

9:30 am - 12:30 pm

Plum Center

Tu, May 19-May 28

Louise Glenn, 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. Reinforce your use of office productivity software. Keyboarding expertise required. 2 sessions @ 6 hrs each.

$12 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide Word 2013 ($6)

$269 Total Cost (includes textbook fee)

**Section 1010**

9:00 am - 3:00 pm

Pimmit Hills Ctr

Tu, May 14-May 21

Mary Ann Smith, MOS, instructor

**PROGRAMMING**

### Concepts of Programming | Course CT01492

Learn basic concepts and problem solving techniques used in most programming languages. Topics covered include: operators, boolean logic, memory and variables, control flow, data structures and objects. Students will learn how to write simple algorithms in pseudocode, a high level non-technical language. Lead-in course for Java 1. Must know basic math and computer skills. 6 sessions @ 3 hrs each.

$449 Total Cost

**Section 1010**

10:00 am - 1:00 pm

L. Braddock SS

Sa, April 18-May 30

Tainiko Lowman, instructor

**Section 1110**

7:00 pm - 9:00 pm

Plum Center

Tu, May 5-June 2

Tainiko Lowman, instructor

**Introduction to Programming Using Python | Course CT02403**

Learn the basics of programming using Python computer language. Python is an interpreted, object-oriented, high-level programming language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the language, using variables, statements, strings and data structures. By the end of the course you will be able to write complete non-graphical programs. 05 independent. Good foundation for learning C++ and Java. 16 hours of instruction.

$369 Total Cost

**Section 1010**

10:00 am - 2:00 pm

Pimmit Hills Ctr

Sa, April 18-May 9

Hisham Madkour, instructor

**Section 1110**

7:00 pm - 9:00 pm

Plum Center

Tu, April 21-May 14

Alex Machina, instructor
WEB DESIGN AND DEVELOPMENT

Create Your Own Small Business Website | Course CT01545
Need a website but can’t afford a web designer? Want to avoid paying for every little edit? If you know how to use your keyboard and have the ability to browse, you can create a professional looking website using content management and publishing platforms. Most designs will be based on existing templates. 4 sessions @ 3 hrs each.
Prereq: CT01416 PC Basics
$259 Total Cost
Section 0010 7:00 pm - 10:00 pm
L. Braddock SS Tu, May 19-May 28
Dr. Majid Imany, instructor

HTML 1 - Your First Website | Course CT01525
A great stepping stone to penetrating the mysteries of the Internet and how you can be a part of it. If you’ve never worked with code before, don’t worry. Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. Purchase textbook separately. ISBN: 118008189. 3 sessions @ 3 hrs each.
$239 Total Cost
Section 0010 7:00 pm - 10:00 pm
Woodson HS Tu, Apr 14-Apr 28
Dr. Majid Imany, 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.
$159 Total Cost
Section 2010 9:00 am - 12:00 pm
Pimmit Hills Ctr Tu, May 12-May 14
MaryAnn, instructor

HTML 2 - Enhancing Your Website | Course CT01526
Back for more? Great! In this second installment of HTML coursework we show you how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. Purchase textbook separately, ISBN 1118008189. 3 sessions @ 3 hrs each.
$229 Total Cost
Section 0010 7:00 pm - 10:00 pm
Woodson HS M, May 16-May 18
Dr. Majid Imany, instructor

JavaScript: Building Interactive Websites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for for validation and submittal, image manipulation, and browser feature for customizing the user experience. Purchase textbook separately. ISBN: 0137001312. 6 sessions @ 3 hrs each.
Prereq: CT01492 Concepts of Programming
Prereq: CT01525 HTML 1 - Your First Website
$359 Total Cost
Section 2010 6:30 pm - 9:30 pm
Plum Center Tu, Apr 21-May 26
Susan Brun, instructor

Web Design with Cascading Style Sheets 1 | Course CT01541
Tired of the usual HTML defaults? You already know the basics of coding; now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. Purchase textbook separately, ISBN 1118008189. 3 sessions @ 3 hrs each.
Prereq: CT01525 HTML 1 - Your First Website
$229 Total Cost
Section 0010 9:00 am - 12:00 pm
L. Braddock SS Sa, May 16-June 6
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.
$409 Total Cost
Section 2010 9:00 am - 12:00 pm
Pimmit Hills Ctr Sa, May 2-June 13
Adrian Mikeliunas, CISSP, CISA, instructor
Healthcare and Dental

MIND, BODY, AND WELLNESS

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.
$ 95 Total Cost
Section 0020
12 pm - 3:30 pm
Plum Center
M, May 4
Surash, MS, MSACC CAP, 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.
$ 65 Total Cost
Section 0020
10:00 am - 1:00 pm
Plum Center
Sa, May 16
Hammer, instructor

Blood Pressure and Cholesterol: Lifestyle Changes and Medication Management | Course HM01702
Hyperlipidemia and hypertension are two major factors that significantly increase cardiovascular risks, such as heart attack or stroke. Whether you are initially concerned about your risks, have been diagnosed with either condition, or care about someone who has, this class is for you. Lifestyle, monitoring and in-depth medication information is presented plus Q & A.
1 session @ 2.5 hours
$ 79 Total Cost
Section 0020
12:30 pm - 3:00 pm
Pimmit Hills Center
Sat, April 25
Pittman, Pharm D, instructor

Clean Eating | Course HM01955
You’ve heard it but what does it really mean? Learn how your food affects your body and why. Focus on whole, fresh ingredients and eliminate additives and processed foods. Learn how to shop. Recipes and menus included. Your future self will thank you!
2 sessions @ 2 hrs.
$109 Total Cost
Section 0020
10:00 am - 12:00 pm
Plum Center
Sa, May 30
Staff, instructor

Diabetes Management and Medications | Course HM01756
Increase your understanding of Type 2 diabetes and learn strategies for controlling the risks of complications from this life-changing disease. Take the lead in your diabetes care with the knowledge to monitor your progress, understand your medications, and correct high and low blood sugars. Discover healthy behaviors to optimize your results and minimize the need for medications. Taught by a clinical pharmacist.
1 session @ 2.5 hours.
$ 79 Total Cost
Section 0020
9:30 am - 12:00 pm
Pimmit Hills Center
Sat, April 25
Pittman, Pharm D, 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.
1 session @ 3 hrs.
$ 79 Total Cost
Section 0020
6:30 pm - 9:30 pm
Edison HS
Tu, May 5
Surash, MS, MSACC CAP, instructor

Introduction to Essential Oils: What They Are and How They Work | Course HM01811
Lemon, Oregano, Peppermint, Lavender, and Frankincense all have unique properties and uses. Learn about these essential oils and more! 1 session @ 2 hrs.
$ 64 Total Cost
Section 0030
10:00 am - 12:00 pm
Plum Center
Sa, June 20
Zamudio, 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.
$ 82 Total Cost
Section 0020
6:30 pm - 9:30 pm
Lake Braddock SS
Tu, April 14
Surash, MS, MSACC CAP, instructor

Promoting Mental Fitness | Course HM01790
You probably have heard about aerobics, but how about brain neurobics? Discover ways to cross train your brain, the importance of employing your senses, and thinking outside the box. 1 session @ 3 hrs.
$ 59 Total Cost
Section 0020
6:30 pm - 9:30 pm
Edison HS
Th, May 7
Surash, MS, MSACC CAP, instructor

Self Care for the Care Giver: The Art of Refueling | Course HM01919
Care for yourself while caring for someone you love. Explore how to develop the art of refueling with creative self-care approaches. Discover new possibilities for replenishing your energy and serenity and 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.
Certificate of completion at conclusion of course.
1 Session @ 3.0 hours.
$ 65 Total Cost
Section 0011
10:00 am - 1:00 pm
Pimmit Hills Center
Sat, March 28
Pittman, Pharm D, instructor

Where can I find the room number that my class has been assigned?
Room numbers are given once you have registered for a class and are printed on the receipt that you receive for your class. Specific room assignments are subject to change to accommodate enrollments, ensuring that anyone who wants to attend a class is not waitlisted due to rooms being too small. Upon arrival at the class location, please check for FCPS ACE signage that will list the current room assignment.
Understanding Anxiety Disorders and Depression | Course HM01683
Anxiety disorders are the most common mental disorder in the United States, affecting nearly 40 million people annually. Understanding depression is the first step in understanding anxiety disorders. Learn symptoms of depression and various anxiety disorders, including panic attacks, phobias, social anxiety disorder, obsessive-compulsive disorder and others. Discuss ways to manage symptoms and recognize when professional attention is required, 2 sessions @ 2.5 hrs each.
$ 119 Total Cost
Section 0020 7:00 pm - 9:30 pm
Pimmit Hills Center W,F, April 27-April 29
Staff, instructor

CPR AND FIRST AID
Basic Life Support | Course HM01697
American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Must be on time. Book required. Recommend book be picked up prior to class - call 703 506-2281. Written test is open resource so be sure to bring your book to class!
1 session @ 5 hrs.
$ 19 Text: BLS Provider Manual 2015
$ 147 Total Cost (includes textbook fee)
Section 0013 9:00 am - 2:30 pm
Plum Center
Mikhalevsky, instructor
Section 0014 9:00 am - 4:30 pm
Plum Center
Cushman, instructor
Section 0020 9:00 am - 2:30 pm
Pimmit Hills Ctr
Atkins, instructor
Section 0021 9:00 am - 2:30 pm
Pimmit Hills Ctr
Pellerin-Schaaf, instructor
Section 0022 9:00 am - 2:30 pm
Plum Center
Couillard, instructor
Section 0023 9:00 am - 2:30 pm
Plum Center
Henry, instructor

CPR Skills Evaluation and Check Off | Course HM01699
Must have completed on-line course through American Heart Association and present certificates at class. Class includes presentation of skills, group activity and skills check off. Designed for those who have had Heartsaver First Aid CPR training in the past.
Please see course HM01695 for full classes.
Call 703-506-2286 for details.
$ 79 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Perez, instructor
Section 0021 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Couillard, instructor
Section 0022 6:30 pm - 10:00 pm
Woodson HS
Atkins, instructor

Heartsaver CPR & AED - Adult, Child, Infant | Course HM01695
Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and present certificates at class. Class includes presentation of skills, group activity and skills check off. Designed for those who have had Heartsaver First Aid CPR training in the past.
Please see course HM01695 for full classes.
Call 703-506-2286 for details.
$ 79 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Perez, instructor
Section 0021 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Couillard, instructor
Section 0022 6:30 pm - 10:00 pm
Woodson HS
Atkins, instructor

First Aid | Course HM01626
Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives.
Includes overview of CPR. American Heart Association Certification card valid for 2 years. Must be on time. Book required. Ideal for Boy Scout and Girl Scout Leaders.
1 session @ 3.5 hrs.
$ 4 Text: Heartsaver First Aid Student Workbook 2015
$ 79 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Perez, instructor
Section 0021 6:30 pm - 10:00 pm
Pimmit Hills Ctr
Couillard, instructor
Section 0022 6:30 pm - 10:00 pm
Woodson HS
Atkins, instructor

Heartsaver CPR & AED in Spanish | Course HM01798
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 certification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders.
1 session @ 5 hrs.
$ 22 Text: Spanish Heartsaver CPR AED Student Workbook 2015
$ 123 Total Cost (includes textbook fee)
Section 0010 9:00 am
Plum Center
Ortiz Parra, Instructor

Mental Health First Aid | Course HM01627
You may now to call 911 and perform CPR in an emergency, but do you know what to do for someone in a mental health crisis? Taught by certified instructors.
Discover 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 @ 5.0 hours each.
$ 99 Total Cost
Section 0010 1:00 pm
Pimmit Hills Ctr
Staff, instructor

CLASSES IN SPANISH
Heartsaver AED CPR in Spanish | Course HM01798
Taught in Spanish. Successful completion leads to adult, child, and infant CPR and AED certification with the American Heart Association. Must be on time. Certification is valid for two years. 1 session @ 5 hrs. Book required.
$ 22 Text: Spanish Heartsaver CPR AED Workbook 2015
$ 123 Total Cost (includes textbook fee)
Section 0010 9:00 am
Plum Center
Ortiz Parra, Instructor

Heartsaver First Aid CPR AED | Course HM01625
Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. This course fulfills teacher certification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders.
1 session @ 7.5 hrs.
$ 4 Text: Heartsaver First Aid CPR AED Student Workbook 2015
$ 161 Total Cost (includes textbook fee)
Section 0109 9:00 am - 4:30 pm
Plum Ctr
Perez, Instructor
Section 0200 9:00 am - 4:30 pm
Pimmit Hills Ctr
Pellerin-Schaaf, Instructor
Section 0201 9:00 am - 4:30 pm
Plum Center
Pellerin-Schaaf, Instructor
Section 0202 9:00 am - 4:30 pm
Plum Center
Mikhalevsky, Instructor
Section 0203 9:00 am - 4:30 pm
Plum Center
Laurie Cushman, BSN RN CPAN, Instructor
Section 0204 9:00 am - 4:30 pm
Plum Center
Coakley, Instructor
Section 0205 9:00 am - 4:30 pm
Plum Center
Pellerin-Schaaf, Instructor
Section 0206 9:00 am - 4:30 pm
L. Braddock SS
Lorenza Williams, APRN-BC, Instructor
Section 0207 9:00 am - 4:30 pm
Pimmit Hills Ctr
Atkins, Instructor

Follow us
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 on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs. $4 TEXT: Heartsaver Pediatric First Aid CPR AED Stu Wk 2015 $161 Total Cost (includes textbook fee)

Section 0020 9:00 am - 1:30 pm
Pimmit Hills Ctr Sa, May 9
Tartt, instructor

Section 0021 9:00 am - 1:30 pm
Woodson HS Sa, June 13
Tartt, instructor

Stop the Bleed | Course HM01970

Partnering with the Dept. of Homeland Security and FEMA, Stop the Bleed is a national awareness campaign and call-to-action encouraging bystanders to become trained and equipped to help in a bleeding emergency before professional help arrives. Learn advanced first aid skills and proper techniques to stop major bleeding. Includes wound packing and tourniquet training.

1 session @ 1.5 hrs. $49 Total Cost

Section 0020 9:30 am - 11:00 am
Plum Center Sa, May 30
Laurie Cushman, BSN RN CPAN, instructor

**MEDICAL**

ACE Career Workshops—Health & Medical | Course HM0CWWH

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 - 7:00 pm
Plum Center W, April 22
Staff, instructor

Section 0021 7:30 pm - 8:00 pm
Plum Center W, April 22
Staff, instructor

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.

$247 TEXT: Medical Office Administration - A Worktext, 4th ed (4$108); SimChart for the Medical Office 2019 Edition ($139)
$789 Total Cost (includes textbook fee)

Section 0020 9:00 am - 11:30 pm
Pimmit Hills Ctr Sa, May 16-August 22
Walker, instructor

Certified Nurse Aide (CNA) | Course HM01780

Start your nursing career with this entry-level certified nurse aide course: Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration - call 703-506-2281 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours.

15 sessions @ 8 hrs each.

Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test
$0 TEXT: Mosby's Essentials for Nursing Assistants, 6th ed $1299 Total Cost (includes textbook fee)

Section 0011 8:30 am
Plum Center M W F, March 23-May 1
Albert, instructor

Section 0020 8:30 am - 4:30 pm
Plum Center M W F, May 27-June 29
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.

$399 Total Cost

Section 0020 8:30 am - 4:30 pm
Plum Center Tu Th, May 12-May 14
Albert, instructor

Certified Nurse Aide (CNA) Placement Test | Course HM01605

Placement exam for entering the CNA program (course HM01780). This class must be passed prior to registering for HM01780. Basic skills in reading and writing will be tested. Proficiency in English required. Tests offered on a walk-in basis between 9 AM and 6 PM Monday through Friday. Call 703 506-2281 to schedule a test.

