

Fairfax County Public Schools
Adult & Community Education (ACE)

Spring
2020

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.

FCPS ACE is hosting Career Workshops April 22nd at the Plum Center and April 28th at Chantilly High School. This is an opportunity for individuals meet with ACE Staff and learn how to get started in an Apprenticeship or Career Pathway Program.

- 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

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

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



fcpsACE @FCPS_ACE fcpsACE fcpsACE

ACE Programs



These classes complement the Virginia Registered Apprenticeship program where employers provide on-the-job training. Persons not in a trade are welcome in our Electricity, HVAC, Plumbing, and Surveying classes. All apprenticeship classes count towards Virginia licensing eligibility. State registered apprentices in other trades obtain class credit via our Directed Study courses.

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.



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.

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.



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.

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!



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.

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.



Contents

CAREER EXPLORATION

4 Certificate Programs

Business and Information Technology: accounting assistant; administrative assistant; computer support technician; human resources management; management practices; nonprofit organization development; office assistant; small business management; web designer/developer

Health Sciences: dental assistant; medical administrative assistant; medical assistant; medical insurance biller; patient care technician; veterinary assistant

7 Workplace Training

Property Maintenance Technician

8 Business and Management

Broadcast Production

Business Finance

Communications

Entrepreneurship/Small Business

Leadership and Management

Licensure and Preparation

Personal Finance

Social Media

13 Information Technology

Certification Prep

Computer Basics

Database Systems

Graphics and Design

Networking

Office Productivity

Programming

Web Design and Development

"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

17 Healthcare and Dental

Health and Wellness

CPR and First Aid

Classes in Spanish

Getting Started in Healthcare

Dental

Medical

21 Veterinary Studies and Pet Care

22 Trades and Industry

Assorted Trades—Pro-series

Electrical

Gas Fitter

HVAC-R

Plumbing

Apprenticeship

Assorted Trades—Do It Yourself

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

26 General ESOL Classes

27 ESOL Specialty Classes

ACE SPECIAL FEATURES

28 Teacher Features

ENRICHMENT

30 Adult Enrichment Programs

Baking and Pastry Arts

Culinary Arts: Chef Devaki Das; Chef Fanny Gaston; Kate Crockett.

Floral Design

Genealogy

Personal and Creative Interest: digital arts, history; needle arts, personal creative, the arts -cinema, writing and publishing

36 Adult Enrichment—Foreign Languages

World Language for Adults: Arabic, American sign language ASL), Chinese, French, German, Greek, Italian, Japanese, Korean, Latin, Russian, Spanish

42 K-12 Enrichment Programs

World Languages

Elementary Enrichment

Secondary Enrichment

Study Skills

Test Prep

Spring Break Specials

Summer Enrichment

Driver Education - Behind-the-Wheel

48 Driver Improvement

50 Online Courses

52 Information; policies; registration form Index; map and class locations

One-Stop Employment Centers

Adult and Community Education is a proud participant in Virginia Career Works - Northern Region.
See <https://vcwnorthern.com/> for detailed information.

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 PROGRAM TEST-OUTS

A test out option is available for some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities (see below).
Test out fees \$75/test.

■ Test-outs available:

Keyboarding, Course BE01300
Personal Computer Basics, Course BE01309
Accounting—Part 1, Course BE01307
HTML 1, Course BE01311
MS Office—Word/Excel for Support Professionals, Course CT01301, CT01302
MS Word—Basics, Course CT01301
MS Excel—Basics, Course CT01302
Medical Terminology, Course HM01604

CERTIFICATE PROGRAM EMAIL ADDRESSES

■ business@fcps.edu

Accounting Assistant, Administrative Assistant, Human Resources Management, Nonprofit Organization Development, Office Assistant, and Small Business Management

■ comptraining@fcps.edu

Computer Support Technician and Web Designer/Developer

■ healthmed@fcps.edu

Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, Patient Care Technician, and Veterinary Assistant

■ tradeandindustry@fcps.edu

Property Maintenance Technician

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 |
|---|------|
| CE01015 Certificate Prog. Registration & Fee (\$75) | 4 |
| CT01416 PC Basics | 14 |
| CT01402 Windows—File Management | 14 |
| BE01300 Keyboarding Test Out | 4 |
| BE01052 Business English Essentials I | * |
| CT01285 Microsoft Office Proficiency Workshop | 15 |
| CT01426 MS Outlook—Basics | * |
| PR09005 Effective Note Taking | * |
| BE01393 Résumé and Interview Clinic | 9 |

ADMINISTRATIVE ASSISTANT

| Required Courses | Page |
|---|------|
| CE01016 Certificate Prog. Registration & Fee (\$75) | 4 |
| CT01344 MS Word—Intermediate | 15 |
| CT01442 MS Excel—Intermediate | 15 |
| CT01429 MS Outlook—Intermediate | * |
| BE01053 Business English Essentials II | * |
| BE01088 Mediation and Conflict resolution | 9 |
| BE01393 Résumé and Interview Clinic* | 9 |

Electives (3 required)

| | |
|--|----|
| CT01449 MS Access—Basics | * |
| BE01061 Office Communication Skills | * |
| CT01459 MS PowerPoint—Basics | 15 |
| BE01400 HR Management Fundamentals | 10 |
| BE01204 Introduction to Project Management | 10 |
| BE01066 Confident Public Speaking | 9 |
| PR09001 Office Etiquette | * |

* Courses offered on a rotating basis throughout the year

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

Help someone improve their career and foster a lifelong love of learning.
Make your tax deductible donation to the ACE Scholarship Fund today! See page 52 to learn how.



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 | Page |
|--|------|
| CE01000 Certificate Prog Registration & Fee (\$75) | 4 |
| BE01260 Fund. of Accounting—Part 1 | 8 |
| BE01261 Fund. of Accounting—Part 2 | 8 |
| CT01402 Windows—File Management | 14 |
| CT01285 Microsoft Office Proficiency Workshop | 15 |
| BE01061 Office Communication Skills | * |
| CT01426 MS Outlook—Basics | * |
| CT01442 MS Excel—Intermediate | 15 |
| CT01435 QuickBooks Pro 2018—Level 1 | 8 |
| CT01436 QuickBooks—Pro 2018—Level 2 | 8 |
| BE01393 Résumé and Interview Clinic | 9 |

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

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* | Page |
|--|------|
| CE02000 Certificate Prog Registration & Fee (\$75) | 4 |
| BE01393 Résumé and Interview Clinic | 9 |
| CT01465 A+: Troubleshooting Your Computer | 13 |
| CT01770 Windows 7: MCTS Prep Part 1 | 13 |
| CT01771 Windows 7: MCTS Prep Part 2 | * |

| Optional Courses* | Page |
|-----------------------|------|
| CT01473 Network +: | 13 |
| CT01480 Security +: | 13 |

* Courses offered on a rotating basis throughout the year

ACE offers Certiport® testing!
See page 12 for information.

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* | Page |
|---|------|
| CE01018 Certificate Prog Registration & Fee (\$75) | 4 |
| BE01400 HR Management Fundamentals | 10 |
| BE01401 Building the HR Organization Structure | 10 |
| BE01402 Recruiting and Placing Employees | * |
| BE01403 Training the Workforce | * |
| BE01405 HR Management in the 21 st Century | * |
| BE01407 Maintaining a Positive Work Environment | 10 |

Electives: 3 required*

| | |
|--|----|
| BE01404 HR Organizational Downsizing | * |
| BE01406 HR Management in the Equal Opportunity Environment | * |
| BE01408 The Human Resources Officer | * |
| BE01410 Human Resources Law Overview | * |
| BE01412 Introduction to Lean Thinking | * |
| BE04020 Using Brain Science to Enhance Your Personal Effectiveness | 10 |
| BE01088 Mediation and Conflict resolution | 9 |

NONPROFIT ORGANIZATION DEVELOPMENT

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

| Required Courses | Page |
|--|------|
| CE01056 Certificate Prog Registration & Fee (\$75) | 4 |
| BE01871 Starting a Nonprofit | 11 |
| BE01915 Grant Writing | 11 |
| BE01913 Successful Fundraising | 11 |
| BE01886 Event Planning | 11 |

Electives—3 Required

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

* Courses offered on a rotating basis throughout the year

DO YOU HAVE A SKILL TO SHARE?

We offer over 4,000 classes a year! Everything from hobbies to workforce development.

We are looking for instructors for new classes - from ceramics to plumbing to veterinary skills.



**Apply Today &
Share Your Skills!**
Send your Resume
to:

ACEJOBS@FCPS.EDU



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 | * |
| BE01245 | Developing a Marketing Plan | * |
| BE01880 | Small Business Legal | * |
| BE01894 | Winning Sales Strategies | * |
| 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 | * |
| BE01387 | Social Media Networking | 12 |
| BE01277 | Accounting for Non-Accountants | 8 |
| CT01759 | WordPress Blogging Workshop | * |
| BE04020 | Using Brain Science to Enhance Your Personal Effectiveness | 10 |
| BE01735 | Creating & Designing for Business w/Canva | * |
| 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 | * |
| 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 | * |
| CT01529 | Web Design with Adobe Dreamweaver | * |
| CT01530 | HTML 5 for Mobile Websites and Devices | * |
| 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 | Page 20 |
| HM01600 | Medical Terminology Part 1 | Page 20 |
| HM01601 | Medical Terminology Part 2 | Page 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) | Page 18 |
| HM01627 | Mental Health First Aid | Page 18 |

ALLIED HEALTH CERTIFICATIONS

ELEVATE YOUR CAREER TODAY

ACE's curriculum + NHA certifications = CHOICES & OPPORTUNITIES

Stacking credentials helps you climb the career ladder.

- CCMA - certified clinical medical assistant
- CET - certified EKG technician
- CPHT - certified pharmacy technician
- CMAA - certified medical administrative assistant
- CBCS - certified billing and coding specialist

Register today!
www.aceclasses.fcps.edu

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 |
| HM01646 | Dentrix Basics | * |
| OR | | |
| HM01848 | Fast Track Dental Assistant | 21 |

MEDICAL ADMINISTRATIVE ASSISTANT

| Required Courses | | Page |
|------------------|--|------|
| CE01004 | Med. Admin. Asst. Cert. Prog. & Fee (\$75) | 4 |
| HM01620 | Admin. Med. Office Proc. | 19 |
| 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 |
| HM01620 | Admin. Med. Office Proc. | 19 |
| HM01933 | Venipuncture Essentials | * |
| 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 | * |
| HM01652 | Medical Billing & Coding—Part 2 | * |
| HM01951 | Medical Insurance Billing | * |
| 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 | * |
| 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 Preventative 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)

Source: US Bureau of Labor Statistics



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 | Page |
|---|------|
| CE01006 Property Maint Tech Cert Prog & Fee (\$75) | 4 |
| TI05581 Drywall, Painting, and Waterproofing Workshop | 23 |
| TI05582 Principles of Heating & AC Systems | 25 |
| TI05583 Nuts and Bolts of PMT Careers | 23 |
| TI05587 Electrical Workshop: Maintenance & Repair | 24 |
| TI05590 Plumbing Workshop: Maintenance & Repair | 26 |
| TI05593 Appliance Repair Workshop | 23 |
| TI05595 Door Locks Workshop: Installation Maintenance & Repair | 23 |

| Optional Courses | |
|----------------------------|----|
| TI05358 Blueprint Reading | 23 |

Workplace Training Employers... Customize Your Employees' Training

Contact Workplace Training at:
703-506-2256 or workplacetraining@fcps.edu.

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 Premier class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include-importing, project management, trimming clips, creating titles, and final outputting. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. (Class fee includes textbook) 6 sessions @ 3 hrs each. \$285 Total Cost

Section 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

Mediation - Conflict Resolution | Course BE01088

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

\$ 95 Total Cost

Section 2010 6:30 pm - 9:30 pm
Woodson HS Tu, May 12
Eric Assur, MA, instructor

NEW

Perfecting Your Elevator Speech | Course BE01051

The average elevator ride is 30-60 seconds. In most cases that is how long you typically have to get your point across – in an interview, a sales call, a networking event, or when asked a question. This 3hr workshop will provide you the tools you need to develop your elevator speech and get lots of practice to confidently deliver your message. 1 session @ 2 hrs.

