Fairfax County Public Schools Adult & Community Education

ACE Classes

Spring 2021

aceclasses.fcps.edu

SCHEDULE OF CLASSES

SPRING 2021

Fairfax County PUBLIC SCHOOLS
ENGAGE • INSPIRE • THRIVE

fcpsACE   @FCPS_ACE   fcpsACE   fcpsACE

Welcome to ACE!

Welcome to the Spring ACE Catalog and Schedule of Classes!

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

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

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

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

Paul Steiner, ACE Administrator

fcpsACE   @fcps_ACE   fcpsACE   fcpsACE

FCPS ACE COVID-19 health and safety protocols

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

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

Contents

Pages are linked, click below to go directly to the catalog section

Register Online—aceclasses.fcps.edu

ACE Makes it Easy — Four Ways to Learn

Online Instructor-Led (synchronous)
Meet online using a variety of platforms, such as Google Meet, Blackboard Collaborate, ED2GO or Zoom at scheduled times. There may be some activities to complete independently. To have the best experience, we recommend a good internet connection, a computer or tablet with a microphone and camera. We do not recommend using a Smartphone, as the size of the screen may impair your ability to see presented material. Depending on the platform used, students may need to download a free app or have a free Gmail account to access class.

Online Self-Directed Learning (asynchronous)
Subject specialists have planned and organized these courses for you to learn when it is most convenient for you. These classes are typically self-study. Each course is pre-recorded by a qualified instructor and many are accredited college courses. To participate in this type class, you will need a good internet connection, a computer or tablet.We recommend you do not try to connect using only a Smartphone as the size of the screen may impair your ability to see presented material.

Traditional In-Person Classroom Learning
Meet inside a physical classroom. Instruction is delivered in person by our qualified instructors. All students, instructors and staff follow CDC guidelines, participate in a quick health screening before entering the building, and must wear masks for the entirety of class.

Blended Learning
This class meets in-person for some sessions and virtually for others. Your teacher will provide a schedule for dates and locations of class meeting times. To participate in this type class, we recommend the same equipment as outlined in the Online Learning sessions to the left.

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

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

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

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

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

ACE Certificate Programs

➔ **Apprenticeship & Trades**

➔ **Business & Information Technology**

➔ **Healthcare**

Certificate Programs are in high demand because half of Virginia job openings do not require a college degree. **Short on time?** Complete your training in as little as 5 weeks! **Applying for a job in the near future?** Focus on one specific skill or set of skills. **Exploring other career options?** An ACE Certificate program can lead to an industry credential and is a great stepping-stone toward your long-term career goals.

Why enroll in an ACE Certificate Program?

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

Still not sure if this option is for you?

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

Ready to start? HERE'S HOW:

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

Contact us

business@fcps.edu
Office Assistant
Accounting Assistant
Administrative Assistant
Human Resources Management
Nonprofit Organization Development
Small Business Management
Child Care Provider

comptraining@fcps.edu
Computer Support Technician
Web Designer/Developer

healthmed@fcps.edu
Dental Assistant
Medical Administrative Assistant
Medical Assistant
Medical Billing and Coding
Veterinary Assistant