$35 Total Cost

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.

$142 TEXT: Clinical Procedures for Medical Assistants, 9th ed $629 Total Cost (includes textbook fee)

Section 0020 2:00 pm - 6:30 pm
Pimmit Hills Ctr Tu Th, May 19-June 30
Dashner, 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)

12 sessions @ 2.5 hrs each.

$142 TEXT: Clinical Procedures for Medical Assistants, 9th ed $629 Total Cost (includes textbook fee)

Section 0020 2:00 pm - 4:30 pm
Pimmit Hills Ctr M W, March 30-May 18
Dashner, instructor

EKG Interpretation | Course HM01614

Learn 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. Successful completion qualifies student for 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. 10 evening sessions @ 3 hrs each plus 11 Saturdays @ 8 hours.

$1235 Total Cost

Section 0020 6:00 pm - 10:00 pm
Pimmit Hills Ctr M W, May 27-August 8
Mercer, instructor

Emergency Medical Technician—Basic | Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text:provided.) Minimum age 16 with pre-admission approval. No tuition waivers. 10 evening sessions @ 3 hrs each plus 11 Saturdays @ 8 hours.

$1235 Total Cost

Section 0020 6:00 pm - 10:00 pm
Pimmit Hills Ctr M W, May 27-August 8
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. $ 181 Total Cost
Section 0020 10:00 am - 12:30 pm
Plum Center Sa, May 2-May 16
Brooke Koons BSN, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600
Learn anatomy, physiology, and terminology of body systems to build medical vocabulary. Good overview of the human body and related terms form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended. 10 sessions @ 2.5 hrs each. $ 71 Text: Pharmacology Handout ($3); Quick & Easy Medical Terminology, 9th ed ($68) $ 421 Total Cost (includes textbook fee)
Section 0020 9:30 am - 12:00 pm
Plum Center Tu, April 14-June 16
Brooke Koons BSN, instructor
Section 0021 9:00 am - 11:30 am
Plum Center Sa, May 2-July 11
Ali, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601
Continue building medical vocabulary. (Same textbook as Part 1.) 10 sessions @ 2.5 hrs each. Prereq: HM01600 Medical Terminology With Anatomy—Part 1 $ 349 Total Cost
Section 0020 9:30 am - 12:00 pm
Plum Center Th, April 16-June 18
Brooke Koons BSN, instructor
Section 0021 12:00 pm - 2:30 pm
Pimmit Hills Ctr Tu, May 12-July 14
Unood, 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. $ 20 Text: An Introduction to Newborn and Postpartum Care ($39) $ 319 Total Cost (includes textbook fee)
Section 0011 9:00 am
Pimmit Hills Ctr Sa, March 21
Staff, instructor
Section 0030 9:00 am - 3:00 pm
Plum Center Sa, June 27
Stern, instructor

NHA Certification Exam | Course HM01606
Students must first register and pay exam fees with National Healthcareer Association (NHA). Register at their website www.nhanow.com. Must have completed ACE certificate program course work to qualify. Please contact 703-506-2281 with questions. 1 session @ 4 hrs. $ 55 Total Cost
Section 0020 10:00 am - 2:00 pm
Pimmit Hills Ctr Sa, May 30
Pellerin-Schaaf, instructor

Pharmacy Technician - Fast Track | Course HM01929
Introducing online, on-demand training modules in conjunction with classroom instruction. Training provides critical concepts to include medical terminology, common drugs and medical conditions, medication safety, pharmacy math, prescription ordering, processing and preparation. Students expected to work independently outside of classroom. Placement test required. Meets ASHP/ACPE 2019 standards. 8 sessions @ 4 hrs each Prereq: HM01607 Pharmacy Technician Placement Test $1899 Total Cost
Section 0020 9:00 am - 1:00 pm
Pimmit Hills Ctr W, June 17-August 12
Pittman, instructor

Pharmacy Technician Program | Course HM01659
Comprehensive course prepares students for the ExCPT exam and subsequent CPhT certification from NHA. New expanded curriculum and online learning provide detailed information on common drugs and medical conditions. Pharmacy math and medical terminology, and hands-on practice in entering and filling prescriptions deliver the skills necessary for success. Medication safety and appropriateness of therapy are emphasized. Students must take a placement test to indicate proficiency in English and basic math skills. 32 sessions @ 3.0 hours. $ 318 Text: Pharmacy Management Software ($111); Pharmacy Technician Pkg ($140); Review for Pharmacy Tech Cert Exam ($67) $2567 Total Cost (includes textbook fee)
Section 0010 6:30 pm
L. Braddock SS Tu Th, March 17-June 23
Erika Crabb, RPh, instructor

Pharmacy Technician Placement Test | Course HM01607
Placement test for entering the Pharmacy Technician program (HM01659 or HM1929). This test must be passed before registering for these courses. Basic skills in reading, writing and math will be tested. Proficiency in English is required. Tests offered on a walk-in basis between 9 am - 4 pm Monday through Friday, Call 703-506-2281 to schedule a test. $ 35 Total Cost

Phlebotomy Technician

Phlebotomy Technician

Phlebotomy Technician

Phlebotomy Technician

Strategies for Succeeding in Healthcare | Course HM01991
Learn the top 10 strategies to find and keep that great job. 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. 2 sessions @ 2.5 hrs each. $ 65 Text: Job Readiness for Health Professionals, 2nd ed ($62); Strategies for Success in a Health Care Profession ($3) $ 199 Total Cost (includes textbook fee)
Section 0012 9:30 am
Plum Center Sa, March 21-March 28
Cathy Almeter, Instructor
Section 0020 6:30 pm - 9:00 pm
Woodson HS Th, May 7-May 14
Cathy Almeter, Instructor

Dialysis Technician and Phlebotomy Technician classes. Both include externships! See page 51 for details.
MEDICAL INSURANCE

NEW Medical Billing and Coding—Comprehensive | Course HM01950
Comprehensive course includes advanced medical terminology, billing and coding, claims preparation and filing. Students will take the NHA Certified Billing and Coding (CBCS) exam the last day of class. Exam fee included. Excellent command of English language recommended. Not eligible for discounts.
20 sessions @ 3.5 hrs each.
$ 89 Text: Certified Billing & Coding Specialist (CBCS)
$2649 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 10:00 pm
Pimmit Hills Ctr Tu, May 26-July 30
Crandup instructor

NEW Navigating Health Insurance | Course HM01715
Confused about your health care options? What is the Affordable Care Act and how does it affect your choices? Telehealth? Health share plan? One size DOESN’T fit all. Understand basic concepts to make informed decisions. Includes overview of health plans, navigating the healthcare system, estimating costs, understanding patients’ rights, and filing an appeal.
2 sessions @ 2.5 hrs each.
$119 Total Cost
Section 0011 7:00 pm
Plum Center W, March 18-March 25
Madala, instructor
Section 0020 10 am - 12:30 pm
Pimmit Hills Center Sat, June 6
Madala instructor

The Alphabet Soup of Medicare | Course HM01928
Are you confused about Medicare? If so, you are not alone. It’s not only about the ABC’s. There’s also D and then there’s Medical Supplement with its own host of lettered plans! 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 and you know what to do when the time comes. If you’re currently on Medicare, come to better understand your benefits. 2 sessions at 1.5 hours each.
$99 Total Cost
Section 0020 7:00 pm - 10:00 pm
Chantilly HS Tu, April 28
Sharpe, instructor
Section 0021 9:30 am - 12:30 pm
Plum Center W, June 10
Sharpe, instructor

DENTAL

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.
$172 Text: Essentials of Dental Assisting Pkg. 6th ed
$4316 Total Cost (Includes textbook fee)
Section 0020 12:00 pm - 5:00 pm
Plum Center Su, April 19-August 23
Julia Johanning, instructor

Dental Office Administration Basics | Course HM01645
Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance. 10 sessions @ 2.5 hrs each.
$110 Text: Administrative Dental Assistant Pkg. 4th ed
$1435 Total Cost (includes textbook fee)
Section 0020 10:00 am - 1:00 pm
Woodson HS Sa, May 9-July 18
Julia Johanning, 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
$242 Text: 2019 CDT Plus for Dental ($77); Essentials of Dental Assisting Pkg. 6th ed ($165)
$3323 Total Cost (Includes textbook fee)
Section 0020 4:30 pm
Plum Center M Th, March 19-June 18
Vejar-Rodriguez, instructor

Veterinary Studies and Pet Care

VETERINARY STUDIES

Veterinary Hospital Visits and Basic Restraint | Course HM01983
Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting. 4 sessions @ 2 hrs each; one session @ 1 hr.
Prereq: HM01980 Veterinary Terminology and Anatomy
Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab
$289 Total Cost
Section 0020 7:00 pm - 10:00 pm
Plum Center F, July 10-July 31
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.
$314 Total Cost
Section 0020 10:00 am - 1:00 pm
Plum Center M, April 20-May 4
Lanie Samonte Martin, AAS, LVT, BA, 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.
$409 Total Cost
Section 0020 10:00 am - 1:00 pm
Plum Center M, May 11-June 8
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Terminology and Anatomy | Course HM01980
Basic terms used in animal hospitals amongst veterinary assistants, technicians, and doctors. Wonderful introduction into the veterinary medical field. No prerequisites. 7 sessions @ 3 hrs each, plus one session @ 1 hr.
$449 Total Cost
Section 0020 10:00 am - 1:00 pm
Plum Center M, Mar 2-March 30
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 Total Cost
Section 0020 4:30 pm
Plum Center W, Mar 6-29
Lanie Samonte Martin, AAS, LVT, BA, instructor

Section 0021 10:00 am- 1:00 pm
Plum Center F, May 6-29
Lanie Samonte Martin, AAS, LVT, BA, 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.
$ 8 Time: Step By Step Guide to Room Finishing $289 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 9:30 pm Chantilly HS Tu, April 14-May 12 Abdou, instructor
Section 0030 6:30 pm - 9:30 pm Chantilly HS Tu, June 30-July 28 Abdou, instructor

Flipping Houses: The Good, Bad and the Very Ugly | Course TI05340
Not your typical house flipping seminar, no enticement to join someone’s team; just a pragmatic approach to understanding flipping by detailing the major risks and rewards. Instructor has flipped well over 100 houses as a passive investor, project manager, licensed Real Estate Broker General Contractor or property owner. Includes property acquisitions, project management, basic financing, budgets, selling, property design and how to handle major problems.
3 sessions @ 3 hrs each.
$ 19 Text: The Book on Flipping Houses $249 Total Cost (includes textbook fee)
Section 0020 6:30 pm - 9:30 pm Pimmit Hills Ctr W, May 13-May 27 Bookfor, instructor
Section 0030 6:30 pm - 9:30 pm Pimmit Hills Ctr W, June 17-July 1 TBD, instructor

Home Inspector Prelicensing Course | Course TI05354
DPOR approved, meets Virginia Board for Asbestos, Lead, and Home Inspectors, home inspector pre-licensing Virginia Core course requirement of 35 hours plus one hour of “how to pass your test” and general test-taking skills for all test takers. This is a comprehensive course in residential construction for people that want to learn how to read code books and obtain a working knowledge of residential construction, all trades, interior, and exterior. Applicable for people not necessarily interested in obtaining a license. No late entry.
12 sessions @ 3 hrs each.
$270 Text: 2012 Virginia Residential Code ($162); National Home Inspection Manual ($108) $999 Total Cost (includes textbook fee)
Section 0030 6:30 pm - 9:30 pm Pimmit Hills Ctr M W, July 20-August 26 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.
$ 109 Total Cost
Section 0030 6:30 pm - 9:30 pm Woodson HS Tu, Aug 4 Bookfor, instructor

OSHA Construction 10 Hour Outreach Training Program | Course TI05598
Earn your “OSHA 10 Hr Card” certification in construction via 10 hours of personal instruction. Topics include residential and commercial hazard avoidance for falls, electrical, and struck-by. Also includes protective equipment, harness, high-visibility clothing, etc.
Instructor has worked with ACE for 10 years, and 29 years with OSHA. THIS CLASS IS ONLY OFFERED IN FALL AND SPRING 2 sessions @ 5 hrs each.
$ 254 Total Cost
Section 0020 8:00 am - 1:00 pm Woodson HS Sa, April 25-May 2 Holmes, 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.
$ 93 Text; NASCLA Contractors Guide, VA 8th ed ($71); Seminar Workbook for Class A&B Contractors ($22) $307 Total Cost (Includes textbook fee)
Section 0020 8:00 am - 4:00 pm Woodson HS Sa, May 30 Chestnut, instructor

VA Contractor’s License Exam Prep | Course TI05351
Do you want to pass the contractors’ business exam required for Class A or Class B VA contracting license? In-depth review of contractor business concerns, including mechanics’ liens, labor laws, construction contracts, and risk management. See TI05348 Contractors Pre-Licence for state required class. 5 sessions @ 3 hrs each.
Prereq: TI05348 VA Contractor’s Basic Business Course (Pre-License)
$ 113 Text: FCPS TI05351 Part A & B ($20); NASCLA Contractors Guide, VA 8th ed ($71); Seminar Workbook for Class A&B Contractors ($22) $399 Total Cost (Includes textbook fee)
Section 0030 9:00 am - 2:00 pm Pimmit Hills Ctr F, Sa, July 24-July 26 Shahkarami, instructor

NEW
Principles of Residential Construction | Course TI05369
Great for Real Estate Agents & Investors, contractors, and home flippers! Come learn the basics of residential construction, including code compliance, structural system & electrical elements, HVAC elements, insulation and more! Option to upgrade after completing this course to earn your home inspection certificate
$ 108 Text: National Home Inspection Manual $469 Total Cost (Includes textbook fee)
Section 0020 6:30 pm - 9:30 pm Woodson HS M W, June 1-June 24 Bookfor, 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  
$ 67 Text: 
$ 461 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Plum Center  
Tu Th, June 25-July 21  
Black, instructor

**Electrical Workshop: Maintenance and Repair | Course TI05587**  
Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Hand tool list provided at first session. 5 sessions @ 3 hrs each.  
$ 8 Text: Step By Step Guide Book On Home Wiring  
$ 279 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Pimmit Hills Ctr  
McNaughton, instructor  
**Section 0030**  
6:30 pm - 9:30 pm  
Pimmit Hills Ctr  
McNaughton, instructor

**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. 1 session @ 3 hrs.  
$ 44 Text: 2015 International Fuel Gas Code Updates  
$ 99 Total Cost (includes textbook fee)  
**Section 0030**  
11:45 am - 12:45 am  
Plum Center  
Sa, June 20  
McDonald, instructor

**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.  
2 sessions @ 4.5 hrs each.  
$ 225 Total Cost (includes textbook fee)  
**Section 0030**  
6:30 pm - 9:30 pm  
Pimmit Hills Ctr  
Davis, instructor

**HVAC-R**

**CFC Exam for Certification | Course TI05375**  
For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional - it is the exam.  
1 session @ 3 hrs.  
$ 40 Text: CFC Certification Exams/Section 608 CFT Tests  
$ 155 Total Cost (includes textbook fee)  
**Section 0020**  
9:00 am - 12:00 pm  
Pimmit Hills Ctr  
Sa, May 9  
Tompkins, instructor

**HVAC-R License Exam Prep - IMC | Course TI05389**  
Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3 hrs each.  
$ 88 Text: 2015 International Mechanical Code  
$ 525 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Woodson HS  
Tu Th, April 13-May 11  
McDonald, instructor  
**Section 0030**  
6:30 pm - 9:30 pm  
Woodson HS  
Tu Th, June 23-July 21  
McDonald, instructor

**Principles of Heating & AC Systems | Course TI05582**  
Learn principles of heating and air conditioning systems, how they operate and how to make minor adjustments and minor repairs such as, checking for loss of power, replacing simple thermostats and low voltage transformers. Course also explains the EPA rules related to who can recharge AC systems. 3 sessions @ 3 hrs each.  
$ 29 Text: Basic Refrigeration and Charging Procedures  
$ 297 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Bryant Ctr  
Th, April 30-May 28  
Degges, instructor

**Attention Tradesmen!**  
Would you like to broaden your knowledge base with crossover training e.g. basic electricity for plumbers? Select any desired subject and take advantage of our broad range of course opportunities.