\$119 Total Cost

Section 2010 7:00 pm - 9:00 pm
Woodson HS Th, June 4
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

Section 2011 6:30 pm - 9:30 pm
Chantilly HS Tu, May 26-May 28
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

Landlording | Course BE01186

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

\$ 99 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



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

Are you a one-person business and small corporations that frequently pays too much in taxes and do not know it? Save money by exploring the tax laws, unknown to you and/or your tax return preparer, which favor the smallest of businesses, such as sole proprietorships, LLCs, S Corporations, and C Corporations. Taught by a CPA with a master's degree in taxation. 2 sessions @ 3 hrs each. \$159 Total Cost

Section 2010 7:00 pm - 10:00 pm
Pimmit Hills Ctr Tu Th, May 26-May 28
Christopher J. Ingles, CPA, MS (Tax), 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. \$ 5 Text: *Building the Organizational Structure* \$239 Total Cost (includes textbook fee)

Section 2010 6:00 pm - 9:00 pm
Edison HS Tu, April 14-April 23
Gina Lynch, MA, MS, instructor

Fundamentals of Managerial Planning | Course BE01511

To be effective, supervisors must perform the planning functions--both routine and detailed--as an ongoing part of their jobs. Learn the important reasons for planning; the steps involved in planning and how to create effective objectives; how planning differs at the top, middle and supervisory levels of an organization; and, differentiate the various kinds of stand and single-use plans. 1 session @ 4 hrs. \$119 Total Cost

Section 2010 9:00 am - 1:00 pm
Plum Center Sa, May 9
Sally Silberman, MBA, ACC, BCC, 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. \$ 5 Text: *Human Resources Management Fundamentals* \$259 Total Cost (includes textbook fee)

Section 2010 6:00 pm - 9:00 pm
Edison HS Tu, April 28-May 7
Gina Lynch, MA, MS, instructor

Introduction to Project Management | Course BE01204

Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. Bring lunch. 2 sessions @ 6 hrs each. \$299 Total Cost

Section 2010 9:00 am - 3:00 pm
Plum Center Sa, April 18-May 2
Melson Martis, MBA, PMP, CSM, 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

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

"Bill did an excellent job in making a dull topic engaging and in providing proper guidance on what to focus on for the exam."

ACE Student-Virginia Principles of Real Estate



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 Manager, 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

NONPROFIT

NEW

Building & Developing the Best Board | Course BE01936

To fulfill its mission, a nonprofit needs a strong board. This workshop is designed to support and enhance the board development process for nonprofits and will highlight key roles and responsibilities of board members and critical areas for skills development. Learn about assessing your current board's performance, creating/updating your board handbook, and developing a matrix to determine board composition and plan recruitment. Get practical tools to run more productive board meetings. This workshop is designed for new or experienced board members and nonprofit leaders who work with boards.

1 session @ 2 hrs.

\$ 89 Total Cost

Section 2010 7:00 pm - 9:00 pm
Plum Center Tu, June 2
Lynn O'Connell, MA, instructor

Event Planning | Course BE01886

Make your company or life event a memorable, affordable, and smoothly executed experience. Go through all the planning stages. Learn tricks of the trade on picking the right type of event or activity, location, food, decorations, invitations, entertainment, and cleanup procedures. Leave with a plan for a memorable event.

1 session @ 2 hrs.

\$ 89 Total Cost

Section 2010 7:00 pm - 9:00 pm
Plum Center M W, May 4
Lynn O'Connell, MA, 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.

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

Successful Fundraising | Course BE01913

You have a great program; now all you need is funding. Does this sound like your organization? Funding is a critical component of all nonprofit organizations. This workshop will give an overview of various effective fundraising techniques - grants, special events, personal solicitation, mailings, planned giving, and web-based fundraising. 2 sessions @ 2 hrs each.

\$119 Total Cost

Section 2010 7:00 pm - 9:00 pm
Plum Center Th, April 16-April 23
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:

978159555274

\$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, CDOA, APMA CKA, instructor

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

Section 2012 7:00 pm - 9:30 pm
Woodson HS Tu, June 9
Kristina E. Sturgis, CFP, CDOA, 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

*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>*





CERTIPORT®

The Certiport is an industry recognized credential assessment in Microsoft Office Professional (MOS). FCPS ACE is an authorized testing center for:

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

Test vouchers available for purchase or bring your own.

Schedule test appointment by calling 703-506-2292 or by email acetech@fcps.edu.

Retirement Planning for Federal Employees | Course BE01191

This course will help federal employees plan and understand decisions that need to be made before leaving federal service. We will review your benefits, including pensions, the Annuity Supplement, Voluntary Contributions, TSP, FLTC, FEGLI, and Medicare and Social Security benefits. We will discuss ROTH vs Traditional TSP investing, distribution options, the pros and cons of keeping a mortgage, and smart income tax planning and management. Taught by a Certified Financial Planner who regularly teaches retirement planning in various federal agencies. 2 sessions @ 2 hours 15 min.

\$149 Total Cost

Section 2010 7:00 pm - 9:15 pm
L. Braddock SS Tu, April 28-May 5
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

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

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 Th, 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.

\$209 Total Cost

Section 2010 6:30 pm - 9:30 pm
Plum Center Tu Th, 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





Information Technology

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465

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

Prereq: CT02465 Basic PC Maintenance
\$999 Total Cost

Section 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

Prepare for the CISSP exam. Course covers all eight modules: security and risk management, asset security, security engineering, communications and network security, identity and access management, security assessment and testing, security operations, and software development security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, view <https://www.isc2.org/about-isc2-credentials.aspx>. Purchase textbook separately, ISBN: 9781285060422. 12 sessions @ 3 hrs each.
\$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 RIP, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 14 sessions covering 50 hours.

Prereq: CT01473 Network+
\$ 62 Text: *CCNA Routing and Switching Study Guide*
\$1055 Total Cost (includes textbook fee)

Section 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 networks 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.

\$189 Text: *Security+ Guide to Network Security, 6th ed*
\$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 2011 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.

\$ 5 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

GRAPHICS AND DESIGN**NEW****3-D Printing Made Easy | Course CT01600**

It's easier than you think? 3 D is a printing method of creation that requires only some basic computer skills and your creativity. This hands-on class will allow you to design and 3D print your own creations. This course is an excellent option for anyone who ever wanted to create a work of art, customize a product or just make something cool and fun!

\$ 149 Total Cost

Section 2010 9:30 am - 12:30 pm
Pimmit Hills Ctr Sa, April 25-May 2
Staff, instructor

Section 2011 9:30 am - 12:30 pm
Pimmit Hills Ctr Sa, May 30-June 6
Staff, instructor

Adobe Illustrator Workshop | Course CT02160

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

\$ 159 Total Cost

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

Adobe Photoshop - Basics | Course CT01462

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

\$ 349 Total Cost

Section 2010 6:30 pm - 9:30 pm
Pimmit Hills Ctr M, April 13-May 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

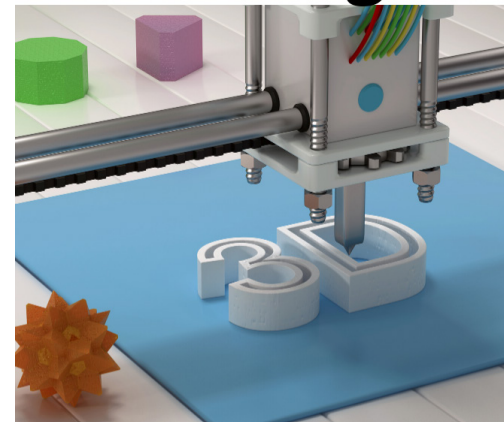
Graphics for the Web | Course CT01550

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?





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.

\$139 Total Cost

Section 2010 12:30 pm - 3:30 pm
Pimmit Hills Ctr Th, April 16
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 Tu, April 14-May 7
Wayne Shewmaker, MBA, MOS, instructor

Section 2010 7:00 pm - 10:00 pm
L. Braddock SS Tu, June 2-June 25
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: CT01442 MS Excel - Intermediate

\$ 27 Text: *MS Excel 2013: Part 3*

\$390 Total Cost (includes textbook fee)

Section 2010 6:30 pm - 9:30 pm
L. Braddock SS Tu, May 12-May 26
Wayne Shewmaker, MBA, MOS, instructor

MS Excel - Basics | Course CT01441

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

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

\$320 Total Cost (includes textbook fee)

Section 0010 6:30 pm - 9:30 pm
L. Braddock SS Th, April 23-May 5
Everiss, instructor

Section 0011 6:30 pm - 9:30 pm
Pimmit Hills Ctr F, May 8-May 29
Susan Kenney, MS, 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: CT01441 MS Excel - Basics

\$ 27 Text: *MS Excel 2013: Part 2*

\$390 Total Cost (includes textbook fee)

Section 2010 6:30 pm - 9:30 pm
L. Braddock SS Tu, 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.

2 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel - Basics

\$ 6 Text: *Quick Source Guide Excel 2013 Advanced*

\$169 Total Cost (includes textbook fee)

Section 2010 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu Th, April 28-April 30
Wayne Shewmaker, MBA, MOS, instructor

Section 2011 9:30 am - 12:30 pm
L. Braddock SS Sa, June 6-June 13
Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint - Basics | Course CT01459

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

Prereq: CT01416 PC Basics

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

\$180 Total Cost (includes textbook fee)

Section 2011 6:30 pm - 9:30 pm
Pimmit Hills Ctr W, May 6-May 13
Susan Kenney, MS, instructor

Section 2010 12:30 pm - 3:30 pm
Pimmit Hills Ctr W, June 3-June 10
Mary Ann Smith, MOS, instructor

MS Word - Basics | Course CT01342

Empower yourself with these essential skills for the office. Learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) highly recommended.

4 sessions @ 3 hrs each or 2 sessions @ 6 hrs each.

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

\$316 Total Cost (includes textbook fee)

Section 2011 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, April 21-April 30
Susan Kenney, MS, instructor

Section 2010 9:30 am - 12:30 pm
Plum Center Tu, May 5-May 14
Louise Glenn, 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 2010 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 2010 9:00 am - 3:00 pm
Pimmit Hills Ctr Th, 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 2010 10:00 am - 1:00 pm
L. Braddock SS Sa, April 18-May 30
Tainiko Lowman, instructor

Section 2011 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. OS independent. Good foundation for learning C++ and Java. 16 hours of instruction.

\$369 Total Cost

Section 2010 10:00 am - 2:00 pm
Pimmit Hills Ctr Sa, April 18-May 9
Hisham Madkour, instructor

Section 2011 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, April 14-April 28
Dr. Majid Imany, instructor

HTML 2 - Enhancing Your Website | Course CT01526

Back for more? Great! In this second installment of HTML coursework we show you how to enter and organize information into tables. Add a better browsing experience to your site with navigation bars, colors, and borders. Purchase textbook separately, ISBN: 118008189. 3 sessions @ 3 hrs each.

Prereq: CT01525 HTML 1 - Your First Website
\$239 Total Cost

Section 0010 7:00 pm - 10:00 pm
Woodson HS M, May 4-May 18
Dr. Majid Imany, instructor

HTML 3 - Interacting With Your Website | Course CT01527

Now on to the more complex stuff. In the last installment of the HTML series, you will find out how to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. Lastly, we will show you how to review your site to optimize the experience for visitors. Purchase textbook separately, ISBN: 118008189.

3 sessions @ 3 hrs each.

Prereq: CT01526 HTML 2 - Enhancing Your Website
\$239 Total Cost

Section 0010 7:00 pm - 10:00 pm
Woodson HS M, May 11-May 18
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

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

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 detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312.