tradeandindustry@fcps.edu
Property Maintenance Technician

Property Maintenance Technician Certificate Program

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

Career Certificate Programs in Business & IT

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

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

Office Assistant

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

Professional Admin Assistant

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

Accounting Assistant

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

Bookkeeping Assistant

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

Non-Profit Organization and Development

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

Child Care Provider

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

Human Resource Management

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


Small Business Management

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

Web Designer

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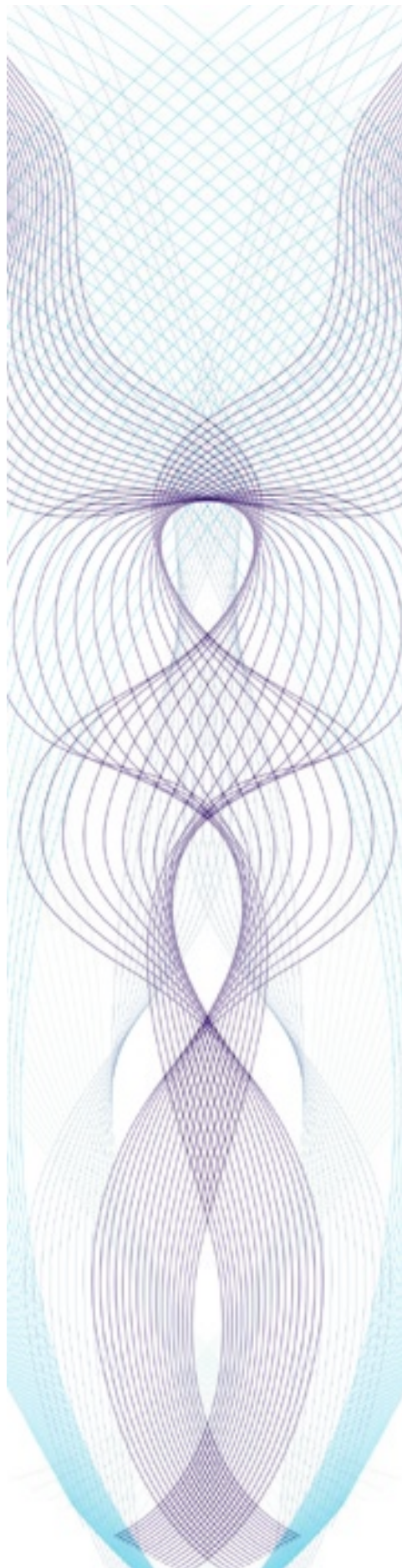
Computer Support Technician

CE02000 | Comp Support Tech Cert Fee
CT01402 | Windows 10 – File Management
CT01770 | Windows 10: MCTS Prep part I
CT01771 | Windows 10: MCTS Prep part II
CT01465 | A+ Troubleshooting your
     Computer
CT01473 | Network+
CT01480 | Security +

Career Certificate Programs in Healthcare

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

Short on time?
Many of our credentialed certificate programs can be completed in 5 – 16 weeks.

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

We are pleased to offer the following NHA exams:

- Certified Clinical Medical Assistant (CCMA)

- Certified Medical Administrative Assistant (CMAA)

- Certified Billing and Coding Specialist (CBCS)

- Certified Pharmacy Technician (CPhT)

- Certified EKG Technician (CET)

- Certified Phlebotomy Technician (CPT)

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

Medical Administrative Assistant

CE01004 | Med Admin Asst Cert Fee
HM01600 | Medical Terminology Part 1
HM01601 | Medical Terminology Part 2
HM01620 | Administrative Medical
                 Office Procedures
HM01625 | CPR AED First Aid OR
HM01699 | CPR Skills Check

Medical Assistant

CE01002 | Med Asst Cert Fee
HM01605 | CNA Placement Test
HM01780 | Certified Nurse Aide,CNA
HM01614 | EKG Technician
HM01617 | Phlebotomy Technician
HM01625 | CPR AED First Aid OR
HM01699 | CPR Skills Check
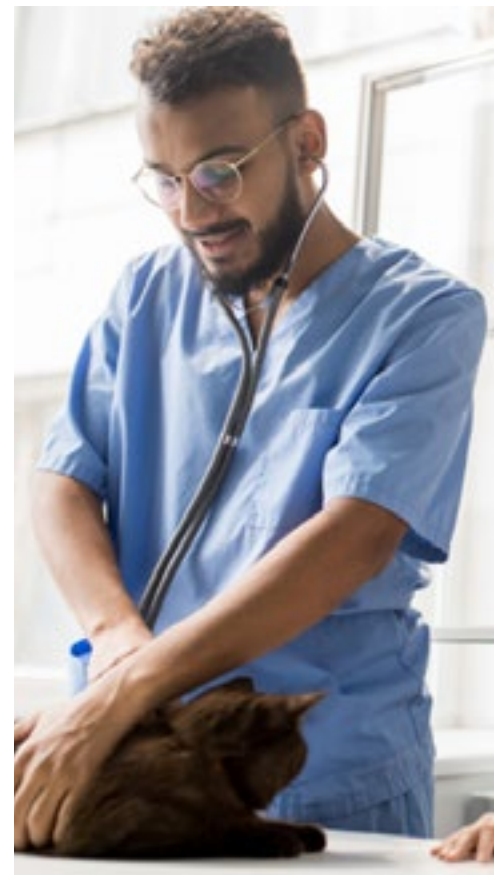
Veterinary Assistant