**Gas Fitter**

**Gas Fitters Continuing Education | Course TI05278**  
Comprehensive review of the 2015 International Fuel Gas Code changes to fulfill the continuing ed requirement for gasfitters with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. 1 session @ 3 hrs.  
$ 44 Text: 2015 International Fuel Gas Code Updates  
$ 99 Total Cost (includes textbook fee)  
**Section 0030**  
11:45 am - 12:45 am  
Plum Center  
Sa, June 20  
McDonald, instructor

**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.  
$ 44 Text: 2014 National Electrical Code Updates  
$ 179 Total Cost (includes textbook fee)  
**Section 0020**  
8:30 am - 11:30 am  
Plum Center  
Sa, May 16  
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.  
$ 67 Text: Electrical NEC Exam Preparation 2014  
$ 399 Total Cost (includes textbook fee)  
**Section 0020**  
8:30 am - 3:30 pm  
Plum Ctr  
Sa June 20-June 27  
Staff, instructor

**Gas Fitter**

**Attention Tradesmen!**  
Would you like to broaden your knowledge base with crossover training e.g. basic electricity for plumbers? Select any desired subject and take advantage of our broad range of course opportunities.

**CFC Exam for Certification | Course TI05375**  
For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional - it is the exam.  
1 session @ 3 hrs.  
$ 40 Text: CFC Certification Exams/Section 608 CFT Tests  
$ 155 Total Cost (includes textbook fee)  
**Section 0020**  
9:00 am - 12:00 pm  
Pimmit Hills Ctr  
Sa, May 9  
Tompkins, instructor

**HVAC-R Continuing Education | Course TI05276**  
Comprehensive review of the 2015 IMC changes to fulfill the continuing education requirement for HVAC-R/ mechanical tech's holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.  
$ 44 Text: 2015 International Mechanical Code Updates  
$ 179 Total Cost (includes textbook fee)  
**Section 0020**  
8:30 am - 11:30 am  
Plum Center  
Sa, June 20  
McDonald, instructor

**HVAC-R License Exam Prep - IMC | Course TI05389**  
Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3 hrs each.  
$ 88 Text: 2015 International Mechanical Code  
$ 525 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Woodson HS  
Tu Th, April 13-May 11  
McDonald, instructor  
**Section 0030**  
6:30 pm - 9:30 pm  
Woodson HS  
Tu Th, June 23-July 21  
McDonald, instructor

**Principles of Heating & AC Systems | Course TI05582**  
Learn principles of heating and air conditioning systems, how they operate and how to make minor adjustments and minor repairs such as, checking for loss of power, replacing simple thermostats and low voltage transformers. Course also explains the EPA rules related to who can recharge AC systems. 3 sessions @ 3 hrs each.  
$ 29 Text: Basic Refrigeration and Charging Procedures  
$ 297 Total Cost (includes textbook fee)  
**Section 0020**  
6:30 pm - 9:30 pm  
Bryant Ctr  
Th, April 30-May 28  
Degges, instructor

**Did You Know?**  
Effective January 1st 529 plans can now be used to pay for Registered Apprenticeship Programs.  
https://www.virginia529.com/
**Plumbing**

**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. $ 44 Text: 2015 International Plumbing Code Updates $181 Total Cost (includes textbook fee)

Section 0030 1:30 pm - 4:30 pm
Plum Center Sa, June 20
McDonald, 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. $ 88 Text: 2015 International Plumbing Code $437 Total Cost (includes textbook fee)

Section 0030 6:30 pm - 9:30 pm
Woodson HS M, June 15-August 3
McNaughton, instructor

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

Impress them at your job interview with your knowledge of basic materials, piping, fittings, and fixtures. Be a productive worker from your very first day. Class begins with basic plumbing theory and code requirements then move on to include four sessions plumbing supply pipes, vents, toilets, and faucets in hands-on lab activities (handtools needed). 5 sessions @ 3 hrs each. $ 19 Text: Ultimate Plumbing Guide, 4th ed $315 Total Cost (includes textbook fee)

Section 0020 6:30 pm - 9:30 pm
Pimmit Hills Ctr Th, May 14-June 11
Abdou, instructor

Section 0030 6:30 pm - 9:30 pm
Pimmit Hills Ctr Th June 18-July 16
McNaughton, instructor

** Virginia Trade License Renewal—GUARANTEED. Make it Easy!**

Have you been inundated with offers for continuing education classes? As you know, if your trade license is due for renewal, the Department of Professional and Occupations Regulation (DPOR) requires that you attend a continuing education class before renewing your license. Fulfill this renewal requirement with ease—take your class with ACE. As an approved DPOR provider, our classes are affordable and conveniently located in Northern Virginia. Another benefit is that we never cancel these classes due to low enrollment! You do not have to be a VA or Fairfax County resident to take advantage of these classes.

**Home Inspector’s License**

Do you want to be a Home Inspector?
In the Commonwealth of Virginia, you must complete an approved course before you can take the state licensing exam. ACE offers a class that is approved by the Department of Professional and Occupations Regulation (DPOR) to get you qualified. Please see Home Inspector Pre-licensing (TI05354) class offered this fall.
*You can start a new career for less than $1000!*

**Assorted Trades—Do It Yourself**

**Auto Body Repair—Personal Repair and Refinishing | Course TI05323**

Properly repair automotive body/collision elements through live hands-on training. Repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, and plastic filler repair. See enclosure online or on receipt. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc). 10 sessions @ 4 hrs each. $499 Total Cost

Section 0020 6:00 pm - 10:00 pm
Edison HS Tu, June 9-August 11
Floyd, instructor

Section 0022 6:00 pm - 10:00 pm
Edison HS Tu, March 24-June 2
Floyd, instructor

**Auto Mechanics—Advanced | Course TI05313**

This is a hands-on class; but projects must be approved by instructor ahead of time. Study various systems and develop skills for tasks, diagnose, and perform repairs on your vehicle; learn what repairs are appropriate to do yourself. No major repairs. Assistance is available. Bring your project vehicle, any special tools, and necessary parts to the first class, if possible. Repeat to gain additional skills.

4 sessions  @ 6 hrs each. $399 Total Cost

Section 0020 12:00 pm - 6:00 pm
Hayfield SS Su, May 31-June 21
Terrien, instructor

Section 0030 12:00 pm - 6:00 pm
Hayfield SS Su, August 9-August 30
Terrien, instructor

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

Perform simple checks and repairs including changing oil, assorted filters, lights, and belts. Understand various systems, parts, and functions of your automobile to help diagnose and fix basic problems. All tools needed for class will be provided. Instructor will recommend tools students may consider purchasing. 2 sessions @ 6 hrs each. $249 Total Cost

Section 0020 12:00 pm - 6:00 pm
Hayfield SS Su, May 10-May 17
Terrien, instructor

Section 0030 12:00 pm - 6:00 pm
Hayfield SS Su, June 28-July 5
Terrien, instructor

**Apply Today!**

Send your Resume to: ACEJOBS@FCPS.EDU
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.

$ 249 Total Cost

Section 0020  6:30 pm - 9:30 pm
Pimmit Hills Ctr  Th, April 30-May 28
Pierce, instructor

Section 0021  6:30 pm - 9:30 pm
Pimmit Hills Ctr  Tu, June 11-June 25
Pierce, instructor

Do-It-Yourself Plumbing | Course TI05190

The basics of your plumbing system including the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains. See class TI05206 if you are an experienced DIY’er and only need pointers. This class is designed to give more details with more time with hands on activities. 3 sessions @ 3 hrs each.

$ 199 Total Cost (Includes textbook fee)

Section 0020  8:30 am - 11:30 am
Pimmit Hills Ctr  Tu, June 2-June 16
Sickels, instructor

Kitchen and Bath Design Seminar | Course TI05169

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

$ 79 Total Cost

Section 0020  6:30 pm - 9:30 pm
Pimmit Hills Ctr  Tu, April 21
Pierce, instructor

Section 0021  6:30 pm - 9:30 pm
Pimmit Hills Ctr  Tu, June 9
Pierce, instructor

Virginia Contractors

It is as simple as ABC!

A: TI05348 (VA Contractor’s Basic Business Course Pre-License) fulfills the minimum requirement so you can be licensed.

B: TI05351 (VA Contractor’s License Exam Prep) helps you pass the business exam required for Class A and Class B licenses.

C: TI05352 (VA Residential Building License Exam Prep) helps you pass the builders’ exam required for contractors making building modifications.

Don’t know where to begin? Take TI05350(Obtaining/VA Trade and Contractor’s Licenses) to learn about assorted trade and contractors’ licenses and what is needed for you to fulfill your goals.

Please note that ACE also offers a number of business classes to help prepare you for success.

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 Total Cost

Section 0020  8:30 am - 11:30 am
Pimmit Hills Ctr  Sa, May 2
Bookfor, instructor

Residential Electricity—The Basics | Course TI05199

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

$ 295 Total Cost

Section 0020  8:30 am - 11:00 am
Pimmit Hills Ctr  Sa, April 25-May 2
Sickels, instructor

Section 0030  8:30 am - 1:00 pm
Pimmit Hills Ctr  Sa, June 20-June 27
Sickels, 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.

$ 149 Total Cost

Section 0020  8:30 am - 11:30 am
Pimmit Hills Ctr  Sa, May 16
Bookfor, instructor

What Do I Need for My Project? | Course TI05187

Deciding on appliances/fixtures, plans, budgeting and materials needed can be daunting. Poor planning costs you both time and money. Each attendee will discuss their specific projects then our experienced instructor will discuss key items to consider when planning your project and make recommendations and provide resources to take your project to completion. 1 session @ 3hrs.

$ 59 Total Cost

Section 0020  8:30 am - 11:30 am
Pimmit Hills Ctr  Sa, June 6
Bookfor, instructor

NEW

Why Call a Professional When You Can Fix it Yourself? | Course TI05171

Why call a professional when you can just fix it yourself? Most repairs you do yourself will cost less than hiring a professional even if you include the cost of specialty tools. Our instructor has many years of home repair experience and is happy to share tips and tricks for easy fixes. Washer water issues; garbage disposals; Dryer vents, broken switches and receptacles. 1 session 3 hours each.

$ 69 Total Cost

Section 0020  8:30 am - 11:30 am
Pimmit Hills Ctr  Sa, May 9
Bookfor, instructor

Bathroom Remodeling Workshop | Course TI05179

Makeover a complete bathroom including lavatory, shower/tub, plumbing, tile, and vanity/sink. You will get hands on experience on a life size bathroom mock up on rollers! This class fills quickly so enroll now before it sells out. 10 sessions @ 3 hrs each.

$ 625 Total Cost

Section 0020  6:30 pm - 9:30 pm
Bryant Ctr  W, March 11-May 20
Abdou, instructor

Section 0030  6:30 pm - 9:30 pm
Bryant Ctr  M W, June 15-July 15
Abdou, 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.

$ 145 Total Cost

Section 0020  8:30 am - 1:00 pm
Pimmit Hills Ctr  Sa, May 30
Staff, instructor

Beginner’s Guide to Plumbing | Course TI05206

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

$ 149 Total Cost

Section 0020  8:30 am - 1:00 pm
Pimmit Hills Ctr  Sa, May 16
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.

$ 215 Total Cost

Section 0020  6:30 pm - 9:30 pm
Pimmit Hills Ctr  W, April 15-April 29
Bookfor, instructor

Section 0021  8:30 am - 11:30 am
Chantilly HS  Tu, June 2-June 16
Staff Instructor

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.
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 2020. Please contact our office closer to that time for dates, times, and locations of classes and testing.

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, please call the FCPS Adult ESOL Weather Line (703-658-1274) on the day of the placement testing for updates and information on any makeup testing dates.

For more information, call 703-658-2777

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### Spring 2020

Classes are ten weeks long.

Questions? Please call 703-658-2777

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

Classes start April 13, 2020

<table>
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<tr>
<th>Class Location</th>
<th>Days</th>
<th>Time</th>
<th>Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<td>Bryant Adult Center</td>
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**Placement testing for updates and other information on any makeup testing dates.**

- Other students under 18 cannot be served.
- 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.

*Herndon Middle School: Morning testing & classes are in trailers in back of the parking lot. Evening testing & classes are inside the school.

**Registration for this special class will be in-person, online, or by phone registration at 703-658-1201

For more information, call 703-658-2777
American English Pronunciation Course ES06543
You've learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required. 10 sessions @ 2 hrs 15 mins each. All registrations must be received one week prior to the start date. You can register online, or call 703-658-1201.

$ 39  Text: Clear Speech with IDL, 4th ed

Section 2009
Plum Center
Staff, Instructor
9:00 am - 11:15 am

Conversation High Intermediate Plus Course ES06561
Practice your higher-level conversation skills while reading and discussing current cultural and social events and issues. Expand your vocabulary, express and support your opinions, and respond appropriately and effectively to the opinions of others. If you have not studied at a high intermediate or above level 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.
$ 192  Total Cost (tuition and text)

Section 2028
Pimmit Hills Ctr
Staff, Instructor
9:15 am - 11:30 am

Computadoras para Principiantes – Computers for Beginners Course CTO1406
Desea aprender el funcionamiento de las computadoras, lo suficientemente bien como para usar una con éxito en el hogar? Domine las habilidades básicas del ratón, aprenda cómo navegar en Windows y hasta escriba una carta. También, explorará las maravillas del Internet y el uso del correo electrónico. Este curso es perfecto para adultos que desean aprender en grupos pequeños a su propio ritmo. 4 sesiones de 3 horas cada una.
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.

$ 5  Text: Computers for Beginners

Section 2010
Pimmit Hills Ctr
Nova De Nunez, instructor
9:00 am - 11:00 am

Section 2011
Pimmit Hills Ctr
Nova De Nunez, instructor
7:30 pm - 9:30 pm
ACE Teacher Features

Dr. Shauna Pittman
PharmD

Dr. Shauna Pittman is a clinical pharmacist with 28 years' experience including practice in critical care, home infusion, community and university teaching hospitals, and direct clinic-based individualized medication management. Her specialty is in working with patients and providers to optimize medication regimens and improve therapeutic outcomes. An experienced educator, she has instructed students, patients, pharmacists, nurses and doctors on a wide spectrum of topics and in a vast array of settings. She thrives on making an impact wherever she serves.

"The information provided during the course was amazing and more than I expected. It included all the recent updates about medications. I'm very happy with the current format and instruction skills and would like to recommend this program to anyone who is aspiring to be in the medical field as a pharmacy technician."

ACE Student - Pharmacy Technician Fast Track

Mary Ann Smith

Mary Ann has been a middle school classroom teacher, network administrator, technology support specialist, and technology support supervisor for FCPS.

She loves to travel and enjoys hobbies of cross-stitching and electronic scrapbooking. Currently, Mary Ann is a part-time computer and business education teacher for ACE. She teaches beginning and advanced classes in Computer Basics, Windows, iPhone/iPad, Microsoft Office (Word, Excel, PowerPoint) and Adobe® CC (Photoshop, Illustrator, and InDesign).