6 sessions @ 3 hrs each.

Prereq: CT01492 Concepts of Programming
Prereq: CT01525 HTML 1 - Your First Website
\$359 Total Cost

Section 2010 6:30 pm - 9:30 pm
Plum Center Tu, April 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: 118008189. 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



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

NEW

Drug Use and Addiction: How to Prevent, Recognize, and Respond | Course HM01808

Review risk factors, warning signs, and commonly abused substances to help parents, loved ones and community members be more aware, prepared, and proactive.

1 session @ 3 hrs each.

\$ 99 Total Cost

Section 0011 10:00 am - 1:00 pm
Pimmit Hills Center Sat, March 28
Pittman, Pharm D, instructor

Section 0020 6:30 am - 9:00 pm
Plum Center M, April 27
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.

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 0010 12:00 pm - 3:00 pm
Plum Ctr Su, March 22
Caroscio, instructor

Section 0020 12:00 pm - 3:00 pm
Plum Ctr Su, May 17
Caroscio, instructor



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 Th, March 12
Mikhalevsky, instructor

Section 0014 9:00 am - 4:30 pm
Plum Center Sa, March 28
Cushman, instructor

Section 0020 9:00 am - 2:30 pm
Pimmit Hills Ctr Sa, May 2
Atkins, instructor

Section 0021 9:00 am - 2:30 pm
Pimmit Hills Ctr W, May 13
Pellerin-Schaaf, instructor

Section 0022 9:00 am - 2:30 pm
Plum Center Sa, June 6
Couillard, instructor

Section 0023 9:00 am - 2:30 pm
Plum Center Sa, June 27
Henry, instructor

Mental Health First Aid | Course HM01627

You may know 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 Tu, W, March 3-March 4
Staff, 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.

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 Th, April 2
Perez, instructor

Section 0021 6:30 pm - 10:00 pm
Pimmit Hills Ctr W, May 20
Couillard, instructor

Section 0022 6:30 pm - 10:00 pm
Woodson HS Tu, June 2
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 includes choking and AED training. Must be on time. Certification valid for two years. Book required. Ideal for Boy Scout and Girl Scout leaders!
1 session @ 5 hrs.
\$ 4 Text: *Heartsaver CPR AED Student Workbook 2015*
\$117 Total Cost (includes textbook fee)

Section 0020 12:00 pm - 5:00 pm
Pimmit Hills Ctr Tu, March 31
Perez, instructor

Section 0021 9:00 am - 2:00 pm
Pimmit Hills Ctr Tu, April 28
Tartt, instructor

Section 0022 9:00 am - 2:00 pm
Plum Center Th, May 7
Staff, instructor

Section 0023 12:00 pm - 5:00 pm
Plum Center Su, May 17
Zukosky, instructor

Section 0024 5:00 pm - 10:00 pm
Plum Center Th, May 28
Evans, 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 First Aid CPR AED 2015*
\$123 Total Cost (includes textbook fee)

Heartsaver RCP, DEA | Course HM01798

¡Maneje emergencias médicas! Obtenga la certificación de RCP para adultos, niños y bebés de la Asociación Americana del Corazón al completar exitosamente este curso. Incluye la formación de asfixia y DEA. Debe de ser puntual al llegar a clase. Certificación válida por dos años. Se requiere libro. ¡Ideal para líderes de Boy and Girl Scouts!
1 sesión, 5hrs

Section 0010 9:00 am
Plum Center Sa, March 14
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 recertification 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 Sa, March 23
Perez, instructor

Section 0200 9:00 am - 4:30 pm
Pimmit Hills Ctr Exception M, April 6
Pellerin-Schaaf, instructor

Section 0201 9:00 am - 4:30 pm
Plum Center Sa, April 18
Couillard, instructor

Section 0202 9:00 am - 4:30 pm
Plum Center Th, April 23
Mikhalevsky, instructor

Section 0203 9:00 am - 4:30 pm
Plum Center Sa, May 2
Laurie Cushman, BSN RN CPAN, instructor

Section 0204 9:00 am - 4:30 pm
Plum Center Th, May 14
Coakley, instructor

Section 0205 9:00 am - 4:30 pm
Pimmit Hills Ctr F, May 22
Pellerin-Schaaf, instructor

Section 0206 9:00 am - 4:30 pm
L. Braddock SS Sa, May 30
Lorena Williams, APRN-BC, instructor

Section 0207 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, June 13
Atkins, instructor

Follow us





"Mr. Tartt is so very knowledgeable and he relayed real-world anecdotes to make this training an essential component of my life and my family's. Very personable."

ACE Student - Heartsaver First Aid CPR AED

Pediatric CPR and First Aid | Course HM01796

Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.
\$ 4 Text: *Heartsaver Pediatric First Aid CPR AED Stu Wk 2015*
\$161 Total Cost (includes textbook fee)

Section 0020 9:00 am - 4:30 pm
Pimmit Hills Ctr Sa, May 9
Tartt, instructor

Section 0021 9:00 am - 4:30 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 HMOCWHM

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* (\$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
Walter, 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 4 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 - 4:30 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*

\$621 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 NHA Certified EKG Technician (CET) exam

For more information on the medical certificate program, call 703-506-2281. 10 sessions @ 2 hrs.

Prereq: HM01616 Clinical Medical Office Procedures--Part 2 or EMT MA CNA.

\$ 95 Text: *EKG Interpretation (The Heart)* (\$13); *EKG: Plain and Simple* (\$82)

\$799 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
PimmitCenter Tu Th, June 2-July 2
Unood, instructor

Emergency Medical Technician—Basic | Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text:provided.) Minimum age 16 with pre-admission approval. No tuition waivers. 24 evening sessions @ 3 hrs each plus 11 Saturdays @ 8 hours.

\$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*

\$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

NEW

Pharmacy Technician Placement Test | Course HM01607

Placement test for entering the Pharmacy Technician program (HM01659 or HM01929). 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

Check out our online
**Dialysis Technician and
Phlebotomy Technician** classes.
Both include externships!
See page 51 for details

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

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



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

Pimmit Hills Ctr
Crudup instructor

6:30 pm - 10:00 pm
Tu Th, May 26-July 30

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

Plum Center
Madala, instructor

7:00 pm
W, March 18-March 25

Section 0020

Pimmit Hills Center
Madala instructor

10 am - 12:30 pm
Sat, June 6



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

Chantilly HS
Sharpe, instructor

7:00 pm - 10:00 pm
Tu, April 28

Section 0021

Plum Center
Sharpe, instructor

9:30 am - 12:30 pm
W, June 10



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*

\$2316 Total Cost (includes textbook fee)

Section 0020

Plum Center
Julia Johanning, instructor

12:00 pm - 5:00 pm
Su, April 19-August 23

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 Assisting Pkg, 4th ed*

\$435 Total Cost (includes textbook fee)

Section 0020

Woodson HS
Julia Johanning, instructor

10:00 am - 12:30 pm
Sa, May 9-July 18

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, Dentrax, 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 0010

Plum Center
Vejar-Rodriguez, instructor

4:30 pm
M Th, March 19-June 18

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

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

7:00 pm - 10:00 pm
F, July 10-July 31

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

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

10:00 am - 1:00 pm
M W, April 20-May 4

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

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

10:00 am - 1:00 pm
M W, May 11-June 8

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 hrs.

\$449 Total Cost

Section 0010

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

10:00 am - 1:00 pm
M W, Mar 2-March 30

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

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

7:00 pm - 10:00 pm
F, May 8-June 19

Section 0021

Plum Center

Lanie Samonte Martin, AAS, LVT, BA, instructor

10:00 am - 1:00 pm
M W, June 15-July 13



Assorted Trades—Pro-series

ACE Career Workshops—Trades & Apprenticeship | Course TI0CWT A

Your journey to a new career starts here! 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. Additional career counseling is available by appointment. Parents, mentors, counselors, and employment specialists welcome. Pre-registration required.

1 session @ .5 hour.
\$ 0 Total Cost

Section 0020 6:30 pm - 7:00 pm
Plum Center Tu W, April 22
Teets, instructor

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

Section 0022 6:30 pm - 7:00 pm
Chantilly HS Tu, April 28
Teets, instructor

Section 0023 7:30 pm - 8:00 pm
Chantilly HS Tu, April 28
Teets, instructor

Appliance Repair Workshop | Course TI05593

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

\$ 84 Text: *Troubleshooting and Repairing Major Appliances*
\$ 349 Total Cost (includes textbook fee)

Section 0020 6:30 pm - 9:30 pm
Pimmit Hills Ctr W, June 3-July 1
Williams, instructor

Blueprint Reading | Course TI05358

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

\$ 89 Text: *Printreading...Residential & Light Com Const, 6th*
\$ 389 Total Cost (includes textbook fee)

Section 0030 6:30 pm - 9:30 pm
Woodson HS Tu Th, July 14-August 6
Basurto, instructor

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

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

\$ 109 Total Cost

Section 0020 8:30 am - 11:30 am
Bryant Ctr Sa, May 2
Staff, instructor

Drywall, Painting, and Waterproofing Workshop | Course TI05581

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

\$ 8 Text: *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, August 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, cranes 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 BE 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 mechanic's liens, labor laws, construction contracts, and risk management. See TI05348 Contractors Pre-License for state required class. 5 sessions @ 3 hrs each.. Prereq: TI05348 VA Contractor's Basic Business Course (Pre-License)

\$ 113 Text: *FCPS TI05351 Part A & B* (\$20); *NASCLA Contractors Guide, VA 8th ed* (\$71); *Seminar Workbook for Class A&B Contractors* (\$22)
\$ 399 Total Cost (includes textbook fee)

Section 0030 9:00 am - 2:00 pm
Pimmit Hills Ctr F, Sa, Su 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



Electrical

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: *Electrical NEC Exam Preparation 2014*
\$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 M, April 13-May 11
McNaughton, instructor

Section 0030 6:30 pm - 9:30 pm
Pimmit Hills Ctr W, July 22-August 19
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. (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 00200 8:30 am - 3:30 pm
Plum Ctr Sa June 20-June 27
Staff, instructor

Gas Fitter

Gas Fitters Continuing Education | Course TI05278

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

\$ 44 Text: *2015 International Fuel Gas Code Updates*
\$ 99 Total Cost (includes textbook fee)

Section 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.
\$ 88 Text: *2015 International Fuel Gas Code*
\$225 Total Cost (includes textbook fee)

Section 0030 6:30 pm - 9:30 pm
Pimmit Hills Ctr Tu Th, July 7-July 14
Davis, instructor

HVAC-R

CFC Certification Exam Prep | Course TI05374

For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is only the prep course. (Please be sure to register for course TI05375 - CFC Exam for Certification.) 2 sessions @ 4.5 hrs each.
\$ 84 Text: *Technician's Guide & Wkbk for EPA Section 608 Test*
\$229 Total Cost (includes textbook fee)

Section 0020 9:00 am - 1:30 pm
Pimmit Hills Ctr Sa, April 25-May 2
Davis, 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.

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 14-May 12
Fortney, instructor

Section 0030 6:30 pm - 9:30 pm
Woodson HS Tu Th, June 23-July 21
Thomasian, instructor

Principles of Heating & AC Systems | Course TI05582

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

\$ 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

SEEKING TRADES INSTRUCTORS

ACE is seeking qualified trades & industry professionals to teach classes.

Share your knowledge and help launch someone's new career.

No instructional experience necessary.



Apply Today!

**Send your
Resume to:
ACEJOBS@FCPS.EDU**



Virginia Trade License Renewal—Guaranteed to run*

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

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

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 Th, 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.

\$ 19 Text: *Ultimate Plumbing Guide, 4th ed*
\$ 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 a 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 - 1:00 pm
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



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 testings.

Placement testing and registration:

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

Other information:

- No senior tuition discounts or waivers available.
- No payment plans available
- FCPS employees are eligible for a discount. Please bring your FCPS ID.
- Individuals with F1 or F2 visas are not eligible for literacy through high advanced classes.
- This program serves students ages 18 and older. If you are 17 years of age and have proof of high school completion, please talk to a staff member. Other students under 18 cannot be served.