CE01050 | Vet Asst Cert Fee
HM01980 | Veterinary Terminology and
                 Anatomy
HM01981 | Veterinary Parasitology,
                 Hematology and Wet Lab
HM01982 | Veterinary Preventative
                 Medicine for Dogs and Cats
HM01983 | Veterinary Hospital Visits
                 and Basic Restraint
HM01984 | Zoonotic Diseases, Ethics,
                 and Medical Asepsis
HM01625 | CPR AED First Aid OR
HM01699 | CPR Skills Check

Medical Billing and Coding

HM01950 | Medical Billing and Coding
                 Comprehensive

Dental Assistant

HM01647 | Dental Assistant
                 Comprehensive

Career Certificate Programs in Trade and Industry

Master general repair skills and construction-related tasks to maintain buildings and their infrastructure.This program is ideal for building supervisors, apartment complex maintenance staff, as well as hotel, college, and other entities with on-site facilities maintenance crews.

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

Questions? Please email **tradeandindustry@fcps.edu**.

Property Maintence Technician

CE01006| Property Maint Tech Cert Fee
TI05581 | Drywall, Painting, and Waterproofing
                Workshop
TI05582 | Principles of Heating & AC Systems
TI05583 | Nuts and Bolts of PMT Careers
TI05587 | Electrical Workshop: Maintenance & Repair
TI05590 | Plumbing Workshop: Maintenance & Repair
TI05593 | Appliance Repair Workshop
TI05595 | Door Locks Workshop: Installation
                Maintenance & Repair

Optional Courses

TI05358| Blueprint Reading

Approved by:

VIRGINIA CAREER WORKS

Business and Management

BROADCAST PRODUCTION

Radio Production | Course BE02022

This course is designed to teach the key operating functions of FPA's radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start a show of their own. Basic knowledge of computers is recommended for this course.
6 sessions @ 3 hrs each.
$196 Total Cost

Section F010   9:00 am - 12:00 pm
Fairfax Public   Sa, May 8-June 5
Access
(TV & Radio)
TBD, instructor

BUSINESS FINANCE

Accounting for Non-Accountants | Course BE01277

This is the must-have course for all who have never taken an accounting class, are mystified by accounting language, and want to learn about balance sheets, income statements, or statements of cash flows. This course will be offered online.
4 sessions at 3 hrs. each.
$296 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, May 24-June 7
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. This course will be offered online, 13 sessions at 3 hrs. each.
$540 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, April 6-May 18
Chandran Pillai, CPA, instructor

Fundamentals of Accounting--Part 2 | Course BE01261

Apply your basic accounting principles and learn about organizational structure of single person business, partnerships and corporations and accounting for these business entities. 13 sessions at 3 hrs each.
Prereq: BE01260 Fundamentals of Accounting--Part 1
$550 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, April 5-May 17
Chandran Pillai, CPA, instructor

Fast Track Bookkeeping and Accounting | Course BE01264

Are you interested in the accounting field? Learn to enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). The accounting cycle will be followed by QuickBooks Pro.
This course will be offered online 15 sessions at 3 hrs. each.
$709 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   F, April 9-July 23
Chandran Pillai, CPA, instructor

QuickBooks Pro 2018 - Level 1 | Course CT01435

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 at 3 hrs. each.
Prereq: BE01260 Fundamentals of Accounting--Part 1
$509 Total Cost

Section A010   9:00 am - 12:00 pm
ACE Online   Sa, April 10-May 22
Chandran Pillai, CPA, instructor

QuickBooks Pro 2018 - Level 2 | Course CT01436

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. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. 7 sessions @ 3 hrs each.
Prereq: CT01435 QuickBooks Pro 2018 - Level 1
$464 Total Cost

Section A010   9:00 am - 12:00 pm
ACE Online   Sa, May 29-July 24
Chandran Pillai, CPA, instructor

COMMUNICATIONS

Business English Essentials I | Course BE01052

This course is designed for people who need to improve their English grammar skills to enter or advance in the workforce. It introduces basic principles of grammar and focuses on sentence structure. 4 sessions @ 3 hrs each.
$231 Total Cost

Section A010   7:30 pm - 9:30 pm
ACE Online   M Th, April 5-April 22
Jones Porter, instructor

Business English Essentials II | Course BE01053

Apply the building blocks of English grammar! Learn how to construct complex sentences with a variety of patterns and write cohesive paragraphs with smooth transitions and accurate grammar. 4 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$231 Total Cost

Section A010   6:30 pm - 8:30 pm
ACE Online   M Th, May 3-May 20
Jones Porter, instructor