Mary Ann loves to be involved in helping others learn and watching the smiles on the students’ faces as they gain confidence and skills in using the computers and software.

"Great Presentation - explained things clearly and with great patience. Talked to each person in the class and answered their questions."

ACE Student - PC Basics

Ruth Roberts

Ruth Roberts was born in Mexico City. She is a native Spanish speaker with more than 30 years of teaching/facilitating experience. While living in Las Vegas, Ruth taught Spanish Language for many years to adults, school-age and preschool children at Clark County School District.

Ruth Roberts has been teaching Spanish for ACE since 2013. She teaches the Spanish Global Plus program to FCPS students before and after school and enjoys teaching Spanish in an engaging and enjoyable environment. The classes are fun and interactive. Games, books, visual aids and music are included. Ms. Roberts makes the Spanish language fun to learn!

Additionally, Ruth enjoys teaching a variety of Spanish classes to adult learners. Her dedication to her students is reflected in the positive feedback ACE continually receives from her students.

"Highlights of Senora Roberts' classes: Excellent lesson plans. Excellent materials, such as exercises and work sheets relating to lessons. Excellent use of audio-visual materials, such as Spanish movies and videos. Thoughtful, provocative classroom discussions in Spanish."

Judith C - Spanish 500 Intermediate
ACE Spring Specials are Blooming!

Ole!
Lighted Up Mexican Classics
page 30

Think Fast,
Talk Smart
page 9

Pet Care for your best friend!
page 21

SPRING BREAK
COMING

Summer
Smart - STEM-
page 47

Italian for travelers
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ESOL
page 26

Why call a professional when you can fix it yourself?
page 25
**Baking and Pastry Arts**

**NEW**

**German Pastry Classic: Strudel | Course HI03962**
Strudel is a German pastry classic. Strudel originally comes from Austria and it is one of those treats that most people think of with awe, reverence, and trepidation - at least when it comes to making it from scratch. In this class you will learn how to prepare the dough and how to stretch it into a large, paper thin rectangle to be filled with a variety of fillings from sweet to savory.
1 session @ 2.5 hrs.
$ 90 Total Cost
Section 0020
6:30 pm - 9:30 pm
Plum Center
Hofstetter, instructor

**NEW**

**Gluten Free Pastry | Course HI05015**
Whether you are eating gluten-free for dietary restrictions or hosting a gluten-sensitive friend, find out how to bake delicious cakes, pie crusts and cookies without wheat! We will prepare such flavorful sweet treats, no one will know they are gluten-free
$ 109 Total Cost
Section 0020
6:30 pm - 9:30 pm
Plum Center
Hofstetter, instructor

**Culinary Arts**

**NEW**

**Healthy Eating on the Go | Course HI04731**
This class is perfect for those looking to eat healthier, but don’t want to eat typical “diet” food. In this course, you will learn how to prepare some of your favorite hearty meals with healthy substitutions, that you can turn into “grab & go” meals for the week! You will also learn techniques to apply to your cooking style that will lower your caloric intake.
1 session @ 3.5 hours
$ 117 Total Cost
Section 0020
6:30 pm - 9:30 pm
Plum Center
Th, April 16
Perrine instructor

**NEW**

**Homemade Gnocchi | Course HI06493**
Gnocchi, little Italian pasta dumplings, are comforting and delicious. Learn the techniques needed to prepare these perfectly every time. The class will feature Sorrento's gnocchi, chickpea gnocchi, eggplant gnocchi, roman style gnocchi. 1 session @ 3 hrs.
$ 103 Total Cost
Section 0020
10:00 am - 1:00 pm
Plum Center
Sa, June 6
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 class will focus primarily on knife skills and 3 dishes will be prepared such as salsa, a stir fry and an appetizer.
1 session @ 3 hrs.
$ 105 Total Cost
Section 0020
1:00 pm - 4:00 pm
Pimmit Center
Su, April 19
Staff, instructor
Section 0021
1:00 pm - 4:00 pm
Pimmit Hills Ctr
Sa, May 16
Staff, instructor

**NEW**

**Lasagna is Served! | Course HI03803**
Learn how to assemble your favorite oven-ready lasagna. 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.
$ 109 Total Cost
Section 0020
6:30 pm - 9:30 pm
Plum Center
Th, June 4
De Bernardinis, instructor

**NEW**

**Sinful Italian Desserts | Course HI06519**
We will prepare five different desserts: Fresh ingredients easily mixed, and puff pastry 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.
$ 114 Total Cost
Section 0020
10:00 am - 1:00 pm
Plum Center
Sa, May 16
De Bernardinis, instructor

**NEW**

**Ole! Lighted Up Mexican Classics | Course HI05019**
Ole! Cinco de Mayo is right around the corner. Learn how to make classic Mexican dishes more healthfully, to include nachos, burritos, and tamales.
$ 99 Total Cost
Section 0020
1:00 pm - 4:00 pm
Plum Center
Su, May 3
Staff, instructor

**NEW**

**Beyond Chips and Jarred Salsa—Elevate Mexican Appetizers | Course HI05014**
Who doesn’t love a great appetizer? We will create an amazing guacamole (you’ll never want pre-made again), stellar, fresh salsa, shrimp ceviche and Mexican Street corn! You’ll knock the sombreros off your friends on Cinco de Mayo.
$ 99 Total Cost
Section 0020
10:00 am - 1:00 pm
Pimmit Hills Ctr
Sa, May 2
Staff, instructor
NEW Keto/Paleo Cooking 101 | Course HI05020

Struggling with a new diet plan? Come get tips and tricks to make Keto or Paleo work for you! Reducing carbs can assist with weight loss, energy levels, insulin levels, inflammation, mental clarity and more! You'll learn healthy, whole food meal prep ideas to help keep you on track. Reducing carbs doesn't have to be boring!

$ 119 Total Cost

Section 0020 6:30 pm - 9:30 pm
Woodson HS M, March 23
Perrine, Instructor

NEW Perfect Pi(e) Day! | Course HI05017

Celebrate Pi day with PIE! Join a chef and learn to bake pies from scratch-from crust to fillings to YUM! Don't miss out! After class you can even eat 3.14 slices of pie if you want!

$ 119 Total Cost

Section 0020 2:00 pm - 5:00 pm
Plum Center Sa, March 14
Staff, Instructor

NEW Chinese Takeout in Your Home Kitchen! | Course HI03910

Bring the pleasures of authentic Chinese Takeaway at home. Each class will bring you closer to delicious flavors. The April session focuses on Sweet & Sour Soup, Chicken Lettuce Wraps, Spring Rolls, Beef and Broccoli with Rice. The May class covers Won Ton Soup, Pork Steamed Buns, Chicken & Shrimp Lo-Mein & Tapioca Bubble Tea.

1 sessions @ 3 hrs.
$ 116 Total Cost

Section 0020 6:30 pm - 9:30 pm
Plum Center W, April 22
Euipiyachat, instructor

Section 0021 9:00 am - 12:00 pm
Plum Center Sa, May 9
Euipiyachat, instructor

NEW Curry: North Indian Style | Course HI05025

Ever wonder the difference between Northern and Southern Indian food? Ready to find out how to tweak the spice level to your liking? Come learn how to prepare the best Northern Indian Curries at home. You'll never need to order in a good curry again!

$ 119 Total Cost

Section 0020 12:00 pm - 3:00 pm
Woodson HS Sa, April 18
Staff, Instructor

NEW Dorm Cooking 101 | Course HI05012

Put the cold pizza down. Before heading off to college, learn how to elevate dorm room essentials into something edible. Take ramen from bland to wow and make Easy Mac magnificent with some simple additions. Will also cover how to use your microwave to its full potential to keep you going during late night study sessions!

$ 69 Total Cost

Section 0030 1:00 pm - 4:00 pm
Pimmit Hills Ctr W, July 22
Perrine, Instructor

NEW 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.

$ 112 Total Cost

Section 0020 1:00 pm - 4:00 pm
Plum Center Su, May 17
Euipiyachat, instructor

Section 0030 1:00 pm - 4:00 pm
Plum Center Su, June 28
Euipiyachat, instructor

NEW Tasty Seafood Thai Style | Course HI06449

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

$ 113 Total Cost

Section 0020 10:00 am - 1:00 pm
Plum Center W, May 14
Seriruk, instructor

NEW 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.

$ 112 Total Cost

Section 0020 10:00 am - 1:00 pm
Plum Center Sa, May 30
Euipiyachat, 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? 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 this wonderful way of life - healthy fats, wholegrains, vegetables, fish, nuts and fruits. Please note: For each session, we will be focusing on 2 different countries so though this class is offered multiple times this term, each session will provide you different flavors and recipes for your home kitchen. 1 session @ 4.0 hours.

$ 143 Total Cost

Section 0020 10:00 am - 2:00 pm
Woodson HS Sa, May 16
Das, instructor

NEW A Tale of Two Cities: Palermo & Bologna | Course HI06463

Palermo & Bologna represent diverse and classic dishes from Italy’s opposite ends. Each session will feature a complete menu from each of these great cities. It’s always a great time to for Bolognese classics & Palermo’s street foods; pastas with authentic pasta Bolognese, tomator passata, Tuscan sausage & beans, fruit crostatas, herb tossed seafood, Antipasti vegetables are some of the delicious dishes that we may be cooking up. Buon Appetito!

1 sessions @ 4 hrs.
$ 143 Total Cost

Section 0020 10:00 am - 2:00 pm
Woodson HS Sa, April 25
Das, instructor

*Recipes were simple to make, but very tasty. Devaki always does a great job demonstrating techniques and provides us the demonstrated dishes to taste in class after which we prepare the same dishes to take home.*

Jon and Min - Fisherman’s Spain
Floral Design

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

Introduction to Floral Design 1 - Basic | Course HI03374

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

Section 0020
10:00 am - 1:00 pm
Pimmit Hills Ctr
Sa, April 18-May 9
Mason, instructor

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.

Section 0020
10:00 am - 1:00 pm
Pimmit Hills Ctr
W. May 13-June 3
Mason, instructor

Genealogy

GENEALOGY

Beginning Genealogical Research in the 21st Century | Course HI04768

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

Section 0020
6:30 pm - 9:00 pm
Pimmit Hills Ctr
M, April 27-May 18
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 sessions @ 2.5 hrs.
$ 89 Total Cost

Section 0020
6:30 pm - 9:00 pm
Woodson HS
Tu, April 14-April 21
Mason, instructor

DIGITAL ARTS

How to Become a YouTube Star | Course HI05115

Learn how to create and upload videos, and how to earn money on YouTube. Think you can make a viral video? Do you have an idea for skills that you want to teach on YouTube? This class will explain how to make the best video you can, “monetize” it on YouTube and ways to promote your YouTube “channel.” The course will also cover camera and audio techniques, editing, copyrighted music, and the ins and outs of YouTube’s online video system. Please note: A student should only enroll if they have a laptop/portable device on which editing software is installed such as Apple iMovie and Windows Movie Maker (free to install) that they can bring to class. Students will also need a video camera — a smartphone with camera is acceptable as are dedicated video cameras as well as the video feature on point-and-shoot cameras. 8 sessions @ 2 hrs each.

$ 221 Total Cost

Section 0030
7:00 pm - 9:00 pm
L. Braddock SS
Th, June 18-August 6
Kovacs, 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.
$ 119 Total Cost

Section 0020
7:00 pm - 9:00 pm
Woodson HS
Tu, May 5-May 12
Kovacs, instructor

Section 0021
7:00 pm - 9:00 pm
Plum Center
Tu, June 16-June 23
Kovacs, instructor

Look for our Summer catalog in the week of May 12, 2020
Tips and Tricks to Take Better Pics with your Phone | Course HI05656
Learn to apply basic principles of photography to improve your iPhone pics. Will also cover filters, staging, and how to capture those “instagram-able” moments! Children 12+ can register with enrolled adults.
$79 Total Cost
Section 0020 10:00 am - 12:00 pm
Plum Center F, April 10
Staff, instructor

Shoebox Solutions – Family Archives From “Shoebox” to DVD! | Course HI04033
This is a hands-on production class where participants have the opportunity to digitize their own personal family media such as photos, videos, 8mm movie film, artworks, slides and more. You can digitize these items in class with instruction, equipment, and software provided by the instructor. Digitized media provides easy storage and fun viewing for sharing on your personal computer (create a slide show with artwork, music and titles) and over the internet. Your media is digitized and transferred to your USB thumb drive, SD cards, external hard drives or laptop computer. Save fading images and deteriorating tape media/documents for sharing with family, friends, grandchildren and/or your historical records.
The instructor will supply equipment and discuss high-speed print copying of your photos, albums and digitizing from other sources such as 8mm film and 35mm slides/negatives, video tapes and even audio cassettes and records. We can accommodate very large documents too large or bulky for a flatbed scanner. 3 sessions @ 2.5 hrs each.
$137 Total Cost
Section 0021 10:00 am - 1:45 pm
Pimmit Hills Ctr Sa, May 2-May 9
Section 0020 6:30 pm - 9:00 pm
Chantilly HS Tu, May 26-June 9
Hubler, instructor

NEEDLE ARTS
Knitting 101: Getting Started | 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 online support sites will be addressed.
4 sessions @ 3 hrs each.
$179 Total Cost
Section 0020 10:00 am - 1:00 pm
Edison HS Tu, June 23-July 14
Molnar-Grabowski, instructor

NEW
Polymer Clay Jewelry Making 101 | Course HI05016
Learn how to take a simple block of clay and turn it into an amazing piece of one of a kind jewelry. We’ll cover beads with a variety of canes, shape, and manipulate this amazing medium to create your own wearable art. You’ll leave class with two of your own creations - a necklace and earrings.
$129 Total Cost
Section 0020 6:30 pm - 9:30 pm
Woodson HS Th, April 2-April 16
Staff, instructor

NEW
Cricut Design Space 101 | Course HI05066
Are you afraid to take your Cricut out of the box? Struggling to design exactly what you want? Come learn about welding, attaching, slicing, uploading SVGs and more! Bring your own device with Cricut Design Space pre-loaded.
$ 89 Total Cost
Section 0020 10:00 am - 1:00 pm
Pimmit Hills Ctr W, April 15
Staff, instructor
Section 0021 1:00 pm - 4:00 pm
Plum Center Sa, May 9
Staff, 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 professional member of the American Society of Interior Designers.
4 sessions @ 3 hrs each
$159 Total Cost
Section 0020 1:00 pm - 4:00 pm
Pimmit Hills Ctr Sa, April 18-May 9
Hubler, instructor

"Wonderful class! I learned so much for both current and future projects.
Mrs. Hubler is a wonderful teacher and I would love to take more classes from her!"
Iris A. Interior Design

NEW
Essential Oils 101 | Course HI05002
Learn the basics of essential oils and how they can keep you and your family healthy!
$ 99 Total Cost
Section 0020 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, April 21
DeAnda, instructor

NEW
Essential Oils and Kids | Course HI05005
Ever wonder if essential oils can really help your child focus? Or calm down? Or levitate? Alright, they can’t get your kids to levitate, but come learn all of the benefits of using essential oils on kids- from babies to teens!
$ 99 Total Cost
Section 0020 10:00 am - 1:00 pm
Pimmit Hills Ctr Sa, June 6
Staff, 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.
$ 67 Total Cost
Section 0020 10:00 am - 12:30 pm
Plum Center Sa, May 16
Robertson, 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 @ 4 hrs.
$ 75 Total Cost
Section 0020 9:00 am - 1:00 pm
Plum Center Sa, June 13
Dessingue, instructor
NEW
Alien & Beyond: Ridley Scott Film Masterpieces | Course HI05021
Join a film series focused on Sir Ridley Scott, known for memorable images and strong female characters. This course will cover Alien, Prometheus, Blade Runner, Thelma & Louise, Kingdom of Heaven will be featured. Scenes from White Squall, Gladiator will also be shown. $115 Total Cost

Section 0020
Plum Center
6:30 pm - 9:30 pm
LeBlanc, instructor
Tu, March 31-May 5

Section 0021
Plum Center
6:30 pm - 9:30 pm
LeBlanc, instructor
Th, April 2-May 7

NEW
They Sang Their Hearts Out | Course HI05022
Join the battle to survive - and sing! this film series features the movies Judy, Walk the Line, La Vie en Rose, Bohemian Rhapsody, Lady Sings the Blues and Ray. Each film brilliantly captures the struggles of the main character and inspires you to defy the odds. $115 Total Cost

Section 0020
Plum Center
6:30 pm - 9:30 pm
LeBlanc, instructor
Tu, May 12-June 9

Section 0021
Plum Center
6:30 pm - 9:30 pm
LeBlanc, instructor
Th, May 14-June 11

"Mr. LeBlanc's content, like his supplemental material, is always spot on. This is an enjoyable course and has introduced me to many films that I would have otherwise overlooked. He is an excellent instructor and should be congratulated for his tenacity and dedication to exposing us all to great cinema."
Tom O - The First World War

"As usual, wonderful class. Excellent choice of movies enhanced by instructors knowledge of movie's history as well as actors."
Clytie C - Kings and Queens of Egypt
NEW

**ArtStory | Course HI04046**

For writers of all levels, ArtStory combines participants’ love of writing and art in a four-week course that uses artworks as the inspiration for short stories, flash fiction, memoirs, or essays. During weeks one through three, a different painting will serve as our point of departure. Along with discussing the painting, brief reviews of elements of creative writing (point of view, dialog, character development and others) will set imaginations free. During week four, participants will share their stories with the group. Please bring writing materials to class.