If there is bad weather, 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**

English for Speakers of Other Languages (ESOL)

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

| Class Location | Days | Time | No. of Classes | Testing/Reg. | Tuition | Books | Level |
|--|------|------------------|----------------|--------------|---------|-------|---------------------------------------|
| Bryant Adult Center | | | | | | | |
| 2709 Popkins Lane | M-F | 9 am-12:00 pm | 50 | \$20 | \$325 | \$37 | Low Beginning to High Intermediate |
| Alexandria, VA 22306 | | | | \$20 | \$325 | \$40 | Low Advanced |
| Testing: 9 AM: 3/30 | M&W | 7 pm-9:15 pm | 20 cls | \$20 | \$130 | \$37 | Low Beginning to High Intermediate |
| 6 PM: 3/30 | | | | \$20 | \$130 | \$52 | High Intermediate R&W |
| Enter door # 3 only for am classes | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| Chantilly HS | | | | | | | |
| 4201 Stringfellow Road | T&Th | 7 pm-9:15 pm | 20 | \$20 | \$130 | \$37 | Low Beginning to High Intermediate |
| Chantilly, VA 20151 | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| Testing: 6 PM: 3/31 | | | | | | | |
| Graham Road Community Ctr | | | | | | | |
| 3036 Graham Road | M-F | 9 am-12:00 pm | 50 cls | \$20 | \$325 | \$37 | Low Beginning to High Intermediate |
| Falls Church, VA 22042 | M&W | 7 pm-9:15 pm | 20 cls | \$20 | \$130 | \$37 | Low Beginning to High Intermediate |
| Testing: 9 AM: 3/31 | | | | | | | |
| 6 PM: 3/30 | | | | | | | |
| *Herndon Middle School | | | | | | | |
| 901 Locust Street | M-F | 9 am-12:00 pm | 50 cls | \$20 | \$325 | \$37 | Low Beginning to High Intermediate |
| Herndon, VA 20170 | | | | \$20 | \$325 | \$40 | Low Advanced & High Advanced |
| Testing: 9 AM: 3/21 | M&W | 7 pm-9:15 pm | 20 cls | \$20 | \$130 | \$37 | Low Beginning to High Intermediate |
| 6 PM: 3/30 | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| Pimmit Hills Center | | | | | | | |
| 7510 Lisle Avenue | M-F | 9 am-12:00 pm | 50 cls | \$20 | \$325 | \$37 | Low Intermediate & High Intermediate |
| Falls Church, VA 22043 | | | | \$20 | \$325 | \$40 | Low Advanced & High Advanced |
| Testing: 9 AM: 3/25 | T&Th | 9:15 am-11:30 am | 20 cls | \$20 | \$185 | \$7 | Conversation High Intermediate Plus** |
| 6 PM: 3/31 | M&W | 9:15 am-11:30 am | 20 cls | \$20 | \$185 | \$7 | Conversation High Intermediate Plus** |
| | T&Th | 7:00 pm- 9:15 pm | | \$20 | \$130 | \$37 | Low Intermediate & High Intermediate |
| | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| Plum Center | | | | | | | |
| 6815 Edsall Road | M-F | 9 am-12:00 pm | 50 cls | \$20 | \$325 | \$37 | Low Intermediate & High Intermediate |
| Springfield, VA 22151 | | | | \$20 | \$325 | \$52 | High Intermediate R&W |
| Testing: 9 AM: 3/25 | T-F | 12:30 pm-3:00 pm | 36 cls | \$20 | \$325 | \$40 | Low Advanced & High Advanced |
| 6 PM: 3/30 | M&W | 7 pm-9:15 pm | 20 cls | \$20 | \$200 | N/A | English for Employment Success** |
| | | | | \$20 | \$130 | \$37 | Low Intermediate & High Intermediate |
| | | | | \$20 | \$130 | \$52 | High Intermediate R&W |
| | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| | | | | \$20 | \$145 | \$10 | MOS Certification Prep ** |
| | Sa | 9 am-11:15 am | 10 cls | N/A | \$305 | \$39 | American English Pronunciation** |
| Woodson High School | | | | | | | |
| 9525 Main Street | M&W | 7 pm-9:15 pm | 20 cls | \$20 | \$130 | \$37 | High Beginning to HighIntermediate |
| Fairfax, VA 22031 | | | | \$20 | \$140 | \$40 | Low Advanced & High Advanced |
| Testing: 6 PM: 3/30 | | | | | | | |
| English for Work and Life Success | | | | | | | |
| Develop your general English skills with a goal of success in work, continued education, and life. | | | | | | | |
| Edison High School | T&Th | 7 pm-9:15 pm | 20 cls | \$20 | \$130 | \$37 | Low Beginning to High Intermediate |
| 5801 Franconia Road | | | | | | | |
| Alexandria, VA 22310 | | | | | | | |
| Testing: 6 PM: 3/31 | | | | | | | |

*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

** Please see next page for more details on these special classes.

No reservations are required for testing



English for Speakers of Other Languages (ESOL)— Speciality Classes

NEW

Microsoft Office Specialist (MOS) Certification for Adult English Learners | Course ET01001

Basic technology skills are a critical part of career success in today's world. If you are an English language learner and you want to build your technology skills, this course can help you. You will work with a team of two instructors to develop your skills in Microsoft Office applications. The instructors will provide hands-on training to help you go from basic Microsoft Word skills to more advanced skills using tables, charts, customized formats and graphics. At the same time, you will have support in your English language skills and specialized vocabulary related to technology in the workplace. At the end of the course, you will have the opportunity to take the Microsoft Office Specialist (MOS) certification exam. The certification is recognized by many employers and will be a good addition to any resume.

Pre-requisite: 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. Basic level computer, internet, keyboarding, and mouse skills are suggested.

\$155 Total Cost (tuition, text, MOS exam voucher, and ESOL testing)

Section 2009 7:00 pm - 9:15 pm
Plum Center M W, April 20-June 29

English for Employment Success Course ET05002

Are you looking for a new or better job? Do you need help with a job search or applications? Do you want to develop a resume and improve your interview skills? Do you need vocabulary and communications skills for the workplace? Work with an ESOL teacher and your classmates to practice English language skills while learning more about planning for a career, finding and applying for a job, and developing employability skills for job success. Learn more about the American workplace and what employers expect from successful employees.

36 sessions @ 2.5 hours each.

Prerequisite: Participants are required to complete English language placement testing to enroll in the class.

Testing at Plum Center, on 3/25 at 9:00 AM or 3/30 at 6:00 PM

\$220 Total Cost (tuition and ESOL testing)

Section 2009 12:30 pm - 3:00 pm
Plum Center T-F April 21- June 19

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*
\$344 Total Cost (includes textbook fee)

Section 2009 9:00 am - 11:15 am
Plum Center Sa, April 18-June 27
Staff, instructor

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 9:15 am - 11:30 am
Pimmit Hills Ctr M W, April 13-June 22
Staff, instructor

Section 2008 9:15 am - 11:30 am
Pimmit Hills Ctr Tu Th, April 14-June 18



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 2011 7:30 pm - 9:30 pm
Pimmit Hills Ctr Tu, May 26-June 11
Nova De Nunez, instructor



ACE Teacher Features



**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

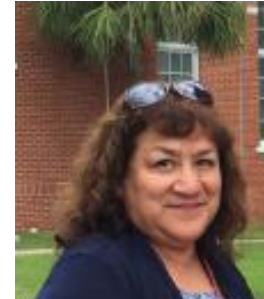
Mary Ann has been a middle school classroom teacher, network administrator, technology support specialist, and technology support supervisor for FCPS.

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."

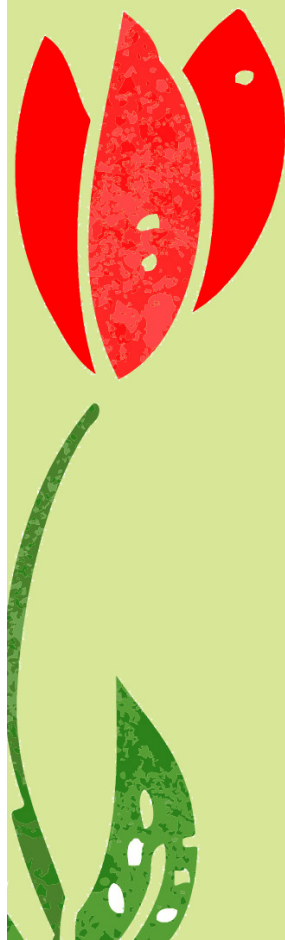
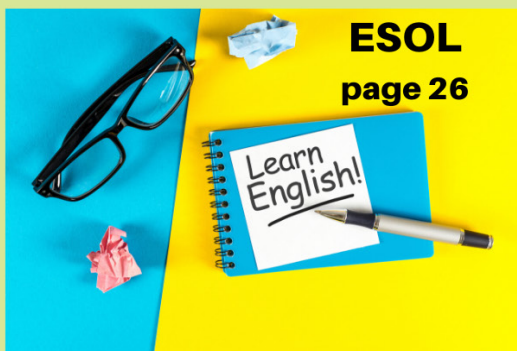
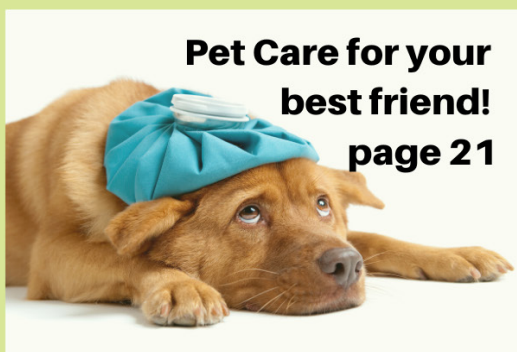
Judith C- Spanish 500 Intermediate



ACE | ADULT AND
COMMUNITY
EDUCATION



ACE Spring Specials are Blooming!





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 W, June 17
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 W, May 20
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

Woodson HS
Perrine, instructor

6:30 pm - 9:30 pm
M, March 23

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

Plum Center

2:00 pm - 5:00 pm
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 Wonton Soup, Pork Steamed Buns, Chicken & Shrimp Lo-Mein & Tapioca Bubble Tea.

1 sessions @ 3 hrs.