Office Communication Skills | Course BE01061

Office Communication Skills is a practical course that examines the basics of communication in the workplace.
3 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$205 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, May 27-June 3
Jones Porter, instructor

Powerful Questioning | Course BE02053

Learn the best practices for powerful of questions to dramatically increase your professional and personal effectiveness.
This 1-hour session.
$49 Total Cost

Section A010   7:00 pm - 8:00 pm
ACE Online   W, April 21
Sally Silberman, MBA, ACC, BCC,instructor

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

We've all heard that it is better to work smarter than harder. The same is true for writing out your goals.
In this 1-hour session, learn a S.M.A.R.T.E.R. and easier way to approach goal setting and goal achievement.
$49 Total Cost

Section A010   7:00 pm - 8:00 pm
ACE Online   W, May 19
Sally Silberman, MBA, ACC, BCC, instructor

Stop Talking; Start Listening | Course BE02055

A true commitment to listening well is important in any conversation. This 1-hour session will introduce you to the three Levels of Listening and provide tools to start practicing more effective listening skills.
$49 Total Cost

Section A010   7:00 pm - 8:00 pm
ACE Online   W, May 5
Sally Silberman, MBA, ACC, BCC, instructor

Confident Public Speaking | Course BE01066

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. 4 sessions @ 2 hrs each.
$169 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   M W, June 7-June 16
Robert Wise, instructor

Time Management | Course BE01504

Beat the overload, take control of your time and be more effective and productive! Learn how to develop an action plan, focus on the important issues, prioritize tasks and maintain the discipline needed to complete them.
3 session @ 2 hrs each.
$177 Total Cost

Section A010   6:30 pm - 8:30 pm
ACE Online   M Th, June 3-June 10
Jones Porter, instructor

Transferable Skills: What are they and how to use them? | Course BE01516

Learn to recognize, develop and articulate the skills you possess that are useful to employers for career advancement or career change. This class contains interactive exercises to support you through this process. 2 session @ 3 hrs each
$119 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, April 27-April 29
Trotta, instructor

ENTREPRENEURSHIP/SMALL BUSINESS

Child Care Provider Program | Course BE08099

Envision a better future for children and a brighter one for you as well. With a Child Day Care Provider certificate, students will be ready to work in day care centers, preschools, home-based centers, and playgroups. Learn about educational games, child growth, development and behavior, scheduling, age-appropriate activities, nutrition, nurturing, socialization and more.
No discounts/waivers. The course totals 52 hours and the number of class sessions varies.
$68   Text: *Essentials for Working with Young Children, 2nd ed ($63); Standards for Licensed Child Day Centers ($5)*
$859 Total Cost *(includes textbook fee)*

Section A010   7:00 pm - 9:30 pm
ACE Online   M W, April 5-June 16
Hijar, instructor

Creating a Successful Business Plan | Course BE01879

Learn the tools that assist in developing a successful plan to run your business effectively and efficiently. Create a well-defined plan that will keep you on task, serve as a source for funds, aid decision-making, and drive your business forward.
4 sessions @ 3 hrs each.
$299 Total Cost

Section A010   9:00 am - 12:00 pm
ACE Online   Sa, May 1-May 22
Tiffanie Kendrick, MBA, 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.
2 sessions @ 3 hrs each.
$139 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M Th, April 12-April 15
Karlene Sinclair-Robinson, 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 A010   6:00 pm - 9:00 pm
ACE Online   M Th, April 26-April 29
Karlene Sinclair-Robinson, instructor

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

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

Section F010   7:00 pm - 10:00 pm
Pimmit Hills Ctr   Tu Th, May 11-May 13
Christopher J. Inglese, CPA, MS (Tax), instructor

Social Media Networking | Course BE01387

Are you behind the social media curve? Learn dos and don'ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. 2 sessions @ 3 hrs.
$209 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, May 10-May 12
Karlene Sinclair-Robinson, instructor

Developing a Marketing Plan | Course BE01245

Develop and write a comprehensive marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. Special emphasis is placed on integrating Internet marketing and return on investment metrics. 2 sessions @ 2.5 hrs each.
$129 Total Cost

Section A010   6:00 pm - 8:30 pm
ACE Online   M W, May 3-May 5
Robert Wise, instructor