$150 Total Cost

Section 0020 10:00 am - 12:00 pm
Plum Center Tu, May 5-May 26
Sim, 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.

$190 Total Cost

Section 0020 10:30 am - 12:30 pm
Pimmit Hills Ctr Tu, April 14-May 19
Page, Instructor

**Day Writers | Course HI04019**

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

$190 Total Cost

Section 0020 10:30 am - 12:30 pm
Pimmit Hills Ctr Th, April 16-May 21
Page, Instructor

**Storytelling: Painting Pictures with Words | Course HI04026**

We all have stories to tell. What’s your story? The storytelling listener actively creates images and characters in his or her mind, and in a sense becomes the co-creator of the story. In this course we will cover basic elements of stories (e.g., character, setting, plot, conflict, and resolution) and focus on using imagery to communicate stories. We will discuss strategies used by storytellers to draw the audience into the story without getting side tracked in too many details. Participants will get writing exercises in class as well as homework assignments to share in the second and third weeks. 3 sessions @ 2 hours each.

$141 Total Cost

Section 0020 10:00 am - 12:00 pm
Plum Center Sa, May 2-May 30
Stawarski, Instructor

**Submit It! | Course HI04011**

A five-week workshop designed to help writers prepare their works – primarily short story, flash fiction, brief memoir pieces – for submission to literary or other publications for consideration. Weekly lecture components include identifying publications, preparing cover letters, and proper formatting as well as discussion of common writing problems that lose potential editors and publishers before they finish reading a work. Peer review of the writers’ selected works will take place each week to help identify issues and build confidence. Depending upon the number of participants, the last ten minutes of the first four sessions will be a free-write for participants to create a new work that will be added to in the following weeks. The final session will be a review of cover letters and any issues participants would like addressed by the group with the manuscripts they plan to submit. 5 sessions @ 2 hours each.

$150 Total Cost

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr Th, April 9-May 7
Sim, instructor

**21st Century Western Films | Course HI00004**

This course will examine various cinematic approaches to the Western genre in the last 20 years, with a focus on how modern filmmakers approach the genre’s tropes and reimagine/reframe the traditional elements of these movies. Specific films shown will be *Meek’s Cutoff*, *Slow West*, *The Sisters Brothers*, *The Outsider*, and *Damsel*.

$115 Total Cost

Section 0020 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, March 30-April 27
Massa, Instructor
**Foreign Languages**

**Q: How do I register?**
A: Call 703-658-1201 to register by phone or see page 47 for registration options. Register early, as many courses fill quickly. Consult https://aceclasses.fcps.edu for the most up-to-date information or to register online 24/7.

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

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

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

**Q: I have the textbook for this course. Will my total cost include the textbook?**
A: You have the option of purchasing a textbook at registration. If you already have a book, deduct the material fee from the total price. Make sure the textbook purchase box is unchecked when you register for the course.

**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 10 to 12 sessions and covers approximately 10 chapters of the Complete Language text for that language. See course descriptions for individual courses.

**Q: How will I know my room number?**
A: Please check your receipt for room information. Room assignments will also be posted at the main entrance with signs which will direct you.

**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.

**Questions or Concerns? Please contact Fanny Gaston directly at language@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.

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**Foreign Language**

**ARABIC**

**Introduction to Arabic | Course FL02618**
An introduction to Modern Standard Arabic. You will learn Arabic sounds and writing systems, as well as the alphabet, vowels, and basic everyday vocabulary. As you develop this foundation, you will be introduced to language and culture through music, art, and other activities. 10 sessions @ 2 hrs each.
$ 349 Total Cost (includes textbook fee)

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<td>Woodson HS</td>
<td>Trainor, instructor</td>
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<td>0021</td>
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<td>7:00 pm - 9:00 pm</td>
<td>Plum Center</td>
<td>Shockey, instructor</td>
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<td>0022</td>
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<td>12:30 pm - 2:30 pm</td>
<td>Pimmit Hills Ctr</td>
<td>Maloney, instructor</td>
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<tr>
<td>0023</td>
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<td>7:00 pm - 9:00 pm</td>
<td>Pimmit Hills Ctr</td>
<td>Maloney, instructor</td>
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"Instructor was great! Very helpful, took time to make sure we understood content and provided additional resources to supplement course materials."

**ACE Student - Introduction to Arabic**

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**AMERICAN SIGN LANGUAGE (ASL)**

**American Sign Language 100—Beginning 1 | Course FL02560**
Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.
$ 349 Total Cost (includes textbook fee)

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<td>7:00 pm - 9:00 pm</td>
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<td>Maloney, instructor</td>
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**American Sign Language 200—Beginning 2 | Course FL02562**
Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.
Prereq: FL02560 American Sign Language 100—Beginning 1
$ 349 Total Cost (includes textbook fee)

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<td>0021</td>
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<td>7:00 pm - 9:00 pm</td>
<td>Plum Center</td>
<td>Maloney, instructor</td>
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</table>
**American Sign Language 300—Beginning 3 | Course FL02563**
Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.
Prereq: FL02562 American Sign Language 200—Beginning 2 $40 Text: A Basic Course in American Sign Language, 2nd ed $355 Total Cost (includes textbook fee)

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**American Sign Language—Intermediate 5 | Course FL02571**
10 sessions @ 2 hrs each.
$309 Total Cost

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<td>Hall, instructor</td>
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**American Sign Language 600—Conversation | Course FL02572**
Increase your speed and expand your vocabulary through conversation. High-intermediate skills recommended.
10 sessions @ 2 hrs each.
Prereq: FL02568 American Sign Language 500—Intermediate $309 Total Cost

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<td>Hall, instructor</td>
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**CHINESE**
**Chinese (Mandarin)—Beginning 1 | Course FL02631**
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.
$79 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed $359 Total Cost (includes textbook fee)

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<td>0020</td>
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<td>Pimmit Hills Ctr</td>
<td>Pal, instructor</td>
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**FRENCH**
**French Refresher Boot Camp | Course FL06514**
Are you ready to learn French? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week of classes where you will build skills and gain confidence quickly, without stress! After this intensive week, you’ll be comfortably able to tackle an academic class at the appropriate level. A great introductory class for beginners, 4 sessions @ 2.5 hrs each.
$199 Total Cost

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<td>Molnar, instructor</td>
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**French 100—Beginning 1 | Course FL02671**
Develop your conversation skills, progressing from simple vocabulary to full sentences. Instruction will focus on speaking, with supporting exercises. 12 sessions @ 2 hrs each.
$49 Text: Easy French Step-by-Step ($13); Living Language French ($36) $365 Total Cost (includes textbook fee)

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<td>Nasra, instructor</td>
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<td>1:00 pm - 3:00 pm</td>
<td>Plum Center</td>
<td>Molnar-Grabowski, instructor</td>
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<td>0023</td>
<td>7:00 pm - 9:00 pm</td>
<td>Pimmit Hills Center</td>
<td>Michel, instructor</td>
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**French 115—Encore! | Course FL02665**
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. 5 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1 $13 Text: Easy French Step-by-Step $275 Total Cost (includes textbook fee)

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</table>

**French 200—Beginning 2 | Course FL02672**
Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire. Advance your conversational skills.
12 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1 $49 Text: Easy French Step-by-Step ($13); Living Language French ($36) $365 Total Cost (includes textbook fee)

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<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0020</td>
<td>12:30 pm - 2:30 pm</td>
<td>Plum Center</td>
<td>Michel, instructor</td>
</tr>
<tr>
<td>0021</td>
<td>7:00 pm - 9:00 pm</td>
<td>L. Braddock SS</td>
<td>Antoons, instructor</td>
</tr>
<tr>
<td>0022</td>
<td>7:00 pm - 9:00 pm</td>
<td>Chantilly HS</td>
<td>Welmerskirch, instructor</td>
</tr>
</tbody>
</table>

**French 300—Beginning 3 | Course FL02673**
Keep learning French. Develop and strengthen conversation and grammar skills. 12 sessions @ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2 $56 Text: Living Language French $345 Total Cost (includes textbook fee)

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<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0020</td>
<td>7:00 pm - 9:00 pm</td>
<td>Woodson HS</td>
<td>Molnar-Grabowski, instructor</td>
</tr>
<tr>
<td>0021</td>
<td>7:00 pm - 9:00 pm</td>
<td>L. Braddock SS</td>
<td>Michel, instructor</td>
</tr>
</tbody>
</table>

**French 320—Beginning 3 Conversation and Review | Course FL02675**
A review of verb tenses introduced in French—Beginning 1-2 and 3. Focus on present, past tense and future tense. Considerable directed, situational conversation, vocabulary review, and practice helps boost confidence in extemporaneous speaking. 10 sessions @ 2 hrs each.
Prereq: FL02673 French 300—Beginning 3 $60 Text: Easy French Reader, 3rd ed ($11); Easy French Step-by-Step ($13); Living Language French ($36) $375 Total Cost (includes textbook fee)

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</thead>
<tbody>
<tr>
<td>0020</td>
<td>1:00 pm - 3:00 pm</td>
<td>Pimmit Hills Ctr</td>
<td>Michel, instructor</td>
</tr>
<tr>
<td>0021</td>
<td>7:00 pm - 9:00 pm</td>
<td>Plum Center</td>
<td>Hull McCaffrey, instructor</td>
</tr>
</tbody>
</table>

**NEW**
**French 410—Encore une fois! | Course FL02667**
Où en êtes-vous? Review intermediate grammar and practice conversational skills. 6 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4 $15 Text: Ultimate French Review and Practice, 3rd ed $239 Total Cost (includes textbook fee)

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<tr>
<th>Section</th>
<th>Time</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0020</td>
<td>10:00 am - 12:00 pm</td>
<td>Pimmit Hills Ctr</td>
<td>Shahin, instructor</td>
</tr>
</tbody>
</table>

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**FCPS Employees get 25% off tuition for **ACE classes. **Some exclusions apply.**
French 420—Beginning Conversation | Course FL02676
Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.
Pre req: FL02674 French 400—Beginning 4
$ 26 Text: Easy French Reader, 3rd ed ($11); Ultimate French Review and Practice, 3rd ed ($15)
$ 339 Total Cost (includes textbook fee)
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
Shahin, instructor
Section 0021
7:00 pm - 9:00 pm
Plum Ctr
Jackson, instructor

NEW
French multi level—Les chansons françaises | Course FL03692
Parlons français à travers la chanson française. 6 sessions@2hrs each.
Pre req: FL02673 French 300—Beginning 3
$ 209 Total Cost
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
Th, June 4-July 9
Shahin, instructor

French 545—Revision | Course FL02678
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.
Pre req: FL02682 French 520—Intermediate 2
$ 15 Text: Ultimate French Review and Practice, 3rd ed
$ 329 Total Cost (includes textbook fee)
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
M, April 20-June 29
Shahin, instructor

French 600—Conversation, lecture et revisions | Course FL02684
Intermediate conversation class with review of grammar as needed. Focus on listening comprehension and vocabulary development with structured and free-flowing conversation. 10 sessions @ 2 hrs each.
Pre req: FL02686 French 600—Conversation, lecture et revisions
$ 345 Total Cost (includes textbook fee)
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
Staff, instructor
Section 0021
7:00 pm - 9:00 pm
Pimmit Hills Ctr
Hengel, instructor

French 645—Conversation et Lecture | Course FL02690
Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d’un haut niveau. 10 sessions @ 2 hrs each.
Pre req: FL02686 French 600—Conversation, lecture et revisions
$ 349 Total Cost
Section 0020
12:30 pm - 2:30 pm
Pimmit Hills Ctr
Th, April 2-June 4
Hengel, instructor

French 685—Conversation | Course FL02689
Consolidate command of the present tense including separable and reflexive verbs. Introduction to the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.
Pre req: FL02685 French 700—Conversation
$ 329 Total Cost (includes textbook fee)
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
M, May 20-June 21
Morrissy, instructor

NEW
French 750—Club de lecture | Course FL02687
I n’est jamais trop tard pour tomber en amour avec les livres. Le club de lecture est là pour vous aider à mieux parler et comprendre le français. En plus d’explications grammaticales selon le besoin, beaucoup de conversations et de discussions seront également prévues. 10 sessions @ 2 hrs each.
Pre req: FL02685 French 700—Conversation
$ 339 Total Cost
Section 0020
10:00 am - 12:00 pm
Pimmit Hills Ctr
F, April 17-June 19
Shahin, instructor

GERMAN

German 100—Beginning 1 | Course FL02701
Learn the basics of present-tense conversation. Beginners with little or no exposure to German. 12 sessions @ 2 hrs each.
$ 16 Text: Schaum’s Outline of German Grammar, 6th ed
$ 329 Total Cost (includes textbook fee)
Section 0020
3:30 pm - 5:30 pm
Plum Center
W, April 24-July 10
Elsisi, instructor
Section 0021
7:15 pm - 9:15 pm
Plum Center
M, March 23-June 22
Long, instructor
Section 0022
7:00 pm - 9:00 pm
Plum Center
Tu, April 14-June 30
Anderson, A, instructor

German 200—Beginning 2 | Course FL02702
Expand your knowledge of German cases, verbs, and tenses. Increase reading, writing, and conversation skills. New grammar includes prepositions, dative case, and separable and reflexive verbs. New review grammar focuses on review of basic grammar. 8 sessions @ 2 hrs each.
Pre req: FL02701 German 100—Beginning 1
$ 16 Text: Schaum’s Outline of German Grammar, 6th ed
$ 329 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Long Center
F, April 16-July 2
Elsisi, instructor

German 300—Beginning 3 | Course FL02703
New grammar includes prepositions, dative case, and separable and reflexive verbs. New review grammar focuses on review of basic grammar. 8 sessions @ 2 hrs each.
Pre req: FL02702 German 200—Beginning 2
$ 16 Text: Schaum’s Outline of German Grammar, 6th ed
$ 359 Total Cost (includes textbook fee)
Section 0020
7:15 pm - 9:15 pm
Plum Center
Tu, April 14-June 30
Long, instructor
Section 0021
7:00 pm - 9:00 pm
Pimmit Hills Ctr
W, April 29-July 15
Anderson, A, instructor

German Boot Camp | Course FL06503
Review grammar and improve vocabulary, reading, pronunciation, speaking, listening and writing skills while reading and discussing an interesting short story. Material will be provided by instructor. 4 sessions @ 2.5 hrs each.
Pre req: FL02703 German 300—Beginning 3
$ 199 Total Cost
Section 0020
7:00 pm - 9:30 pm
Plum Center
M Tu W Th, April 6-April 9
Long, instructor

Don't see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TeFp
**NEW**

**German—Basic conversation | Course FL02697**

Do you have a good foundation in German grammar but lack experience conversing? This is the perfect opportunity to practice, improve, and gain confidence in your ability to carry on a conversation by joining a group of fellow students for basic conversation practice. You will learn new vocabulary and review some grammar, but the focus of the class will be on conversation practice. Let’s start!...Lassit uns anfangen! 8 sessions @ 2 hrs

Prereq: FL02703 German 300—Beginning 3

$ 219 Total Cost

Section 0020 10:00 am - 12:00 pm

Plum Center Sa, April 4-June 6

Long, instructor

**German 400—Beginning 4 | Course FL02704**

Continue to expand your knowledge of German grammar and practice your conversation skills. Introduction to the genitive case, the imperative case, and relative and subordinate clauses. 12 sessions @ 2 hrs each

Prereq: FL02703 German 300—Beginning 3

$ 339 Total Cost (includes textbook fee)

Section 0020 7:15 pm - 9:15 pm

Plum Center W, April 15-July 1

Long, instructor

**German 520—Intermediate 2 | Course FL02710**

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

Prereq: FL02704 German 400—Beginning 4

$ 339 Total Cost (includes textbook fee)

Section 0020 7:15 pm - 9:15 pm

Plum Center Th, April 16-July 2

Long, instructor

**German 750—Konversation fuer Fortgeschrittene | Course FL02717**

Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu erweitern, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 8 sessions @ 2 hrs each.