\$116 Total Cost

Section 0020

Plum Center
Euipiyachat, instructor

6:30 pm - 9:30 pm
W, April 22

Section 0021

Plum Center
Euipiyachat, instructor

9:00 am - 12:00 pm
Sa, May 9

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

Woodson HS
Staff, instructor

12:00 pm - 3:00 pm
Sa, April 18

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

Pimmit Hills Ctr
Perrine, instructor

1:00 pm - 4:00 pm
W, July 22

**Favorite Thai Dishes | Course HI06446**

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

\$107 Total Cost

Section 0020

Plum Center
Seriruk, instructor

10:00 am - 1:00 pm
W, May 6

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

Plum Center
Euipiyachat, instructor

10:00 am - 1:00 pm
Sa, May 30

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

Plum Center
Seriruk, instructor

10:00 am - 1:00 pm
Th, May 14

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

Plum Center
Euipiyachat, instructor

1:00 pm - 4:00 pm
Su, May 17

Section 0030

Plum Center
Euipiyachat, instructor

1:00 pm - 4:00 pm
Su, June 28

CHEF DEVAKI DAS**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, tomato passata, Tuscan sausage & beans, fruit crostata, 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

Woodson HS

Das, instructor

10:00 am - 2:00 pm
Sa, May 16

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 the 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

Woodson HS
Das, instructor

10:00 am - 2:00 pm
Sa, April 25

"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





"Chef Gaston is an awesome teacher and the classes were full of incredibly useful cooking instructions. The food we prepared was beyond delicious! Thank you Chef Gaston!"
John H - Classic French Cooking

CHEF FANNY GASTON

Classic French Cooking | Course HI06320

Classic, easy, and fancy french classics for the summer. Prepare a low-cost, summer French meal. In this two session class, learn to make the classic quiche, salad niçoise, cold soups, mains and desserts. Bon appétit! 2 sessions @ 4 hrs each.
\$146 Total Cost

Section 0020 10:00 am - 1:00 pm
Plum Center Tu, May 12-May 19
Gaston, instructor

Section 0030 10:00 am - 2:00 pm
Plum Center Tu, June 30-July 7
Gaston, instructor

NEW

French Pies & Tarts | Course HI06404

Learn the basic techniques to make the perfect pie crust each and every time. Learn about making frangipane and pate brisee. Make onion tart, quiches, and fruit tarts. 2 sessions @ 3 hrs each.
\$134 Total Cost

Section 0020 2:00 pm - 5:00 pm
Plum Center Su Sa, March 15-March 21
Gaston, instructor

NEW

French Style Sunday Brunch | Course HI06485

A French style brunch is a delicious treat for the weekend. Learn how to make a fabulous one. Eggs benedict, quiche & omelet, fruit soup are on the menu for a perfect brunch! 1 session @ 3 hrs.
\$111 Total Cost

Section 0020 10:00 am - 1:00 pm
Plum Center Sa, May 2
Gaston, instructor

NEW

Cooking Basics 101 | Course HI06471

Take your daily meals beyond the microwave. Learn essential cooking techniques, practice knife skills, and gain confidence in the kitchen by preparing a three course meal in each class. 3 sessions @ 3 hrs each.
\$219 Total Cost

Section 0020 6:30 pm - 9:30 pm
Plum Center Tu, May 12-May 26
ACE Staff, instructor

Floral Design

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

Introduction to Floral Design 1 - Basic | Course HI03374

Study the principles and elements of good design. You will learn how to select and care for various flowers and foliage for optimal results. Four design styles; vertical line, triangular, round, and mixed vase arrangements; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.
\$ 24 Text: *Design School*
\$390 Total Cost (includes textbook fee)

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.
\$338 Total Cost

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.
\$155 Total Cost

Section 0020 6:30 pm - 9:00 pm
Pimmit Hills Ctr M, April 27-May 18
Mason, instructor

Genealogy: Planning a Research Trip | Course HI04784

Planning research trips, both locally and long distances are critical to successful research. What to do before you go? What to take with you? What to do on the trip? What to do when you return? All contribute to a successful research trip. Facilities covered include libraries, archives, churches, cemeteries, courthouses, funeral homes, and newspaper resources. 1 session @ 2.5 hrs.
\$ 64 Total Cost

Section 0020 7:00 pm - 9:30 pm
L. Braddock SS Th, May 7
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

**NEW****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
Hunt, instructor

Section 0020 6:30 pm - 9:00 pm
Chantilly HS Tu, May 26-June 9
Hunt, 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
Plum Center 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

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 on-line support sites will be addressed.

4 sessions @ 3 hrs each.

\$179 Total Cost

Section 0030 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

**Personal and Creative Interest****Bridge Made Easy | Course HI03024**

Meet fun-loving people, escape work-a-day blues, exercise your mind! Discover the passion that is bridge and your life will never be the same. Learn to play bridge with dynamic PowerPoint presentations and interactive lessons. No textbooks. Play with friends or compete in tournaments. 8 sessions @ 3 hrs each.

\$269 Total Cost

Section 0020 1:00 pm - 4:00 pm
Plum Center Su, April 5-June 7
DeAnda, instructor

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
Staff, 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



Cinema



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
LeBlanc, instructor

6:30 pm - 9:30 pm
Tu, March 31-May 5

Section 0021

Plum Center
LeBlanc, instructor

6:30 pm - 9:30 pm
Th, April 2-May 7

Note: Senior discount of 25% is now available on all film classes

"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



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
LeBlanc, instructor

6:30 pm - 9:30 pm
Tu, May 12-June 9

Section 0021

Plum Center
LeBlanc, instructor

6:30 pm - 9:30 pm
Th, May 14-June 11

"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



Cinema



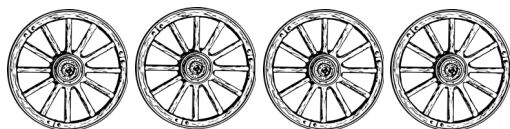
NEW

21 st. 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
Pimmit Hills Ctr
Massa, instructor

6:30 pm - 9:30 pm
M, March 30-April 27



WRITING AND PUBLISHING

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
Plum Center
Sim, instructor

10:00 am - 12:00 pm
Tu, May 5-May 26

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
Pimmit Hills Ctr
Page, instructor

10:30 am - 12:30 pm
Tu, April 14-May 19

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
Pimmit Hills Ctr
Page, instructor

10:30 am - 12:30 pm
Th, April 16-May 21



NEW

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
Plum Center
Stawarski, instructor

10:00 am - 12:00 pm
Sa, May 2-May 30

NEW

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
Pimmit Hills Ctr
Sim, instructor

10:00 am - 12:00 pm
Th, April 9-May 7





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. Email us for further assistance: language@fcps.edu

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.

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.
\$ 34 Text: *Mastering Arabic 1, 3rd ed*
\$349 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
Plum Center W, March 25-June 3
Shokry, instructor

"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

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.
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$349 Total Cost (includes textbook fee)

Section 0020 6:45 pm - 8:45 pm
Woodson HS Th, April 23-June 25
Clinch, instructor

Section 0021 7:00 pm - 9:00 pm
Plum Center W, April 15-June 17
Hall, instructor

Section 0022 12:30 pm - 2:30 pm
Pimmit Hills Ctr W, March 25-June 3
Maloney, instructor

Section 0023 7:00 pm - 9:00 pm
Pimmit Hills Ctr Tu, March 24-June 2
Maloney, instructor

American Sign Language 200—Beginning 2 | Course FL02562

Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.
Prereq: FL02560 American Sign Language 100--Beginning 1
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$349 Total Cost (includes textbook fee)

Section 0020 6:45 pm - 8:45 pm
Woodson HS W, April 22-June 24
Clinch, instructor

Section 0021 7:00 pm - 9:00 pm
Plum Center Th, April 16-June 18
Maloney, instructor



American Sign Language 300—Beginning 3 | Course FL02563

Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.
Prereq: FL02562 American Sign Language 200--Beginning 2
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$355 Total Cost (includes textbook fee)

Section 0020 10:00 am - 12:00 pm
Plum Center Sa, April 25-July 11
Hall, instructor

American Sign Language—Intermediate 5 | Course FL02571

Prereq: Intermediate Sign Language Part 4 or high intermediate skills. Students will have to order book by Willard J. Madsen, Intermediate Conversational Sign Language ISBN 978-0-913580-79-0.
10 sessions @ 2 hrs each.
\$309 Total Cost

Section 0020 12:30 pm - 2:30 pm
Plum Center Sa, May 2-July 18
Hall, instructor

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

Section 0020 7:00 pm - 9:00 pm
Plum Center Tu, April 14-June 16
Hall, instructor

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)

Section 0020 7:00 pm - 9:00 pm
Pimmit Hills Ctr Th, April 16-June 4
Pai, instructor

**FCPS Employees get 25% off tuition for *ACE classes.
*Some exclusions apply.**

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

Section 0020 2:00 pm - 4:30 pm
Plum Center Exception M Tu W Th, April 6-April 9
Molnar, instructor

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)

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr Th, March 19-June 11
Nasra, instructor

Section 0021 1:00 pm - 3:00 pm
Plum Center Tu, March 31-June 23
Molnar-Grabowski, instructor

Section 0022 7:00 pm - 9:00 pm
Edison HS Tu, April 14-June 30
Newsome, instructor

Section 0023 7:00 pm - 9:00 pm
Pimmit Hills Center Th, April 16-July 2
ACE Staff, instructor

French 115—Encore! | Course FL02665

Où en êtes-vous? Review of basic grammar from French Beginning 1, 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*
\$199 Total Cost (includes textbook fee)

Section 0020 12:30 pm - 2:30 pm
Plum Center Th, May 7-June 4
Michel, instructor

French 200—Beginning 2 | Course FL02672

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

Section 0020 7:00 pm - 9:00 pm
Edison HS Th, April 16-July 2
Newsome, instructor

Section 0021 7:00 pm - 9:00 pm
L. Braddock SS Tu, May 5-July 21
Antoons, instructor

Section 0022 7:00 pm - 9:00 pm
Chantilly HS W, May 6-July 22
Weimerskirch, instructor

"Leslie Grabowski is the best, based on the facts that she understands the goals and the needs of each student. Excellent teacher who promotes positive attitude and the joy of learning the French language."

ACE Student - French Conversation Review

French 210—Encore! | Course FL02666

Où en êtes-vous? Review of basic grammar from French Beginning 1 and 2, listening comprehension exercises, vocabulary development and basic conversational practice. Significant pronunciation practice. For beginning students with one or two previous courses or the equivalent of one semester of college French. 8 sessions @ 2 hrs each.
Prereq: FL02672 French 200--Beginning 2
\$ 13 Text: *Easy French Step-by-Step*
\$275 Total Cost (includes textbook fee)

Section 0020 1:00 pm - 3:00 pm
Pimmit Hills Ctr F, May 1-June 19
Michel, instructor

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
\$ 36 Text: *Living Language French*
\$345 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
Woodson HS Tu, April 28-July 14
Molnar-Grabowski, instructor

Section 0021 7:00 pm - 9:00 pm
L. Braddock SS Th, April 16-July 2
Antoons, instructor

French 320—Beginning 3 Conversation and Review | Course FL02675

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

Section 0020 1:00 pm - 3:00 pm
Pimmit Hills Ctr M, May 11-July 20
Michel, instructor

Section 0021 7:00 pm - 9:00 pm
Plum Center F, May 8-July 10
Hull McCaffrey, instructor

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)

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr Th, April 16-May 21
Shahin, instructor

**French 420—Beginning Conversation | Course FL02676**

Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400--Beginning 4
\$ 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 Tu, April 14-June 16
Shahin, instructor

Section 0021 7:00 pm - 9:00 pm
Plum Ctr W, April 15-June 17
Jackson, instructor

NEW**French multi level-Les chansons françaises | Course FL03692**

Parlons français à travers la chanson française.
6 sessions@2hrs each.
Prereq: 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

Révisons, apprenons, comprenons, continuons à parler français. Ce cours vous permettra de discuter en groupe des sujets quotidiens et des textes choisis du monde francophone. Examiner la grammaire et la structure de la langue selon le besoin. 10 sessions @ 2 hrs each.
Prereq: 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 FL02686

Course offers structured grammar review and guided conversation with the opportunity for casual discussions. For intermediate students with extensive exposure to French grammar and vocabulary, who seek to improve their conversation skills. 12 sessions @ 2 hrs each.
Prereq: FL02681 French 500--Intermediate 1
\$ 349 Total Cost

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr W, April 29-July 15
Shahin, instructor

Section 0021 12:30 pm - 2:30 pm
Plum Center M, May 11-August 3
Molnar-Grabowski, instructor

French 610—Conversation and Review | Course FL02684

Intermediate conversation class with review of grammar as needed. Focus on listening comprehension and vocabulary development with structured and free-flowing conversation. 10 sessions @ 2 hrs each.
Prereq: FL02686 French 600--Conversation, lecture et revisions
\$ 15 Text: *Ultimate French Review and Practice, 3rd ed*
\$ 345 Total Cost (includes textbook fee)

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr Th, March 19-May 28
Staff, instructor

Section 0021 7:00 pm - 9:00 pm
Pimmit Hills Ctr Tu, March 31-June 2
Hengel, instructor

French 680—Conversation et Lecture | Course FL02690

Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d'un haut niveau.
10 sessions @ 2 hrs each.
Prereq: 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