International Business Travel During Covid| Course BE01460

Do you want to explore different cultures by living in a different country? Transition with ease and learn what to expect. This training is for employees, business owners, teachers, government contractors, retirees, volunteers, and families preparing to work and/or live outside their home country. 2 sessions @ 2.5 hrs each.
$79 Total Cost

Section A010   9:00 am - 11:30 am
ACE Online   Sa, April 10-April 17
Tiffanie Kendrick, MBA, instructor

Landlording | Course BE01186

Are you considering renting out your home or purchasing investment property? Avoid problems. A lawyer will present your rights and responsibilities regarding leases, security deposits, maintenance, record keeping, and eviction. Learn how recent developments in Virginia landlord-tenant law affect you! Determine whether your rental(s) are exempt from the Virginia Residential Tenant Act. 1 session @ 2.5.
$109 Total Cost

Section A010   9:00 am - 11:30 am
ACE Online   Sa, April 24
Kathleen, McDermott, JD, instructor

Small Business Legal Primer | Course BE01880

Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you are paid.
2 sessions @ 3 hrs.
$165 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, May 10-May 12
Kathleen, McDermott, JD, instructor

LEADERSHIP AND MANAGEMENT

Coaching Skills for Everyday Life | Course BE01561

Do you want to improve your communication with family, friends or colleagues at work? Through an interactive approach, you will learn how to listen more effectively, ask better questions, better manage conflict and more!
2 sessions at 3 hrs. each
$139 Total Cost

Section A010   9:00 am - 12:00 pm
ACE Online   Sa, May 8-May 15
Sally Silberman, MBA, ACC, BCC, instructor

Introduction to Coaching | Course BE01560

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

Section A010   9:00 am - 11:00 am
ACE Online   Sa, April 10-April 17
Sally Silberman, MBA, ACC, BCC, instructor

Human Resources Management Fundamentals | Course BE01400

Study what constitutes human resources management and why is it 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. This course will be offered online 6 sessions at 2 hrs. each.
$254 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, April 5-April 14
Gina Lynch, MA, MS, instructor

Maintaining a Positive Work Environment | Course BE01407

Maintain a positive workforce relation to assure maximum performance. Learn the essential aspects of appraising performance, maintaining proper discipline and the nature and value of effective communications. This course will be offered online 6 sessions at 2 hrs. each.
$229 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   M W, May 17-May 26
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. 4 sessions @ 3 hrs each.
$289 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Sa, April 10-May 1
Melson Martis, MBA, PMP, CSM, instructor

Project Management Fundamentals (self-paced) | Course BE03209

Gain the skills you'll need to succeed in the fast-growing field of project management. Discover and master the critical concepts you need to plan, implement, control and close any type of project.
$119 Total Cost

Section V010   9:00 am - 9:15 am
Online   Su, May 9
Staff, instructor

Introduction to Coaching | Course BE01560

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

Section A010   9:00 am - 1:00 pm
ACE Online   Sa, April 10
Sally Silberman, MBA, ACC, BCC, instructor

LICENSURE AND PREPARATION

Virginia Principles of Real Estate | Course BE01972

Virginia real estate is a diverse market, with coastal homes, rural farmlands, and the bustling suburbs of Washington, DC. Professionals seeking a Virginia real estate license, must complete this DPOR approved 60 hour course in order to sit for state and national exams administered by PSI. No discounts or refunds. DMV LICENSE NUMBER AND DATE OF BIRTH IS REQUIRED in order to sit for state and national exams. 20 sessions @ 3 hrs each.
$56   Text: *Modern RE Practice; VA RE Practice and Law Pkg*
$445 Total Cost (includes textbook fee)

Section F010   7:00 pm - 10:00 pm
Pimmit Hills Ctr   M W, April 5-June 14
Bill Hardin, CRB, instructor

Section A020   6:00 pm - 9:00 pm
ACE Online   M Th, May 10-July 22
Floyd, instructor

NONPROFIT

Event Planning | Course BE01886

Make your company or life event a memorable, affordable, and smoothly executed experience. Learn tricks of the trade on picking the right type of event or activity, location, food, decorations, invitations, entertainment, and cleanup procedures. Leave with a plan for a memorable event. 1 session @ 2 hrs.
$87   Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, April 7
Lynn O'Connell, MA, instructor

Get Grants! (Self-Paced) | Course BE03915

Whether you're interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the grant-writing skills you need to outshine your competition.
$119 Total Cost