$ 259 Total Cost (includes textbook fee)

Section 0020 11:00 am - 1:00 pm

Gainey, instructor

Section 0021 11:00 am - 1:00 pm

Gainey, instructor

**ITALIAN**

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

Learn the basics of starting to converse in the present tense. For students with little or no previous exposure to Italian. 10 sessions @ 2 hrs each.

Prereq: FL02774 Italian 400—Beginning 4

$ 42 Text: Living Language Italian $ 349 Total Cost (includes textbook fee)

Section 0020 9:00 am - 11:00 am

Pimmit Hills Ctr Sa, April 18-June 27

Baietti, Instructor

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

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

Prereq: FL02774 Italian 400—Beginning 4

$ 20 Text: Ultimate Italian $ 339 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm

L. Braddock SS Tu, April 14-June 16

Oddo, Instructor

**Italian 510—Intermediate 2 | Course FL02759**

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

Prereq: FL02774 Italian 400—Beginning 4

$ 319 Total Cost (includes textbook fee)

Section 0020 10:30 am - 12:30 pm

Pimmit Hills Ctr W, April 1-June 8

Hengel, instructor

**Italian 530—Intermediate 3 | Course FL02777**

Expand Italian vocabulary and language skill. Learn to master subjunctive tenses and more complex structure of the Italian language. 12 sessions @ 2 hrs each.

Prereq: FL02776 Italian 522—Intermediate 2

$ 359 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm

L. Braddock SS Th, April 23-July 9

Oddo, instructor

**NEW**

**Introduction to Greek for Beginners and Travelers | Course FL02724**

Explore a modern language from an ancient land. Class will focus on greetings, useful expressions, and cultural insights through Hellenic music, dance and cooking. Instructor will provide materials. 8 sessions @ 2 hrs each.

$ 299 Total Cost

Section 0020 1:00 pm - 3:00 pm

Pimmit Hills Ctr Th, April 23-June 11

Nicopoulos, Instructor

**NEW**

**Japanese for Beginners and Travelers | Course FL02784**

This course is for those who have not had any or very little exposure to Japanese. Survival language skills will help you take your first steps to learning this beautiful language. Learn the basics in 10 great sessions @ 2 hrs each.

$ 315 Total Cost

Section 0020 7:00 pm - 9:00 pm

Plum Center Th, March 26-June 4

Mercado, instructor

**Japanese 100—Beginning 1 | Course FL02785**

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

$ 28 Text: Japanese for Busy People I, Kana Version, 3rd ed $ 339 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm

Chantilly HS Tu, May 5-July 7

Kurimoto, instructor

Section 0021 7:00 pm - 9:00 pm

Pimmit Hills Ctr W, March 25-June 3

Toba, instructor

**JAPANESE**

**Japanese  for Beginners and Travelers | Course FL02784**

This course is for those who have not had any or very little exposure to Japanese. Survival language skills will help you take your first steps to learning this beautiful language. Learn the basics in 10 great sessions @ 2 hrs each.

$ 315 Total Cost

Section 0020 7:00 pm - 9:00 pm

Plum Center W, April 15-June 17

Moore, instructor
Japanese 200—Beginning 2 | Course FL02786
Continue to develop conversation skills as you consolidate command of verb conjugation and usage of preposition. Develop skills to expand sentences by using the knowledge you obtained in the previous lessons. Polish reading and writing skills. 10 sessions @ 2 hrs each.
Prereq: FL02785 Japanese 100—Beginning 1
$ 28 Text: Japanese for Busy People 1, Kana Version, 3rd ed
$ 359 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Chantilly HS
Kurimoto, instructor
Section 0021
7:00 pm - 9:00 pm
Pimmit Hills Ctr
Toba, Instructor

Japanese 300—Beginning 3 | Course FL02787
Advance the use of the grammar skills as you build vocabulary. Develop new skills to use tenses in affirmative and negative forms in both verbs and adjectives. Listening and conversation skills will be reinforced throughout the lessons while reading and writing continue to grow. 10 sessions @ 2 hrs each.
Prereq: FL02786 Japanese 200—Beginning 2
$ 28 Text: Japanese for Busy People 1, Kana Version, 3rd ed
$ 359 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Pimmit Hills Ctr
Toba, Instructor

KOREAN
Korean—Beginning 1- Introduction to Korean for Beginners | Course FL02800
Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes travel’s vocabulary and phrases that are essential for those who plan to travel to Korea: ordering food, purchasing goods, asking directions, etc. 12 sessions @ 2 hrs each.
$ 41 Total Cost (includes textbook fee)

SPANISH
Spanish Language Boot Camp | Course FL06513
Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you’ll be comfortably able to tackle an academic class at the appropriate level. 4 sessions @ 2.5 hrs each.
$ 199 Total Cost
Section 0020
3:00 pm - 5:30 pm
Plum Center Exception
M Tu W Th, April 6-April 9
Peralta Rocha, Instructor

SPANISH
Spanish Basics for Health Care Professionals Part 2 | Course FL02875
Communicate directly in Spanish to reduce guess-and-stress as a care-giver to the growing Spanish-speaking population. For healthcare professionals who have completed part 1 or any other Spanish class. 10 sessions @ 2 hrs each.
Prereq: FL02871 Spanish 100—Beginning 1
$ 230 Total Cost
Section 0020
7:00 pm - 9:00 pm
Plum Center
M, April 24-June 26
Williams, Instructor

Spanish 100--Beginning 1 | Course FL02861
Learn useful expressions and basic skills to start conversing in the present tense. Pronunciation will be reenforced, as you gain new vocabulary, verbs and expressions. For new students with little or no previous exposure to Spanish. 12 sessions @ 2 hrs each.
Prereq: FL02861 Spanish 100--Beginning 1
$ 41 Text: Complete Spanish ($22): Complete Spanish Step-By-Step ($19)
$ 359 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Edison HS
Roberts, Instructor
Section 0021
10:30 am - 12:30 pm
Plum Center
M, April 20-July 13
Smith, instructor
Section 0022
7:00 pm - 9:00 pm
Plum Center
F, March 27-June 16
Peralta Rocha, instructor
Section 0023
12:30 pm - 2:30 pm
Plum Center
Sa, May 16-August 8
Peralta Rocha, instructor
Section 0024
2:00 pm - 4:00 pm
Pimmit Hills Ctr
Sa, April 18-July 11
Peralta Rocha, instructor
Section 0025
7:00 pm - 9:00 pm
Pimmit Hills Ctr
W, March 25-June 17
Staff, instructor
Section 0026
7:00 pm - 9:00 pm
L. Braddock SS
Tu Th, April 28-June 4
Twice a week.

LATIN
NEW
Latin—Basics 1 Beginning Latin | Course FL02619
Students will explore Latin influences on English in everyday vocabulary, scientific and medical language, and law. 10 sessions @ 2 hrs each.
$ 299 Total Cost
Section 0020
2:00 pm - 4:00 pm
Plum Center
Morgan instructor

NEW
Russian 200 (FL02836-0020) and Russian 300 (FL02837-0020) - Plum Center location - are now open for registration. Call 703-658-1201 or go online to register. aceclasses@fcps.edu

PORTUGUESE
NEW
Portuguese 100—Beginning 1 (Brazilian) | Course FL02820
Learn common Portuguese words, phrases and cultural tips for leisure and business. This course make pronunciation simple.
10 sessions @ 2 hrs each.
$ 72 Text: Aquarela Portuguese for Foreigners
$ 389 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Pimmit Hills Ctr
Staff, instructor
Review Spanish Past Tenses: Era or Fue?
Course FL02808

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 @ 2 hrs each.
Pre-requisite: FL02807 Review Spanish Subjunctive Mood
$159 Total Cost
Section 0020
6:45 pm - 8:45 pm
Bryant Ctr
M, April 5-June 1
Nader, Instructor

Spanish 410--¡Refresquemos la memoria!
Course FL02866

isemos lo aprendido... Practice conversational skills as you review present, present progressive, imperfect, preterit, and past progressive tenses. Broaden your vocabulary as you practice reading and writing, and review grammar according to the needs of the students. 10 sessions @ 2 hrs each.
Pre-requisite: FL02864 Spanish 400--Beginning 4
$125 Text: Ultimate Spanish Review & Practice, 3rd ed
$339 Total Cost (includes textbook fee)
Section 0020
7:00 pm - 9:00 pm
Chantilly HS
Tu, May 5-July 7
Garcia Linares, Instructor

Spanish 430--Beginning 4 Review and Conversation | Course FL02860

A review course to reinforce command of basic verb tenses introduced in Spanish 100 to 400. Conditional and future tense will be introduced. Vocabulary review, directed conversation and writing skills will be strengthened. 10 sessions @ 2 hrs each.
Pre-requisite: FL02864 Spanish 400--Beginning 4
$125 Text: Ultimate Spanish Review & Practice, 3rd ed
$339 Total Cost (includes textbook fee)
Section 0020
1:30 pm - 3:30 pm
Pimmit Hills Ctr
W, April 29-June 1
Sanchez, Instructor
Section 0021
7:00 pm - 9:00 pm
Plum Center
Tu, April 14-June 16
Eugenio Fernandez, Instructor
Section 0022
4:30 pm - 6:30 pm
Plum Center
F, March 27-June 5
Peralta Rocha, Instructor
Section 0023
9:00 am - 11:00 am
Pimmit Hills Ctr
Sa, April 18-June 27
Rosendi, Instructor

Spanish 510--Refresher Intermediate Course FL02854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.
Pre-requisite: FL02860 Spanish 400--Beginning 4 Review and Conversation
$125 Text: Ultimate Spanish Review & Practice, 3rd ed
$339 Total Cost (includes textbook fee)
Section 0020
10:30 am - 12:30 pm
Plum Center
F, April 3-June 12
Roberts, Instructor

Spanish 520--Intermediate 2 | Course FL02869

Hone grammar skills and expand vocabulary through conversation. For intermediate students. 10 sessions @ 2 hrs each.
Pre-requisite: FL02868 Spanish 500--Intermediate
$125 Text: Ultimate Spanish Review & Practice, 3rd ed
$349 Total Cost (includes textbook fee)
Section 0020
12:15 pm - 2:15 pm
Plum Center
Tu, April 14-June 16
Roberts, Instructor

Review Spanish Subjunctive Mood | Course FL02807

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 @ 2 hrs each.
Pre-requisite: FL02864 Spanish 400--Beginning 4
$159 Total Cost
Section 0020
6:45 pm - 8:45 pm
Bryant Ctr
Tu, May 5-May 26
Nader, Instructor

Spanish 590--Conversation and Review | Course FL02871

Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.
$349 Total Cost
Section 0020
7:00 pm - 9:00 pm
Woodson HS
Tu, April 14-June 16
Eugenio Fernandez, Instructor
Section 0021
12:15 pm - 2:15 pm
Pimmit Hills Ctr
Th, April 16-June 18
Salas, Instructor

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

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 Instructeur coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 6 sessions @ 2 hrs each.
$275 Total Cost
Section 0020
6:45 pm - 8:45 pm
Plum Ctr
Th, May 7-June 11
Nader, Instructor

Book club in Spanish | Course FL02809

Students will read “ La hija de la Fortuna” de Isabel Allende. An extraordinary story from one of the best Spanish speaking writers. Students will read some chapters and discuss them in class. 4 sessions @ 2 hrs each.
$159 Total Cost
Section 0020
6:45 pm - 8:45 pm
Bryant Ctr
W, May 20-June 10
Nader, Instructor
<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Start/End</th>
<th>Location</th>
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<td>World Language Boot Camp - Grades 2-5</td>
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<td>French Boot Camp - Course GS04019</td>
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<td>Spanish Boot Camp - Course GS07019</td>
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<td><strong>Computer Graphics - Grades 3-5</strong></td>
<td><strong>Course GS03090</strong></td>
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<tr>
<td><strong>Middle &amp; High School</strong></td>
<td><strong>NEW</strong></td>
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<tr>
<td>An Introduction to Cooking for Teens - Grades 6-10</td>
<td>Course SB06810</td>
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<tr>
<td><strong>Effective Study Skills for Teens - Grades 6-10</strong></td>
<td>Course SB07624</td>
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<tr>
<td>Cooking for Teens, Beyond the Basics - Grades 6-10</td>
<td>Course SS06815</td>
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<tr>
<td>Geometry SOL Boot Camp - Grades 9-12</td>
<td>Course SS05000</td>
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<td>Young Writer's Workshop - Grades 6-10</td>
<td>Course SB07639</td>
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**Spring Break Enrichment 2020—Elementary, Middle and High School**

Don't see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TEfp
Summer Enrichment - Extended Day at Fairfax HS — Elementary Students

Chess Tips and Strategies—Grades 1-6
Course SC03040
Appropriate for all levels of chess players—from the very beginner to the very experienced. Students will be grouped according to skill level. Master players will teach tips and strategies with friendly competitions throughout the session. Learn chess in a fun relaxed environment. 5 sessions @ 3 hours each.
$189 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Computer Graphics—Grades 3-5
Course SC03090
Children are digital natives who seek to learn more! Hands-on sessions in fields such as page layout design, web development, illustration and many other aspects of computer graphics. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hours each.
$239 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Creative Writing—Grades 3-5
Course SC03030
Students learn to write a story on their own as well as collaborating with others to write a group story. Through activities and games they will learn how to paint a picture with words while practicing sentence writing skills. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hrs each. $209 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 20-July 24
Staff, instructor

Culinary Adventures—Grades 3 - 5 | Course SC03010
Healthy and nutritious choices can also mean delicious. 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.
Course is 5 sessions @ 3 hours each. $257 Total Cost

Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 20-July 24
Staff, instructor

Section 1400 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 27-July 31
Staff, instructor

Learning English Across the U.S.A.
Grades 1-3 | Course SC03000
Designed for English Speakers of Other Languages (ESOL) students with beginning to advanced proficiency in English. Explore the United States (U.S.), experience American culture and gain knowledge for success in U.S. schools. The language of science/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. $215 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Learning English Across the U.S.A.
Grades 4-6 | Course SC03001
(See course description above)

$215 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Physics One—Grades 3-6
Course SC03100
Do you have a child who is interested in physics, building things, or knowing how things work? This class 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. $257 Total Cost

Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Physics Two—Grades 3-6
Course SC03200
Do you have a child who is interested in physics, building things, or knowing how things work? This class is an introduction to the fundamental principles of physics—such as energy, electricity, chemical reactions, and electromagnetism—using various experiments and an explanation of the underlying concepts. These include building a battery, circuits, electromagnet, and volcano.
5 sessions @ 3 hrs each. $249 Total Cost

Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Call 703-658-1201 to register and request a 10% per student discount for 2 students in the same family.
NEW
Give Your Child a Headstart in Languages

Want your child to have a boost in learning a global language? This 3 hour per day– 5 day course, will immerse your child in language learning, through games, crafts, songs and more. Basic language concept learning is emphasized with the goal of having your child listen, understand, speak, write and read the language in a fun, engaging way. Perfect for beginners and those students who have had some exposure to the language.