Ce cours vous guidera à la compréhension et à l'analyse de sujets pris de l'actualité mondiale et francophone. Les textes utilisés sont de difficulté variée et seront discutés en groupe. Vous aurez la chance de parler du quotidien. La grammaire s'adressera selon la nécessité. 6 sessions @ 2 hrs each.
Prereq: FL02685 French 700--Conversation
\$ 219 Total Cost

Section 0020 10:00 am - 12:00 pm
Pimmit Hills Ctr W, April 15-May 20
Morrissey, 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.
Prereq: 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**Jump — Start Beginning German | Course FL06502**

Always wanted to learn German, but nervous about getting started? Or have you dropped out of a beginner class in the past, because the other students seemed to have a lot more experience? If so, this is the class for you! Starting from the very first simple words, you'll build skills and confidence fast in a high-energy, fun and supportive learning environment.
4 sessions @ 2 hrs each.
\$ 159 Total Cost

Section 0020 1:00 pm - 3:00 pm
Plum Center Th, April 30-May 21
Manley, instructor

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 F, 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
Pimmit Hills Ctr Tu, April 14-June 30
Anderson, A, instructor

German 200—Beginning 2 | Course FL02702

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.
Prereq: 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
L. Braddock SS Th, April 16-July 2
Elsisi, instructor

German 300—Beginning 3 | Course FL02703

Expand your knowledge of German cases, verbs, and tenses. Increase reading, writing, and conversation skills. New grammar includes prepositions, dative case, and present perfect tense. 12 sessions @ 2 hrs each.
Prereq: FL02702 German 200--Beginning 2
\$ 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.
Prereq: FL02703 German 300--Beginning 3
\$ 199 Total Cost

Section 0020 7:00 pm - 9:30 pm
Plum Center Exception 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 FLO2697**

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!...Lasst uns anfangen! 8 sessions @ 2 hrs

Prereq: FLO2703 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 FLO2704

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: FLO2703 German 300--Beginning 3

\$ 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 W, April 15-July 1
Long, instructor

German 520—Intermediate 2 | Course FLO2710

Bauen Sie auf das in den Anfängerklassen erlernte 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: FLO2704 German 400--Beginning 4

\$359 Total Cost

Section 0020 7:15 pm - 9:15 pm
Plum Center Th, April 16-July 2
Long, instructor

German 750—Konversation fuer Fortgeschrittene | Course FLO2717

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

\$259 Total Cost

Section 0020 11:00 am - 1:00 pm
Pimmit Hills Ctr M, April 13-June 8
Gainey, instructor

Section 0021 11:00 am - 1:00 pm
Pimmit Hills Ctr Tu, April 28-June 16
Gainey, instructor

GREEK**NEW****Introduction to Greek for Beginners and Travelers | Course FLO2724**

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
Nicolopoulos, instructor

ITALIAN**Introduction to Italian for Beginners and Travelers Part 1 | Course FLO2766**

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

\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*

\$339 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
Woodson HS W, April 15-June 17
Oddo, instructor

Italian 100—Beginning 1 | Course FLO2771

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

\$ 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
Baletti, instructor

Italian 420—Beginning Conversation | Course FLO2770

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

Prereq: FLO2774 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 FLO2759

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: FLO2774 Italian 400--Beginning 4

\$319 Total Cost

Section 0020 10:30 am - 12:30 pm
Pimmit Hills Ctr W, April 1-June 3
Hengel, instructor

Italian 530—Intermediate 3 | Course FLO2777

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

Prereq: FLO2776 Italian 522--Intermediate 2

\$359 Total Cost

Section 0020 7:00 pm - 9:00 pm
L. Braddock SS Th, April 23-July 9
Oddo, instructor

NEW**Italian 535—Ripasso (Intermediate) | Course FLO2757**

Review grammar, build vocabulary, and practice conversational skills. For students with previous exposure to Italian Grammar. 10 sessions @ 2 hrs each.

Prereq: FLO2777 Italian 530--Intermediate 3

\$319 Total Cost

Section 0020 2:00 pm - 4:00 pm
Plum Center Tu, April 14-June 16
Moore, instructor

Italian 600—Advanced Conversation | Course FLO2781

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

Prereq: FLO2780 Italian 580--Advanced Conversation
\$319 Total Cost

Section 0020 12:15 pm - 2:15 pm
Plum Center W, April 15-June 17
Moore, instructor

Italian 675—Advanced Conversation | Course FLO2754

Corso di conversazione avanzata per studenti che vogliono mantenere o migliorare la loro padronanza della lingua italiana. Ripasso occasionale di grammatica quando necessario. 10 sessions @ 2 hrs each.

Prereq: FLO2779 Italian 650--Intermediate/Advanced Conversation and Literature

\$315 Total Cost

Section 0020 7:15 pm - 9:15 pm
Pimmit Hills Ctr M, March 30-June 22
Faraone, instructor

Italian 700—Advanced Conversation | Course FLO3800

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

Prereq: FLO2779 Italian 650--Intermediate/Advanced Conversation and Literature

\$349 Total Cost

Section 0020 10:00 am - 12:00 pm
Plum Center W, April 15-June 17
Moore, instructor

JAPANESE**Japanese for Beginners and Travelers | Course FLO2784**

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
L. Braddock SS Th, March 26-June 4
Mercado, instructor

Japanese 100—Beginning 1 | Course FLO2785

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 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 I, Kana Version, 3rd ed*
\$355 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
Chantilly HS Th, May 7-July 9
Kurimoto, instructor

Section 0021 7:00 pm - 9:00 pm
Pimmit Hills Ctr Th, April 23-June 25
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 through out 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 I, Kana Version, 3rd ed*
\$359 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
Pimmit Hills Ctr Tu, April 21-June 23
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 traveler's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc.

10 sessions @ 2 hrs each.
\$ 24 Text: *Read & Speak Korean for Beginners, 3rd ed*
\$319 Total Cost (includes textbook fee)

Section 0020 7:00 pm - 9:00 pm
L. Braddock SS Th, March 26-June 11
Tudor, instructor

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@ 2hrs each
\$299 Total Cost

Section 0020 2:00 pm - 4:00 pm
Plum Center Th, April 16-June 18
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 Th, May 7-July 9
Staff, instructor

SPANISH

Spanish Language Boot Camp | Course FL06513

Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you'll be comfortably able to tackle an academic class at the appropriate level. 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 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.
\$ 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 Tu, April 21-July 7
Texidor, instructor

Section 0021 10:30 am - 12:30 pm
Plum Center M, April 20-July 13
Roberts, instructor

Section 0022 7:00 pm - 9:00 pm
Plum Center F, March 27-June 19
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
Staff, instructor

Section 0025 7:00 pm - 9:00 pm
Pimmit Hills Ctr W, March 25-June 17
Escudero-Alie, instructor

Section 0026 7:00 pm - 9:00 pm
L. Braddock SS Tu Th, April 28-June 4
Staff, instructor Twice a week.

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: FL02671 Spanish 100--Beginning 1
\$309 Total Cost

Section 0020 7:00 pm - 9:00 pm
Plum Center F, April 24-June 26
Williams, instructor

Spanish 101—Review Special for Beginners | Course FL02851

Review "ser/estar" and "tener" and other grammar points cover in Spanish 100. 4 sessions @ 2 hrs each.

Prereq: FL02861 Spanish 100--Beginning 1
\$149 Total Cost

Section 0020 12:00 pm - 2:00 pm
Plum Center Su, April 26-May 17
Hull McCaffrey, instructor

Section 0021 7:00 pm - 9:00 pm
Edison HS Th, April 30-May 21
Hull McCaffrey, instructor

Section 0022 10:00 am - 12:00 pm
Plum Center Exception M Tu W Th, April 6-April 9
Peralta Rocha, instructor

Section 0023 6:30 pm - 8:30 pm
Plum Center Exception M Tu W Th, April 6-April 9
Peralta Rocha, instructor

Spanish 200—Beginning 2 | Course FL02862

Increase knowledge and facility with the present tense. Practice conversation, grammar, and irregular verbs. Learn additional verb tenses. 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 10:30 am - 12:30 pm
Pimmit Hills Ctr W, May 6-July 22
Roberts, instructor

Section 0021 7:00 pm - 9:00 pm
Chantilly HS Th, April 16-July 2
Smith, instructor

Section 0022 4:30 pm - 6:30 pm
Plum Center Th, April 30-July 16
Peralta Rocha, instructor

Section 0023 10:00 am - 12:00 pm
Plum Center Sa, May 16-August 8
Peralta Rocha, instructor

Section 0024 7:00 pm - 9:00 pm
Pimmit Hills Ctr M, March 23-June 22
Staff, instructor

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

Take your first steps and learn hands-on Spanish survival language skills. Get all the basics in 10 great sessions @ 2 hrs each

\$ 23 Text: *Learn Spanish The Fast and Fun Way, 4th ed*
\$329 Total Cost (includes textbook fee)

Section 0020 7:15 pm - 9:15 pm
Plum Center M, May 11-July 20
Mutterperl, instructor

**NEW****Spanish 003--Conversation for Beginners | Course FL02858**

Hablemos! Let's talk: a short guide to start and hold a conversation in Spanish (beginners and intermediate) practice with questions words. Family/ likes and dislikes/ sports and movies will be some of the topics. 4 sessions@2hrs each

Prereq: FL02862 Spanish 200--Beginning 2
\$ 159 Total Cost

Section 0020 6:45 pm - 8:45 pm
Bryant Ctr W, April 15-May 6
Nader, instructor

Section 0021 12:30 pm - 2:30 pm
Plum Center Exception M Tu W Th, April 6-April 9
Peralta Rocha, instructor

Spanish 300--Beginning 3 | Course FL02863

Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.

Prereq: FL02862 Spanish 200--Beginning 2
\$ 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
Chantilly HS Tu, April 28-July 14
Garcia, instructor

Section 0021 7:00 pm - 9:00 pm
Edison HS Tu, April 28-July 14
Hull McCaffrey, instructor

Section 0022 11:30 am - 1:30 pm
Pimmit Hills Ctr Sa, April 25-July 25
Rosendi, instructor

NEW**Spanish 330--Beginning 3 Review and Conversation | Course FL02859**

A review course to reinforce, grammar, vocabulary, verbs and everything else learned in the previous classes. 10 sessions @ 2 hrs each.

Prereq: FL02863 Spanish 300--Beginning 3
\$ 41 Text: *Complete Spanish* (\$22); *Complete Spanish Step-By-Step* (\$19)
\$ 345 Total Cost (includes textbook fee)

Section 0020 4:30 pm - 6:30 pm
Plum Center Tu, April 14-June 16
Peralta Rocha, instructor

Spanish 400--Beginning 4 | Course FL02864

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

Prereq: FL02863 Spanish 300--Beginning 3
\$ 15 Text: *Ultimate Spanish Review & Practice, 3rd ed*
\$ 339 Total Cost (includes textbook fee)

Section 0020 10:30 am - 12:30 pm
Pimmit Hills Ctr Th, April 16-July 2
Roberts, instructor

Section 0021 7:00 pm - 9:00 pm
Plum Center Tu, April 28-July 14
Peralta Rocha, 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@ 2hrs.

Prereq: FL02807 Review Spanish Subjunctive Mood
\$ 159 Total Cost

Section 0020 6:45 pm - 8:45 pm
Bryant Ctr M, May 4-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.

Prereq: FL02864 Spanish 400--Beginning 4
\$ 15 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.

Prereq: FL02864 Spanish 400--Beginning 4
\$ 15 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-July 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.

Prereq: FL02860 Spanish 430--Beginning 4 Review and Conversation
\$ 15 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.

Prereq: FL02868 Spanish 500--Intermediate
\$ 15 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@ 2hrs each.
Prereq: 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 Instructor 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@2hrs each.