Section V010   9:00 am - 9:15 am
Online   Su, May 9
Staff, instructor

Grant Writing | Course BE01915

Learn the skills you need to secure grants from foundations and corporations. Find the answers to: How do I get a funder's attention? What does a funder look for in a proposal? How do I write winning proposals?
2 sessions @ 2 hrs each.
$119 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, May 20-May 27
Lynn O'Connell, MA, instructor

Marketing Your Non-Profit (self-paced) | Course BE03400

Use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers.
You'll also learn how to persuade the media to communicate your organization's message and further its ideals and goals
$119 Total Cost

Section V010   9:00 am - 9:15 am
Online   Su, May 9
Staff, instructor

Non-Profit Fundraising Essentials (self-paced) | Course BE03913

Take your first step toward a rewarding career in fundraising for nonprofit organizations! In this course, you'll first explore the skills you'll need to become a successful fundraiser.
$189 Total Cost

Section V010   9:00 am - 9:15 am
Online   Su, May 9
Staff, instructor

Starting a Nonprofit Organization | Course BE01871

Understand what is needed to take a nonprofit start-up from vision to reality and the necessary processes to become a 501(c)(3) tax-exempt organization. 2 session @ 2 hrs
$119 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, April 15-April 22
Lynn O'Connell, MA, instructor

Successful Fundraising | Course BE01913

You have a great program; now all you need is funding. Does this sound like your organization? Learn effective fundraising techniques such as grants, special events, personal solicitation, mailings, planned giving, and web-based fundraising.
2 sessions @ 2 hrs each.
$119 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   M, May 3-May 10
Lynn O'Connell, MA, instructor

PERSONAL FINANCE

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 A010   7:30 pm - 9:30 pm
ACE Online   Th, April 22
Connell A. Lee, APMA, instructor

Section A020   7:30 pm - 9:30 pm
ACE Online   F, June 11
Connell A. Lee, APMA, instructor

The Four Secrets for Building Your Personal Wealth | Course BE01102

Do you have a Money Plan to survive the 2020 economic recession? Do you have the money-smart behaviors to protect the money you already have? Learn the difference between credit and debt, budgeting and saving, and loans and investments, and which ones can actually help you win with money in your personal life and your business.This course will be offered online
3 sessions at 2 hrs. each.
$109 Total Cost

Section A010   9:00 am - 12:00 pm
ACE Online   Sa, April 17-April 24
Evangeline Harris, MA, instructor

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

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

Section F010   7:00 pm - 10:00 pm
Pimmit Hills Ctr   Tu Th, May 18
Christopher J. Inglese, CPA, MS (Tax), instructor

Information Technology

COMPUTER BASICS

Computers for Beginners | Course CT01401

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 F010   6:00 pm - 9:00 pm
Plum Center   M W, April 5-April 14
Ricardo Bahr, instructor

PC Basics | Course CT01416

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. 4 sessions of 2 hrs each.
$ 5 Text: *Personal Computer Basics*
$119 Total Cost (includes textbook fee)

Section F010   6:00 pm - 8:00 pm
Plum Center   M W, May 3-May 12
Ricardo Bahr, instructor

Section F020   10:00 am - 12:00 pm
Pimmit Hills Ctr   M W, June 7-June 16
Louise Glenn, instructor

Basic PC Maintenance | Course CT02465

Keep your PC in top form! Learn how to install and upgrade hardware and software, do routine maintenance, and proper care. Must already be familiar with the Windows 7/10 operating system. 4 sessions at 2.5 hrs. each.
$249 Total Cost

Section A010   10:00 am - 12:30 pm
ACE Online   Sa, April 17-May 8
Bryan Carvajal, instructor

Section A020   10:00 am - 12:30 pm
ACE Online   Sa, June 26-July 24
Bryan Carvajal, instructor

Windows 10 - File Management | Course CT01402

Discover the wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques. 1 session @ 3 hrs.
$89 Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   M, May 24
Dr. Majid Imany, instructor

Section F010   6:00 pm - 9:00 pm
Plum Center   M, June 7
Ricardo Bahr, instructor

Windows 10 Workshop: Tips and Tricks | Course CT01433

Learn about the Windows 10 features. Use the touch screen features or navigate with the mouse. Create shortcuts, customize and start menu and taskbar, resize tiles, search for applications and files, and learn other tips.
2 session @ 1.5 hrs each.
$85 Total Cost