Chinese Basics Boot Camp—Grades 1-4
Course SC13071
$229 Total Cost
Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

French Basics Boot Camp—Grades 1-4
Course SC13061
$229 Total Cost
Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 24
Staff, instructor

German Basics Boot Camp—Grades 1-4
Course SC13081
$229 Total Cost
Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 20-July 24
Staff, instructor

Sign Language Basics Boot Camp—Grades 1-4
Course SC13041
$229 Total Cost
Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 20-July 24
Staff, instructor

Spanish Basics Boot Camp—Grades 1-4
Course SC13051
$229 Total Cost
Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

NEW
Immersion For Grades 1-6

Attending a language immersion course can improve a child’s language skills as students 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 classes operate on the principle of total immersion (language spoken throughout class), which allows students to hear the language at all times. PARTICIPANTS SHOULD ALREADY HAVE BASIC UNDERSTANDING OF THE LANGUAGE.

Chinese Language Immersion
Grades 1-5 | Course SC33071
$229 Total Cost
Section 1100 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 6-July 10
Staff, instructor

French Language Immersion
Grades 1-5 | Course SC33061
$229 Total Cost
Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

German Language Immersion
Grades 1-5 | Course SC33081
$229 Total Cost
Section 1300 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 20-July 24
Staff, instructor

Spanish Language Immersion
Grades 1-5 | Course SC33051
$229 Total Cost
Section 1200 2:30 pm - 5:30 pm
Fairfax HS M Tu W Th F, July 13-July 17
Staff, instructor

Look for our Summer catalog in the week of May 12, 2020
Summer Enrichment—Extended Day at Fairfax HS
Secondary Students

An Introduction to Cooking for Teens
Grades 6-10 | Course SS06810
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! 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 well suited for students who have a passion for good food and enjoys being in the kitchen.
5 sessions @ 3 hrs each.
$305 Total Cost
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 6-July 10
Staff, Instructor

Cooking for Teens, Beyond the Basics
Grades 6-10 | Course SS06815
A perfect way to further hone skills of budding Chef at home! 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. Well suited for students who are comfortable in the kitchen and have some culinary experience and skill.
5 sessions @ 3 hrs each.
$305 Total Cost
Section 1030 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 13-July 17
Staff, Instructor

NEW

Comic Book Creations—Grades 6-10 | Course SS09825
Do you love the Marvel Universe? Are you a DC Comics fan? Take your love for graphic novels to the next level and learn how to plan, write, illustrate and publish your own work online. Students in this course will develop and apply effective writing techniques and contemporary digital skills to express themselves through original, creative story-telling in a graphic novel format. At the end of the course, students will have their own graphic novels published online (secured link) and print copies to share.
5 classes @ 3.0 hours
$429 Total Cost
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 20-July 31
Staff, 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.
$18 Text: Effective Study Skills for Teens Workbook $249 Total Cost (includes textbook fee)
Section 1030 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 13-July 17
Staff, Instructor

Introduction to Filmmaking —Grades 6-9 | Course SS08002
Interested in filmmaking? If you’ve never enrolled in a film course, here’s a great opportunity—we’ll start with studying the history of film (from the silent to the talkies), as well as cinematic analysis. We’ll also create storyboards, learn screenplay format, and other techniques of cinema (i.e. editing, lighting, camera angles, etc.). By the final class, you’ll be presenting your own short film project. 5 sessions @ 3 hrs each.
$249 Total Cost
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 6-July 10
Staff, Instructor
Section 1030 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 13-July 17
Staff, Instructor

Introduction to Geometry—Grades 7-11
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. 2 week session.
$295 Total Cost (includes textbook fee)
Section 1020 2:30 pm - 4:30 pm Fairfax HS M Tu W Th F, July 6-July 17
Staff, Instructor

Introductory Keyboarding for Teens
Grades 6-10 | 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. Courses are 2 weeks long.
$10 Text: Introductory Keyboarding for Teens $299 Total Cost (includes textbook fee)
Section 1030 2:30 pm - 4:30 pm Fairfax HS M Tu W Th F, July 13-July 24
Staff, Instructor
Section 1040 2:30 pm - 4:30 pm Fairfax HS M Tu W Th F, July 20-July 31
Staff, Instructor

Jumpstart: TJ Test Prep—Grades 6-8 | Course TX04001
This Prep course is offered to students 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 included. Reduced tuition is not available.
$86 Text: Non-Negotiable Skills, Level 1 ($61); TJ Math Test Prep Workbook ($25)
$444 Total Cost (includes textbook fee)
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 6-July 17
Staff, Instructor
Section 1040 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 20-July 31
Staff, Instructor

Leadership Skills for Teens—Grades 6-10 | Course SS08001
Inspires today’s youth to develop leadership skills essential to their success in the 21st century. Introduction to the fundamentals of leadership and designed to give students the understanding of their unique leadership strengths and objectives. Opportunity to learn through readings, exercises, and discussions.
$10 Text: Leadership Skills for Teens $249 Total Cost (includes textbook fee)
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 6-July 10
Staff, Instructor
Section 1040 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 20-July 24
Staff, Instructor

PSAT Test Preparation—Grades 7-9 | Course SS07000
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. Classes are taught by FCPS teachers endorsed in the content area that they are teaching. 20 hours of instruction, 2 week session.
$73 Text: Victory for the PSAT Tests, 5th ed $419 Total Cost (includes textbook fee)
Section 1040 2:30 pm - 4:30 pm Fairfax HS M Tu W Th F, July 20-July 31
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.
$26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Handbook ($15)
$250 Total Cost (includes textbook fee)
Section 1020 2:30 pm - 5:30 pm Fairfax HS M Tu W Th F, July 6-July 10
Staff, Instructor
Secondary Enrichment

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. $18 Text: Effective Study Skills for Teens Workbook
$265 Total Cost (includes textbook fee)

- Section 1030  9:00 am - 12:00 pm
  Pimmit Hills Ctr
  Staff, instructor

- Section 1040  9:00 am - 12:00 pm
  Plum Center
  Staff, instructor

- Section 1050  12:30 pm - 3:30 pm
  Plum Center
  Staff, instructor

- Section 1060  12:30 pm - 3:30 pm
  Woodson HS
  Burch, instructor

Fundamental Skills of Algebra - Grades 6-8 | Course SM07646
Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. This course is 20 hours of instruction. $30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)
$305 Total Cost (includes textbook fee)

- Section 0418  8:30 am - 12:30 pm
  Plum Center
  Staff, 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. $26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Workbook ($15)
$265 Total Cost (includes textbook fee)

- Section 0307  9:00 am - 12:00 pm
  Plum Center
  Staff, instructor

NEW

SOL Test Prep 5th Grade Math & Reading | Course SM06005
Is your student in need of math and reading SOL remediation? If so, then this course is a great option! This SOL test prep course will be focusing on testing strategies for 5th grade students who will participate in the Spring 2020 SOL. Make sure your student is fully prepared for success on this year’s SOL! $299 Total Cost

- Section 1000  9:30 am - 2:00 pm
  Plum Center
  Staff, instructor

NEW

SOL Test Prep 6th Grade Math & Reading | Course SM06010
Is your student in need of math and reading SOL remediation? If so, then this course is a great option! This SOL test prep course will be focusing on testing strategies for 6th grade students who will participate in the Spring 2020 SOL. Make sure your student is fully prepared for success on this year’s SOL! $299 Total Cost

- Section 1100  9:30 am - 2:00 pm
  Plum Center
  Staff, instructor

ONLINE CLASSES

Register now for online self-directed test preparation courses that use the Cambridge Educational Services® curriculm. 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.

ACT Preparation - ONLINE | Course SM08200
The fall college application deadlines are fast approaching! This course guides you through the major subject area of English, Mathematics, Science, and Reading. $469  Total Cost

- Section 1000

SAT Preparation - ONLINE | Course SM08100
Raise your SAT scores as college applications are right around the corner! This course 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. $469 Total Cost

- Section 1000

NEW

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 Total Cost

SYLVAN CLASSES

Register now for the Sylvan Reading Program online. This progressive program is designed to build essential skills. Log in from home to practice math and language skills.

- Section 1070

SAT Test Preparation | Course SM08000
In partnership with Cambridge Education Services, Inc., this course prepares students for the SAT exam. Students will review content and concepts needed for the SAT. Instruction will focus on opportunities to increase speed, accuracy, and confidence. This course includes 10 hours of Math and 10 hours of Verbal instruction. $77 Text: Victory for SAT, 13th ed
$619 Total Cost (includes textbook fee)

- Section 1030

Jumpstart: TJ Test Prep - Grades 6-8 | Course TX04000
The Jumpstart Thomas Jefferson Test Prep course is offered to students 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. This course is 15 hours of Math and Science and 10 hours of Verbal for a total of 25 hours. Materials are included. Reduced tuition is not available.

- Section 1040

JUMPSTART CLASSES

JUMPSTART CLASSES

JUMPSTART CLASSES

JUMPSTART CLASSES

Note: Online classes have a 30 min break.

JUMPSTART CLASSES

JUMPSTART CLASSES

JUMPSTART CLASSES

More summer secondary enrichment offerings under development and coming your way at Fairfax HS and Pimmit Hill Center locations!
Culinary Adventures  - Grades 3 - 5  
Pimmit Hills Center | Course EP03010  
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 students.  
$165  Total Cost  
Section 1000  9:00 am - 12:00 pm  

Creative Writing - Grades 3-5  
Pimmit Hills Center | Course EP03030  
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.  
$125  Total Cost  
Section 1100  9:00 am - 12:00 pm  

Chess Tip and Strategies - Grades 1-6  
Pimmit Hills Center | Course EP03040  
The Chess Tips and Strategies is appropriate for all levels of chess players—from the very beginner to the very experienced. Students will be grouped according to skill level. Master players will teach tips and strategies with friendly competitions throughout the session  
$115  Total Cost  
Section 1200  9:00 am - 12:00 pm  

Spanish Basics Boot Camp - Grades 1-4  
Pimmit Hills Center | Course EP03051  
Want your child to have a boost in learning Spanish? Learn Spanish through games, crafts, songs and more. Basic language concept learning is emphasized with the goal of having your child listen, understand, speak, write and read Spanish in a fun, engaging way. Perfect for beginners and those students who have had some exposure to the language.  
$139  Total Cost  
Section 1300  9:00 am - 12:00 pm  

Japanese Language Immersion  - Grades 1-4  
Pimmit Hills Center | Course EP33091  
Attending Language Immersion can improve a child’s language skills as students 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 classes operate on the principle of total immersion (language spoken throughout class), which allows students to hear the language at all times. PARTICIPANTS SHOULD ALREADY HAVE BASIC UNDERSTANDING OF THE LANGUAGE.  
$139  Total Cost  
Section 1400  9:00 am - 12:00 pm
Driver Improvement Clinic

Driver Improvement Clinic | Course DE09500
Did you know there is more than one reason to take a Driver Improvement course? Whether you have been court-ordered and in need of safe driving points or would like to reduce your insurance premium (check with your provider first) this 8-hour class is for you! 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 8-hour driver improvement program is 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 1 session @ 8 hrs. There is no tuition waiver for this class.

Section 0402 Plum Center
9:00 am - 5:30 pm Thu, April 2

Bob Sargent has been teaching Behind-the-Wheel within Fairfax County Public Schools for 11 years. He enjoys working with young people and helping them gain confidence in themselves and their abilities as they strive to master this challenging and essential life skill. In addition, Bob helps to manage the Driver Education Program out of Pimmit Hills Center and regularly teaches a Driver Improvement Clinic out of Plum Center. Bob has a Bachelors’ Degree from Virginia Commonwealth University and has also worked as a teacher at Edison High School for 6 years.

Driver Education

Did you know there is more than one reason to take a Driver Improvement course? Whether you have been court-ordered and in need of safe driving points or would like to reduce your insurance premium (check with your provider first) this 8-hour class is for you! 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 8-hour driver improvement program is 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

Section 0402 Plum Center
9:00 am - 5:30 pm Thu, April 2

Bob Sargent

Behind-the-Wheel

Does your student have:

- a valid Virginia learner’s permit and
- a District 8 classroom course completion card or concurrent enrollment form?

Behind-the-Wheel instruction is provided at multiple FCPs high schools all summer long. This class includes administration of the Commonwealth of Virginia Final Road Skills Evaluation

$1329 Total Cost

March 5-13 March 16-24
March 25- April 2 April 4-11
April 14-22 April 23-May 1
May 4-12 May 14-22
May 26-June 3 June 4-12

Learner’s Permit Test - $15

Are you a family of an FCPs student who needs a DMV Learner’s Permit? We offer DMV Permit tests in FCPS schools!

Multiple locations and dates. Call our registration office at 703-658-1201 or check the ACE website to see if your school is participating!

Families choose us!

Drivers choose us!

Drivers choose us!

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Don’t Leave Your Teen on the Side of the Road

TIME TO #ADULT: BASIC CAR REPAIR

Classes for Teens & Adults at Fairfax HS
Coming March 2020

Have Fun All Year Long with Parktakes!

Sign up for your free, quarterly guide to Fairfax County parks, and let the fun begin!

To get Parktakes delivered to your home or via email, call the Fairfax County Park Authority (703) 222-4664.