\$ 159 Total Cost

Section 0020 6:45 pm - 8:45 pm
Bryant Ctr W, May 20-June 10
Nader, instructor



Spring Break Enrichment 2020—Elementary, Middle and High School

ELEMENTARY

NEW

World Language Boot Camps - Grades 2-5

Want your child to have a boost in learning languages? This 3 hours a day - 5 day class, will immerse your child in learning languages through games, crafts, and songs. The goal is to listen, understand, speak, write and read the basic language concepts in a fun, engaging way. Please have your child bring a small healthy snack for break time.

\$249 Total Cost

French Boot Camp—Course GS04019

Section 0001 1:00 pm - 4:00 pm
Plum Center M Tu W Th F, April 6-April 10
ACE Staff, instructor

German Boot Camp—Course GS05019

Section 0001 1:00 pm - 4:00 pm
Plum Center M Tu W Th F, April 6-April 10
Elsisi, instructor

Spanish Boot Camp—Course GS07019

Section 0020 1:00 pm - 4:00 pm
Plum Center Exception M Tu W Th F, April 6-April 10
Roberts, instructor

Computer Graphics—Grades 3-5 Course GS03090

Develop digital Your digital creativity. Hands-on sessions on page layout/design, digital art, illustration and many other aspects of computer graphics. 5 sessions @ 3 hrs each.

\$239 Total Cost

Section 1200 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Bryan Carvajal, instructor

MIDDLE & HIGH SCHOOL

An Introduction to Cooking for Teens - Grades 6-10 | Course SB06810

Learn to make perfect creamy scrambled eggs, gourmet French toast, cakes, soups, stews to fresh cakes. Delve deeper into the scientific principles behind foods we love! Uses fresh/seasonal produce. Well suited for teens who have a passion for good food and have some culinary experience and skill. 5 sessions @ 3 hrs each.

\$289 Total Cost

Section 1010 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Staff, instructor

Effective Study Skills for Teens—Grades 6-10 Course SB07624

Students study smarter, not harder. Topics: 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 1020 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Yurgaites, instructor

Section 1010 1:00 pm - 4:00 pm
Plum Center M Tu W Th F, April 6-April 10
Yurgaites, instructor

Section 4000 9:00 am - 12:00 pm
Pimmit Hills Ctr M Tu W Th F, April 6-April 10
Staff, instructor

NEW

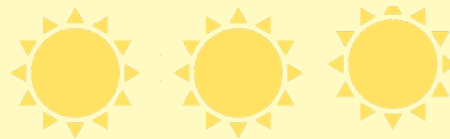
Algebra 1 SOL Boot Camp - Grades 7-12 | Course SB06000

Prep for Algebra 1 SOL exam. Review: Expressions and Operations; evaluate replacement values of the variables. Perform operations on expressions; adding, subtracting, multiplying, and dividing polynomials; and factoring completely first- and second-degree binomials and trinomials in one variable. Multistep linear equations inequalities in variable, quadratic equations literal equations for a specified variable; systems of two linear equations in two variables algebraically and graphically; and practical problems involving equations and systems of equations. Covers slope and writing / graphing linear equations, Functions and Statistics domain and range; zeros; intercepts; direct or inverse variation exists, determine the equation of the curve of best fit in order to make predictions, and solve practical problems, using mathematical models of linear and quadratic functions. All algebraically and by using the scientific calculator /demos on laptops.

5 sessions @ 3 hrs each.

\$269 Total Cost

Section 1010 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Carter, instructor



Cooking for Teens, Beyond the Basics- Grades 6-10 | Course SS06815

Hone skills of budding Chef at home! Delve deeper into food chemistry and scientific principles behind foods we love! Delicious quiches, gourmet grilled cheese sandwiches, summer soups, sauces, stews. Bake mouth watering desserts and cakes-seasonal produce. Suited for teens who are comfortable in the kitchen and have some culinary experience. 5 sessions @ 3 hrs each.

\$305 Total Cost

Section 1010 1:00 pm - 4:00 pm
Plum Center M Tu W Th F, April 6-April 10
Staff, instructor

NEW

Geometry SOL Boot Camp—Grades 9-12 Course SB05000

Prep for geometry SOL exam. Reviews property of triangles, quadrilaterals, polygons, circles, and solids using inductive and deductive reasoning. Conjectures about properties and relationships developed inductively and verified deductively. Transformations, algebra, and technologies used as tools to solve geometry problems. 5 sessions @ 3 hrs each.

\$269 Total Cost

Section 1000 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Shipp, instructor

Young Writer's Workshop— Grades 6-10 Course SB07639

Practice techniques for organizing ideas, creating strong sentences, using detail effectively, and revising text. Emphasise strengthening vocabulary, grammar. 15 hours of instruction.

\$15 Text: *Young Writers Workshop Handbook*

\$ 11 Text: *Painless Writing, 3rd ed*

\$265 Total Cost (includes textbook fee)

Section 1010 9:00 am - 12:00 pm
Plum Center M Tu W Th F, April 6-April 10
Jones, instructor

Section 1020 1:00 pm - 4:00 pm
Plum Center M Tu W Th F, April 6-April 10
Jones, instructor

Section 4001 9:00 am - 12: pm
Pimmit Hills Center M Tu W Th F, April 6-April 10
Staff, 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>*





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 hrs 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

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

**Call 703-658-1201 to register and request
a 10% per student discount for
2 students in the same family.**



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.
\$275 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.

\$249 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 eletromagnetism--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



Summer Language Enrichment—Extended Day at Fairfax HS Elementary Students

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 13-July 17
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 20-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



Call 703-658-1201 to register and request a 10% per student discount for 2 students in the same family.

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

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

Spanish Language Immersion Grades 1-5 | Course SC33051

\$229 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

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
\$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

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
\$20 Text: *Barron's E-Z Geometry*
\$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. Classes 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)
Two week session

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

*2nd week classes end at 4:30 pm

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. 5 sessions @ 3 hrs each.

\$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
Dai, 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 Handbook* (\$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

Test Prep

ONLINE CLASSES

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

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

Section 1000

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.

\$ 86 Text: *Non-Negotiable Skills, Level 1* (\$61); *TJ Math Test Prep Workbook* (\$25)

\$445 Total Cost (includes textbook fee)

Section 1030 5:30 pm - 8:30 pm
Plum Center
Dresen, instructor

Section 1040 2:00 pm - 5:00 pm
Plum Center
Staff, instructor

Section 1050 9:00 am - 2:30 pm
Woodson HS
Ashcraft, instructor

Section 1060 6:00 pm - 9:00 pm
L. Braddock SS
Frazier, instructor

Section 1070 9:00 am - 2:30 pm
Plum Center
Shipp, instructor

Note: Saturday class has a 30 min break.

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. In-class 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 12:30 pm - 5:00 pm
Pimmit Hills Ctr
Staff, instructor

Section 1040 5:30 pm - 7:30 pm
Plum Center
Jones, instructor

Section 1050 12:30 pm - 6:00 pm
Plum Center
Staff, instructor

Section 1060 5:30 pm - 7:30 pm
Pimmit Hills Ctr
Madhavan, instructor

Note: Saturday class has a 30 min break.

More summer secondary enrichment offerings under development and coming your way at Fairfax HS and Pimmit Hill Center locations!



Pimmit Hills Center Elementary -Summer Offerings June 29 to July 1, 2020

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

SIZZLING SUMMER K-12 COURSES



Code Your Own Adventure - Ages 8-11 9am - 1pm \$399 Total Price

| | |
|-------------------|-------------------------|
| June 22 - June 26 | Pimmit Hills |
| June 22 - June 26 | Cherry Run Elementary |
| July 6 - June 10 | Lorton Elementary |
| July 13 - July 17 | Powell Elementary |
| July 20 - July 24 | South County High |
| July 27 - July 31 | Centerville High School |

Codebreakers - Ages 8-11 9am - 1pm \$399 Total Price

| | |
|-------------------|-------------------------|
| June 22 - June 26 | Lee High School |
| July 6 - June 10 | Marshall High School |
| July 13 - July 17 | Mt Vernon High School |
| July 20 - July 24 | South Lakes High School |
| July 27 - July 31 | Pimmit Hills |

Code Your Own Adventure

Characters come to life as you learn to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript.

Codebreakers

Calling all future coders, programmers, & designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day.



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.

\$80 Total Cost

Section 0402
Plum Center
Bob Sargent

9:00 am - 5:30 pm
Thur, April 2



Driver Education



Families choose us!

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!

Partners for Safe Teen Driving (PSTD)

Looking to fulfill the Virginia juvenile licensing requirement of attending a 90 minute parent/teen traffic safety presentation?

\$30 Total Cost

Course DE08501
Section 0409 3:00 pm - 4:30 pm
Plum Center Exception W, April 8

Course DE08500
Section 0625 6:30 pm - 8:00 pm
Falls Church HS Th, June 25

Section 0709 6:30 pm - 8:00 pm
Thoreau Middle Th, July 9

Section 0716 6:30 pm - 8:00 pm
McLean HS Th, July 16

Section 0723 6:30 pm - 8:00 pm
South Lakes HS Th, July 23

Section 0730 6:30 pm - 8:00 pm
West Springfield HS Th, July 30

Bob Sargent



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



ACE

ADULT AND
COMMUNITY
EDUCATION

Fairfax County Public Schools

ACE Career Workshops

Plum Center- April 22

Chantilly HS - April 28

6:30 pm to 7:30



**Discover your
options!
Choose Now!
Choose Right!**

Health and
Medical Career
workshops
Page 19



Trade and
Apprenticeship
Career
workshops
Page 22

Business and IT
Career
workshops
Page 12



FIND SUCCESS

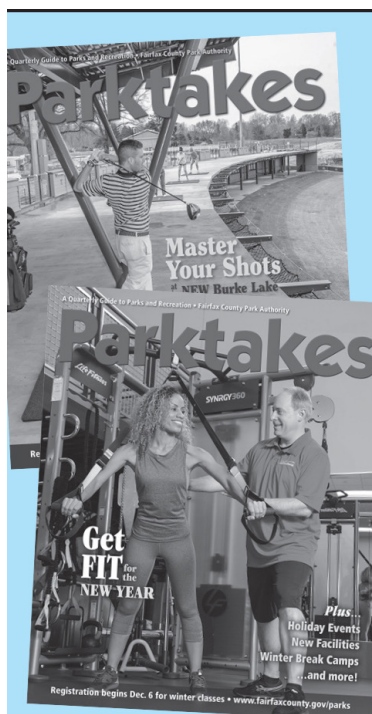
Under 18? Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.

DON'T LEAVE YOUR TEEN ON THE SIDE OF THE ROAD

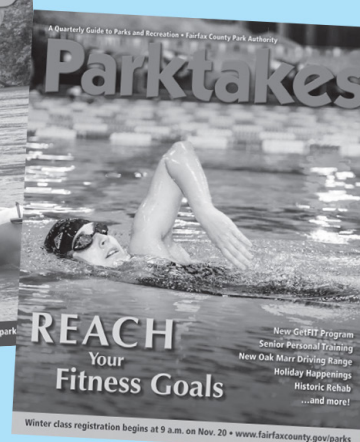


**TIME TO #ADULT:
BASIC CAR REPAIR**

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

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

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

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.
\$499 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 LPI 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-learner 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

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>



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, afflicting 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



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 sentences and speech, ensuring sentence completeness, and conquering common problems with subjects, verbs, and pronouns. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring. 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

SPECIAL INTERESTS

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

NEW

Drone Flying 101: A Beginner's Guide for Drone Enthusiasts | Course DL07468

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. A
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.

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

Over 62?