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

Basic PC Maintenance | Course CT02465

Keep your PC in top form! Learn how to install and upgrade hardware and software, do routine maintenance, and proper care. Must already be familiar with the Windows 7/10 operating system.
4 sessions at 2.5 hrs. each.
$249 Total Cost

Section A010   10:00 am - 12:30 pm
ACE Online   Sa, May 8-May 29
Bryan Carvajal, instructor

NEW
iPhone/iPad Photos | Course PR02050

Want to master the Photos app on iPhone or iPad? Learn to how to copy photos to your computer, and simple editing to improve your pics.
$49 Total Cost

Section A010   1:00 pm - 2:00 pm
ACE Online   F, April 30
Mary Ann Smith, MOS, instructor

NEW
iPhone/iPad Memoji | Course PR02051

Create your own custome avatar called Memoji! Learn a fun and interesting way to express your emotions and give a one-of-a-kind personal touch to your texts and emails.
$49 Total Cost

Section A010   3:00 pm - 4:00 pm
ACE Online   F, April 30
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 A010   12:00 pm - 1:30 pm
ACE Online   F Sa, April 23-April 24
Mary Ann Smith, MOS, instructor

GRAPHICS AND DESIGN

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 A010   1:00 pm - 4:00 pm
ACE Online   Tu Th, April 6-April 22
Mary Ann Smith, MOS, instructor

Graphics for the Web | Course CT01550

Bring the exciting vision of your website to life. Create banners, buttons, and background images using Photoshop Element to help make your website "pop" and stand out from the rest. This course will be offered online
4 sessions at 3 hrs. each.
$254 Total Cost

Section A010   1:00 pm - 4:00 pm
ACE Online   Sa, May 15-June 5
Dr. Majid Imany, instructor

Adobe InDesign Workshop 101: Introduction | Course CT02140

Become a better designer! Learn the user interface, tools and panels. Create a business card, flyer, and newsletter that can be published and distributed in print or online. This course will be offered online
3 sessions at 2 hrs. each.
$159 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   Tu W Th, May 18-May 20
Mary Ann Smith, MOS, instructor

Adobe Illustrator Workshop | Course CT02160

Get ready to start to create beautiful graphics! Learn the basics of illustrator, how to create a logo and a simple vector illustration. This course will be offered online.
3 sessions at 2 hrs each.
$159 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   Tu W Th, April 27-April 29
Mary Ann Smith, MOS, instructor

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

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

Section A010   1:00 pm - 4:00 pm
ACE Online   Tu Th F, April 13
Mary Ann Smith, MOS, instructor
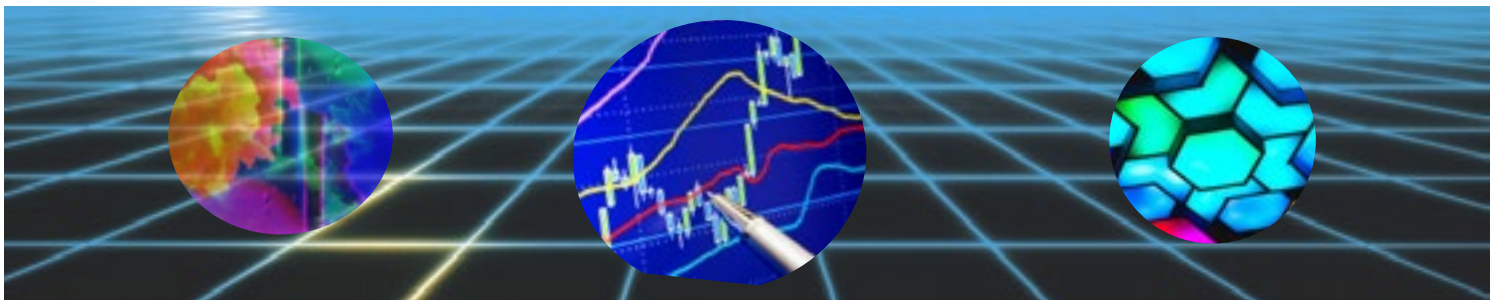
OFFICE PRODUCTIVITY

MS Word - Basics | Course CT01342

Empower yourself with these essential skills for the office. Learn to create and edit personal and business documents.
Apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers.
6 sessions at 2 hrs. each.
$27   Text: *MS Word 2013: Part 1*
$306 Total Cost (includes textbook fee)