(703) 324-8563. TTY: VA Relay 711
Online Courses

Information Technology Online

Begin to Build Android Apps Within an Hour. No Coding Required! | Course DL07115
Build your first Android app using the Android App Inventor platform. In this course, you will learn not only the technical side of app building, but also the creative design process and how to quickly and easily get your app ready for any Android App marketplace, including Google Play. 36 Contact Hours. $209 Total Cost

Certified Ethical Hacker (CEH) | Course DL07370
This ethical hacking course puts you control in a hands-on environment with a systematic process. You will be exposed to a different way of achieving optimal information security posture in your organization - by hacking it! You will scan, test, hack and secure your own systems. Learn the five phases of ethical hacking and the ways to approach your target and succeed at breaking in every time! 40 Contact Hours. $489 Total Cost

CompTIA Linux+ | Course DL07309
Linux has grown into an industry-leading software and service delivery platform that is used for everything from super computers and Web servers to virtualized systems and your Android phone. This growth creates high demand for qualified Linux professionals. With CompTIA's Linux+ Powered by LPIC certification, you will acquire the fundamental skills and knowledge you need to successfully configure, manage and troubleshoot Linux systems. 40 Contact Hours. $409 Total Cost

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. 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 at your own pace. 60 Contact Hours. $899 Total Cost

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 on one of these programs: Word, Excel, PowerPoint, Outlook and OneNote. This course can be completed at your own pace. As a benefit, the e-leaner is provided access to this course including any updates that are made to the curriculum from the time of official enrollment for one-year post course completion. 24 Contact Hours. $129 Total Cost

Social Media & Digital Marketing 101 | Course DL07432
This course is designed to help business owners tackle the online aspect of their business through creative marketing ideas implemented through the power of social media, online tools and apps. You will learn to setup your business Facebook page, use Facebook groups to generate leads and live video topics. We take a step-by-step look at setting up each part of your page to its max. 20 Contact Hours. $169 Total Cost

The Best Online Typing Course | Course DL02880
This online typing program is an indispensable tool for improving your productivity on a computer keyboard! It offers a customized learning scenario that suits beginners and those with keyboard experience. Track progress of user-performance with simple and detailed statistics. 24 contact hours. $109 Total Cost

The Complete Web Developer Package | Course DL07125
This web development course will take you through all programming skills needed to be a successful web developer. Each in-depth module has examples and explanations of how things work. Modules include: HTML, CSS, JavaScript, JQuery, Ajax, PHP and SQL. 110 Contact Hours. $399 Total Cost

Management Training

Supervising and Managing Workplace Employees (Bud to Boss Toolkit) | Course DL07431
Moving into a position of authority brings new responsibilities–some of which might be uncomfortable. 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 for those new to supervising and managing others. 20 Contact Hours. $279 Total Cost

Medical

Back and Safety Ergonomics | Course DL01877
Back injuries and disorders are one of the leading causes of disability for those in the workforce, affecting over 600,000 employees each year. Learn the importance of back safety, how to prevent injuries, reporting requirements in the workplace and understand the ergonomic solutions to control hazards. 2 Contact Hours. $129 Total Cost

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. 4 Contact Hours. $189 Total Cost

Expert Certificate Course - Medical Transcription for Physician Office/ Hospital/Home-Based Business | Course DL02816
Prepares students for employment in a physician’s office, group practice, clinic, hospital or home-based business. Successful completion provides training to pursue certification as a Certified Medical Transcriptionist (CMT) or Registered Medical Transcriptionist (RMT). Certification NOT included with course. Includes 300 hours of transcription practice from authentic physician dictation in a variety of specialties. The average time to complete the course is 6 months, 500 Contact Hours. $1999 Total Cost

Instructions
1) Enroll with our online course provider:
   - Visit: 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 your 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.

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

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

A $15 withdrawal fee is assessed for each refund (applies to ALL classes—traditional, driver education, and online).
Allow at least three weeks for processing.
Note: Please use Section Number - 0020

Don’t see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TFp
Hemodialysis Technician Training Online with Externship | Course DL07315
Learn what dialysis is, how it was developed, how to use and maintain dialysis equipment, and how to ensure high quality patient care. Course highlights organs and function of the renal system, renal failure/ESRD, uremia, psychosocial aspects of renal failure, infection control and standard precautions, procedural clinical proficiency, extracorporeal circuit, and water treatments. Additional requirements: Prior to scheduling externships, students must submit physical examination form with current immunizations, facility specific lab tests and current Mantoux (TB) along with copies of current CPR and First Aid cards. 350 Contact Hours. $3495 Total Cost

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. 8 Contact Hours. $429 Total Cost

NEW Introduction to Medical Law and Ethics | Course DL07498
This online, self-paced course introduces students to legal and ethical issues related to the health care setting. It provides an overview of the laws and professional requirements that regulate the delivery of health care, including HIPAA, the Patient's Bill of Rights and standard of care. Students will also gain an understanding of ethical and moral issues that is most appropriate for those seeking entry into the health care field and for incumbent workers planning for advancement. 40 Contact Hours $299 Total Cost

Phlebotomy Technician Training Online with Externship | Course DL07384
This program is broken into three segments: 60 hours of online lectures/exercises, 100 hours of externship to include 100 successful, unaided blood collections including venipunctures and skin punctures. Students are trained to collect, transport, handle and process blood and other specimens for laboratory analysis. Prepares students for multiple practice roles and national certifications. National certification exams are not included. This entry-level clinical profession program is ideal for students in the allied health care field. The national certification examinations require that students should have a high school diploma or completed the General Equivalency Diploma (GED). 160 Contact Hours. $3495 Total Cost

Professional Writing and Communication

Certificate in Technical Writing | Course DL03600
Instructor-led course developed for those already in the field or those in the downsized IT industry. Learn from highly qualified industry practitioners and tech writing faculty. This program is designed for those who want to enhance existing careers in technical writing or move in a new direction within the corporate workplace. 90 Contact Hours. $1159 Total Cost

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 speech and their function, 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. 10 Contact Hours. $189 Total Cost

Writers at Work: A Review for Professionals Part 2: Perfecting Your Punctuation | Course DL07273
Correct punctuation is essential to good clear writing. Part II of the review covers punctuation, providing a practical understanding of punctuation. 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. 10 Contact Hours. $189 Total Cost

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. 10 Contact Hours. $189 Total Cost

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. Part IV presents strategies to ensure the tone of your document is appropriate, positive, and professional. 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 writing assignments. The instructor is available at all stages of the course for tutoring. 10 Contact Hours. $189 Total Cost

Hobbies

Digital Photography Basics | Course DL07413
Do you want to tell a story, capture family memories, sell a product, or simply take photos of the beauty around you? Well, learning photography will definitely help fulfill your creative vision. As a beginner, you will need to learn how to master basic digital camera functions and equipment. This course will take the average learner beyond the automatic settings on a camera. You will learn how to apply the basic techniques of photography to capture great photographs. The course covers, how to hold your camera, composition, light usage, transferring your photos from digital media, storage, file management, basic editing, file formats and exporting final resolutions for most applications. You will learn the fundamentals of aperture, shutter speeds, exposure, and the difference between shooting in studio and outside locations. Bring your creative vision to fruition by getting started today and learning how to capture the images you have always dreamed of. $299 Total Cost

Flying your drone for the first time can be intimidating for beginners. Am I going to crash? How does the remote control work? How high and how far can I fly? Can I fly at the Grand Canyon? Am I allowed to fly over people? Can I get paid to fly my drone? How do I take cool pictures and videos? If you’ve ever asked any of these questions, this course is perfect for you. As an aviator of 15 years (Commercial Pilot and Flight Instructor), Aeronautical University Professor, and as the author of the Best Selling course on how to become an FAA Part 107 Remote Pilot (Commercial license for drones), I will take you through all the necessary steps to complete your first flight successfully. As a future aviator, starting your “career” with good habits is critical. Requirements: Preferably, you should already own a drone or have one ordered. No aviation knowledge necessary. $99 Total Cost
STUDENT SERVICES—PLUM CENTER

- Educational information and referral
- Course selection assistance
- Payment plans by appointment
- Accommodations
- Underage waivers for students under 18

Call Student Services: Plum Center | 703-658-2709 or email educationalcounseling@fcps.edu

CONTACT US

For more information
ESOL | 703-658-2777
General information (24-hour) | 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

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. Donations to the ACE Scholarship Fund are non-refundable.

POLICIES

Purchase order - PO/LOA*
Companies/organizations have the option of using POs, LOAs, or setting up a company account and enrolling students with a company credit card. If enrolling with a PO or LOA, please allow two weeks for processing. Please send completed registration forms, along with an attached copy of your PO or LOA to:

Adult and Community Education, Dept. F
Fairfax County Public Schools, Plum Center
6815 Edsall Road, Springfield, VA 22151
email: ACEOnline@fcps.edu

Companies/organizations enrolling students using these methods are obligated to pay textbook, material, lab, and tuition fees associated with these enrollments within 30 days of registration. There are no discounts for classes missed. Please see ‘Refund/Cancellation’ for details. Payment should reference invoice number and be sent to:

Adult and Community Education, Dept F
Fairfax County Public Schools
Pimmit Hills Center
7510 Lisle Avenue, Falls Church, VA 22043

Companies/organizations looking to set up a company account can do so online at: https://aceclasses.fcps.edu/Login.aspx. Setting up an account is easy to do, saving time and effort to ensure that you get your people directly into the classes you want. Once you set up the account, select “Add Student”, complete the online form, and then you can register your people for the class(es) of your choosing and get instant proof of registration.

*Letters of authorization

REGISTRATION

Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate a form or download one from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”). See registration form for all registration options.

Confirmation
Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first class unless notified otherwise by ACE staff.

Payment
Include payment with your registration. Only one ACE discount or coupon may be used per purchase.

Note: When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

You authorize us to collect a $35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid. Please include the following on your check: full name, street address, and phone numbers.

Textbooks & Materials: If you need a textbook, you must register at least 10 days before the class start date in order to guarantee delivery to the first class session.

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting.

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

FCPS ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disability Act (ADA) and for English Language Learners (ELL), contact FCPS ACE Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier).

FCPS 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.

FCPS ACE is a self-supporting program that makes every attempt to ensure that all possible and appropriate steps are factored in to providing courses that are reasonably priced while covering costs to offer quality programming. Reduced fee and tuition waivers are not available for these elective programs.

Under 18?
Adult education classes are for students 18 years and older, unless otherwise specified. In some instances, exceptions may be approved. Contact Student Services at 703-658-2709 for information about an underage waiver. Requests require two weeks advance notice.

Non-FCPS students under 18 must submit additional documentation along with their completed registration form and payment.


Over 62?
Fairfax County residents 62 years of age or older may opt for a 25 percent tuition discount on the tuition fee (textbooks and user fees are excluded). The birth date/year must be provided on your registration form to be eligible.

Fairfax County residents 62 years of age or older who suffer a financial hardship may apply for a full tuition waiver. The waiver may be used for one class per term; all textbook and user fees must be paid. To obtain an application for a waiver, call 703-658-1201 at least two weeks prior to the class start date or download an application from www.fcps.edu/registration/adult-and-community-education-registration.

Submit your registration together with the waiver application and appropriate payment.

No senior adult waivers are allowed for ESOL, online classes, or for certain other classes as noted.

REFUNDS/CANCELLATIONS

Traditional Classes
You will automatically receive a refund when a class is cancelled. For any other refunds or cancellations, your written request must be received by 5:00 pm (ET), three business days prior to the class start date. **

You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Forms”) OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

All refund requests must be submitted in writing, via email or US mail.

acererefundrequest@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 by 4:30 pm (ET), five business days prior to the start of class.** Email drivered@fcps.edu for more information.

Online Classes
Online classes have a unique refund policy. ** Visit www.fcps.edu/registration/adult-and-community-education-registration (scroll down to “Refund Process”) for information.

**A $15 withdrawal fee is assessed for each refund (applies to ALL classes—traditional, driver education, and online).

Allow at least three weeks for processing.
Five Ways to Register

<table>
<thead>
<tr>
<th>IN PERSON – PLUM CENTER</th>
<th>ONLINE</th>
<th>PHONE/EMAIL</th>
<th>MAIL</th>
<th>FAX</th>
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<tbody>
<tr>
<td>6815 Edsall Road</td>
<td>Register anytime by visiting <a href="https://aceclasses.fcps.edu">https://aceclasses.fcps.edu</a></td>
<td>703-658-1201</td>
<td>Include your payment with form</td>
<td>703-658-1251</td>
</tr>
<tr>
<td>Springfield, VA 22151</td>
<td><a href="mailto:aceonline@fcps.edu">aceonline@fcps.edu</a></td>
<td>FCPS-ACE, Dept. A</td>
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<td>Plum Center will be closed: MONDAY MAY 25, 2020 (MEMORIAL DAY)</td>
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<td>Hours:</td>
<td>9 am–12 pm, 1 pm–5 pm</td>
<td>6815 Edsall Road</td>
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<td>Closed 12 pm–1 pm</td>
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<td>Springfield, VA 22151</td>
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Inclement Weather Cancellations
Please check FCPS.edu

Plum Center will be closed: MONDAY MAY 25, 2020 (MEMORIAL DAY)

6815 Edsall Road
Springfield, VA 22151
Hours: Monday–Friday
9 am–12 pm, 1 pm–5 pm
Closed 12 pm–1 pm

Register anytime by visiting [https://aceclasses.fcps.edu](https://aceclasses.fcps.edu)
703-658-1201
aceonline@fcps.edu

Include your payment with form
FCPS-ACE, Dept. A
6815 Edsall Road
Springfield, VA 22151

Please print all sections clearly and in pen

Person Enrolling in the Class

I have never taken a class with FCPS ACE before ☐ I have taken classes with FCPS ACE before ☐

(please list ACE Participant ID Number found on receipt for a previous class)

First Name Last Name
Select One: Female ☐ Male ☐
Circle One: Cell Home Office Other
Email address:

Date of Birth (month/day/year) required for Senior Citizen discount and some K-12 classes

Street Address Apt # City State Zip
Check if change of address, phone, or email:

Course Information

<table>
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<tr>
<th>Course No.</th>
<th>Section No.</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Course Title</th>
<th>Tuition Fee</th>
<th>Text Fees*</th>
<th>User Fees*</th>
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Subtotal before discounts: $ $ $ 

ACE Scholarship Fund discount (if applicable): $ $ $ 

Fairfax County Senior Tuition Discount of 25% (if applicable): $ $ $ 

Subtotal each column after discounts: $ $ $ 

Donation amount I’ve added to my total payment: $ $ $ 

Add all subtotals after discounts together plus donation (if applicable). Total (pay this amount): $ $ $ 

Payment Method

Select Method: MasterCard ☐ Visa ☐ Check ☐
(Please pay to FCPS ACE. Include home address and phone number on check)

Purchase Order/Letter of Authorization ☐
(see FCPS ACE policies for conditions related to Purchase Orders/Letters of Authorization)

Card Number Expiration Date (Month – Year)

Print name (as shown on the card) Signature

Cardholder Billing Address and phone number (if different from address and phone number listed above)
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Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. Information about closings is communicated in these ways:
- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via email to News You Choose subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

ACE follows FCPS decisions regarding cancellation of classes due to emergencies or inclement weather with only one exception.

The exception is if FCPS has a 1 or 2 hour delayed opening in the morning, ACE classes will still begin on time.

If classes are canceled, please attend the next regularly scheduled session of your class and you will be notified about when the make up class will be held; if this was the last or the only session of your class, you will be contacted by phone or e-mail about the make up class. If classes are canceled due to inclement weather, the Plum Center registration office closes as conditions warrant.

To receive email notification of school closings, visit www.fcps.edu and sign up for News You Choose.
No FCPS operating funds were used in the printing or mailing of this catalog.

SPRING INTO SUCCESS WITH AN ACE CLASS!

- Looking for a new career in the rapidly expanding healthcare field? Explore **Pharmacy Technician - Fast Track - Page 20**
- Tired of spending too much minor appliance repairs? Check out **Appliance Repair workshop - Page 22**
- Yes you can! **How to become a YouTube Star - Page 32**
- Get creative with **Ploymerr Clay Jewelry Making 101 - page 33**
- Varied and wonderful options for your K-12 student, during **Spring Break and Summer! page 42-47**
- **Perfecting Your Elevator Speech - Page 9**
- **3-D Printing Made Easy - Page 14**

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.