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

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

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

Driver Education Classes

Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received 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

IN PERSON – PLUM CENTER

6815 Edsall Road
Springfield, VA 22151

Hours: Monday–Friday
9 am–12 pm, 1 pm–5 pm
Closed 12 pm–1 pm

ONLINE

Register anytime by visiting
<https://aceclasses.fcps.edu>

PHONE/EMAIL

703-658-1201
aceonline@fcps.edu

MAIL

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

FAX

703-658-1251

Inclement Weather Cancellations
Please check FCPS.edu

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

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 Select One: MI Last Name Male ☐ Female ☐ 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

| Course No. | Section No. | Start Date | Start Time | Course Title | Tuition Fee | Text Fees* | User Fees* |
|--|-------------|------------|------------|--------------|-------------|------------|------------|
| | | | | | \$ | \$ | \$ |
| | | | | | | | |
| | | | | | | | |
| 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: | | | | | \$ | \$ | \$ |
| Total (pay this amount): | | | | | \$ | \$ | \$ |

I'd like to make a tax-deductible donation to the ACE Scholarship Fund to provide for low income adults and children with employment training and educational opportunities: ☐

Payment Method

Select Method: MasterCard ☐ Visa ☐ Check ☐ Purchase Order/Letter of Authorization ☐
(Make payable to FCPS ACE. Include home address and phone number on check) (see FCPS ACE policies for conditions related to Purchase Orders/Letters of Authorization)

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)

A

ACE foundation | 52
Accommodations | 52
Accounting | 5,8,
Administrative assistant | 4
Air conditioning | 7,23,
American sign language | 36,37
Animal studies | 21
Apprenticeship | 22-26
Arabic language | 36
Auto care and repair | 24
Autism awareness | 17

B

Baking and pastry arts | 30
Blueprint reading | 22
Broadcast production | 8
Builders license prep | 25
Building maintenance | 7, 25
Business and Management | 8-12

C

Certificate programs and test-outs | 4-7
Certified nurse aide | 6, 19
Chinese language | 37
Cinema (Film) | 34
Communications
 Speaking | 9
 Writing | 9, 11,29, 35
Computer support technician | 5
Computers (see Information Technology)
Construction trade training | 22, 25
Continuing education (trade licenses) | 23, 24
Contracting | 22
Cooking | 30-32
Cooking Kids | 42, 43, 45, 47
CPR | 18,
Culinary arts | 30-32

D

Database design | 6, 14,
Dental careers | 6, 21
Dialysis technician | 29
Digital arts | 32
Do It Yourself | 26-27
Driver Education | 50
Drywall | 24, 25

E

Electrical/electricity | 23
EKG technician | 19
Email (Outlook) | 50
Emergency medical technician | 19
Employment centers (one-stop) | 3
English for speakers of other languages | 26, 27

F

Film (Cinema) | 34-35
First aid | 18, 19
Flipping Houses | 22
Floral design | 32
French language | 37-38

G

Genealogy | 32
German language | 38-39

H

Healthcare and dental | 6, 17-21
Heating and air conditioning | 25, 26
History | 35
Home repairs | 23-27
House and home
 Floral design | 34
 Home design| 37
Human resources management | 5, 10
HVAC | 23

I

Information technology
 A+ | 13
 Adobe | 8, 14
 Certification prep | 13
 Computer basics | 13
 Computer graphics | 14
 Computer support technician | 5
 Database design | 14
 Email | 50
 Keyboarding | 50
 Microsoft® office applications
 (Access, Excel, Office, Outlook,
 PowerPoint, Word) | 15
 Networking | 13
 Oracle, PL/SQL | 5, 14
 Programming | 15
 Web design | 6, 16
 Windows 13 | 14
Interior design | 33
Italian language | 39

J

Japanese language | 39

K

Keyboarding | 50
Kids and teens | 42-47
 K-6
 Cooking 42, 43, 45, 47
 Driver education | 48
 SAT test prep | 45, 46
 Study skills | 46
 TJ admissions test prep | 46
 Test prep | 46
Knitting | 33
Korean language | 40

L

Languages (see world language or
 sign language)
Licensing prep (trades) | 23
Locations | 55

M

Management practices | 6, 8-11
Marketing | 12
Medical/medical careers | 6, 17-21
Medical transcription | 50
Mental health first aid | 6,17, 18

N

Needle arts | 33
Networking, computer | 13
Newborn and postpartum caregiver | 20
Nonprofit organization development | 5, 11
Nurse aide | 6,19
Nutrition | 17

O

Office assistant | 4
Online courses | 50-51
Oracle and database design | 6, 14-15

P

Patient care technician | 6
Payment plans | 52
Petcare | 21
Pharmacy technician | 20
Phlebotomy | 51
Photographic arts | 32
Plumbing | 24
Programming | 15
Property maintenance technician | 7

Q

QuickBooks | 8

R

Real estate | 9, 10
Registration | 53
Résumé clinic | 9
Russian language | 40

S

SAT test prep | 45, 46
School closings | 53
Sign language (ASL) | 36, 37
Small business | 6, 9
Spanish language | 40-41
Student services: accommodations,
 course selection assistance,
 payment plans, and underage
 waiver request | 52

T

Tax and taxation | 9, 10
TJ admissions test prep | 46
Trades and industry | 22-25

U

Underage waiver request | 52

V

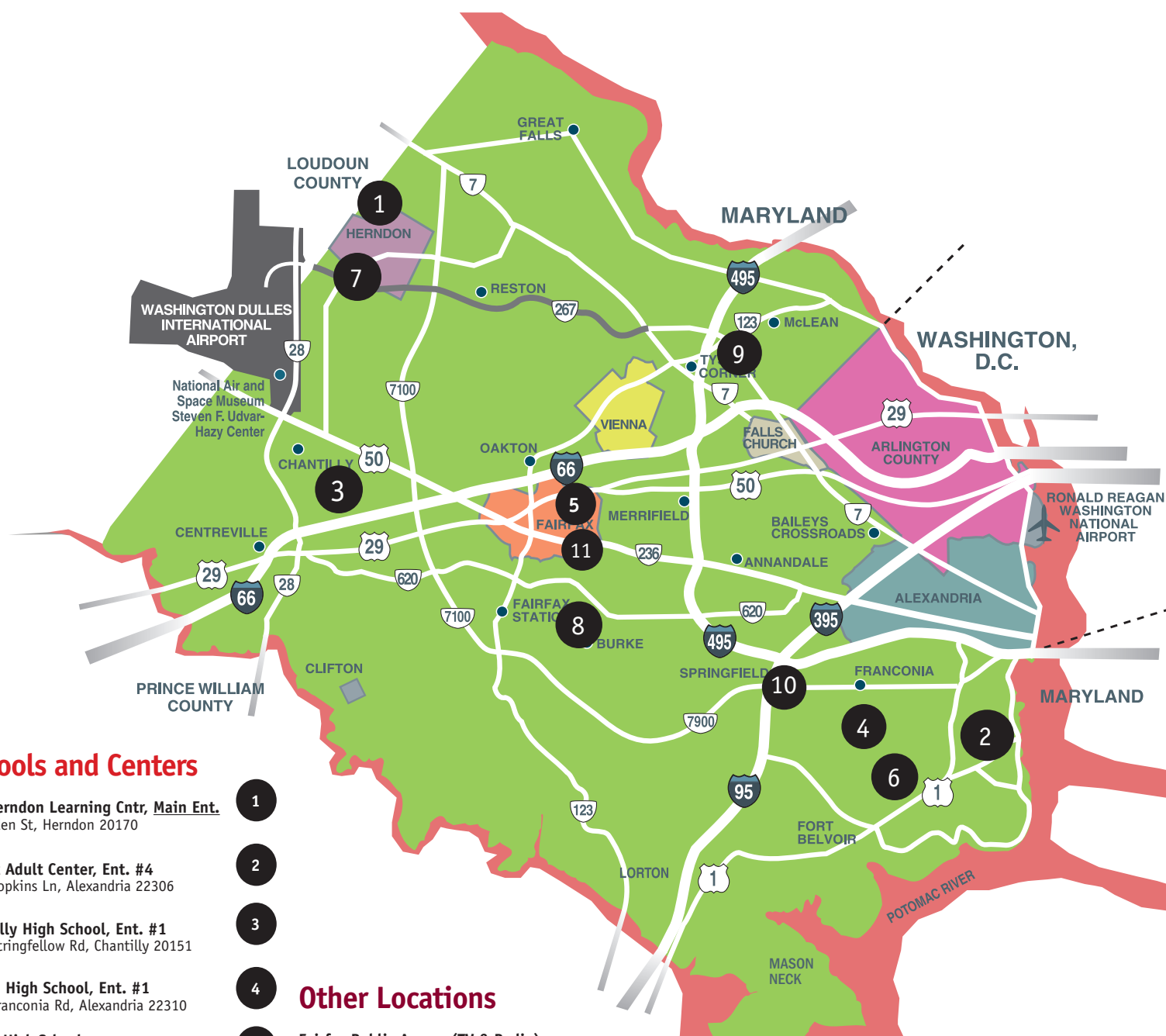
Veterinary pursuits | 21
Virginia trade license renewal | 22

W

Web design | 16
Workplace training | 7
World languages and culture | 36-41
 Arabic | 36
 Chinese | 37
 French | 37-38
 German | 38-39
 Italian | 39
 Japanese | 39
 Korean | 40
 Russian | 40
 Spanish | 40-41
Writing and publishing| 35, 51

Clases en español

Computers for Beginners en español | 13
Heartsaver AED CPR en español | 18
Heartsaver CPR, AED and first aid | 18



Schools and Centers

ACE Herndon Learning Cntr, Main Ent.
400 Elden St, Herndon 20170

Bryant Adult Center, Ent. #4
2709 Popkins Ln, Alexandria 22306

Chantilly High School, Ent. #1
4201 Stringfellow Rd, Chantilly 20151

Edison High School, Ent. #1
5801 Franconia Rd, Alexandria 22310

Fairfax High School,
3501 Rebel Run Fairfax, VA 22030

**Hayfield Secondary School
Ent. #6 (Auto Lab)**
7630 Telegraph Rd, Alexandria 22315

Herndon Middle School, Ent. #7
901 Locust St, Herndon 20170

Lake Braddock Secondary School, Ent. #3
9200 Burke Lake Rd, Burke 22015

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

***Plum Center for Lifelong Learning**
6815 Edsall Rd, Springfield 22151

Woodson High School, Ent. #1 & 2
9525 Main St, Fairfax 22031

Other Locations

Fairfax Public Access (TV & Radio)
2929 Eskridge Road Suite S, Fairfax 22031

Graham Road Community Center
3036 Graham Road, Falls Church 22042

Herndon Neighborhood Resource Center
1086 Elden Street, Herndon 20170

Mott Community Center
12111 Braddock Road, Fairfax 22030

Directions to FCPS
locations are available
at <http://www.fcps.edu>.

***Customer Service Center**

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies.

Information about closings is communicated in these ways:

- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via email to *News You Choose* subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

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

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

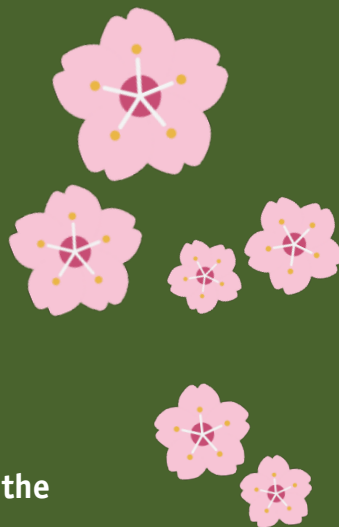
If classes are canceled, please attend the next regularly scheduled session of your class and you will be notified about when the make up class will be held; if this was the last or the only session of your class, you will be contacted by phone or e-mail about the make up class. If classes are canceled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

To receive email notification of school closings, visit www.fcps.edu and sign up for *News You Choose*.

Adult and Community Education
Fairfax County Public Schools
7510 Lisle Avenue
Falls Church, VA 22043



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



NONPROFIT.ORG
U.S. POSTAGE

PAID

MERRIFIELD, VA
PERMIT NO. 6378

****ECRWSS****
POSTAL CUSTOMER



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 on minor appliance repairs? Check out **Appliance Repair workshop - Page 22**
- Yes you can! **How to become a YouTube Star - Page 32**
- **Get creative with Polymer 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**

*ACE offers over 4,000
classes annually, learn
something new today!*



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.