Section F010   9:00 am - 12:00 pm
Pimmit Hills Ctr   Tu Th, April 20-April 29
Louise Glenn, instructor

MS Word - Intermediate | Course CT01344

This course will help you go beyond the basics of word processing to enhance your Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats, and graphics. It will also help you create your own Microsoft Word efficiency tools to produce attractive and effective documents with less time and effort than you have ever needed before. 4 sessions @ 3 hrs each.
Prereq: CT01342 MS Word - Basics
$27   Text: *MS Word 2013: Part 2*
$320 Total Cost (includes textbook fee)

Section F010   9:00 am - 12:00 pm
Pimmit Hills Ctr   Tu Th, May 4-May 13
Louise Glenn, instructor

MS Excel - Basics | Course CT01441

New to Excel? Create, edit, modify the appearance of a worksheet and perform calculations by learning the basics of formulas and functions.
4 sessions at 3 hrs each.
$27   Text: *MS Excel 2013: Part 1*
$310 Total Cost (includes textbook fee)

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu Th, April 20-May 6
Wayne Shewmaker, MBA, MOS, instructor

MS Excel: IF functions | Course CT02052

Learn to use the most common funtions in Excel, IF, SUMIF, AVERAGEIF, functions in to extract data and calculate.
Students must be computer savvy and have basic knowledge of Excel.
1 session at 1hr.
$49   Total Cost

Section A010   11:00 am - 12:00 pm
ACE Online   F, April 16
Mary Ann Smith, MOS, instructor

NEW
MS Excel: Charts | Course CT02059

A picture is worth a thousand words! Learn how we can use graph in Excel such as bar, line, and pie charts to visualize our data in both columns and rows.
$49   Total Cost

Section A010   4:00 pm - 5:00 pm
ACE Online   F, April 9
Mary Ann Smith, MOS, instructor

Excel Formulas and Functions | Course CT01444

Are you ready to go beyond the basics in Excel? Learn how to make calculations and obtain information the easy way by using count, if, VLookup, and text and date functions. This course will be offered online.
2 sessions at 1.5 hrs each.
$134 Total Cost

Section A010   1:00 pm - 2:30 pm
ACE Online   W Th, April 14-April 15
Mary Ann Smith, MOS, instructor

NEW
MS EXCEL: Date Functions | Course CT02065

Dates and times are two of the most common data types people work with in Excel. Learn to use this feature to determine dates, workdays, and other date/time functions.
$49   Total Cost

Section A010   1:00 pm - 2:00 pm
ACE Online   W, April 21
Mary Ann Smith, MOS, instructor

Mastering Pivot Tables and Macros | Course CT01586

Take your Excel skills to the next level. Learn to analyze millions of cells to quickly see totals, ranges, averages and how to convert results into charts. Prerequisite: Basic knowledge of Excel. This course will be offered online.
2 sessions at 3 hrs. each.
Prereq: CT01441 MS Excel - Basics
$159 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, May 25-May 27
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Proficiency Workshop | Course CT01285

Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations.
This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MSO exams. Keyboarding expertise (25 wpm) recommended.
8 sessions @ 3 hrs each.
$493 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, April 22-May 18
Wayne Shewmaker, MBA, MOS, instructorS

MS Power Point: Master Pages | Course CT02057

Consistency is critical to a professional presentation design. Learn how to modify, customize and make universal style changes to all your PowerPoint slides easy and in one place! Students must be computer savvy and have basic knowledge of PowerPoint.
1 session @t 1hr.
$49   Total Cost

Section A010   11:00 am - 12:00 pm
ACE Online   W, May 19
Mary Ann Smith, MOS, instructor

MS Outlook - Basics | Course CT01426

Boost your productivity! Learn the key features on how to best set up and manage email, calendars, contacts, and task tools.
This course will be offered online, 6 sessions at 2 hrs each.
$27   Text: *MS Outlook 2013: Part 1*
$270 Total Cost (includes textbook fee)

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, June 1-June 10
Wayne Shewmaker, MBA, MOS, instructorr

NEW

Google Docs | Course CT01900

Expand your skills and the way you create, collaborate and share your documents. Learn access, create and format documents in Google Docs using text, tables, and images. Docs lets you write reports, create joint project proposals, keep track of meeting notes, and more!
$155 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   Tu W Th, April 20-April 22
Mary Ann Smith, MOS, instructor

NEW

Google Sheets | Course CT01901

Working at your desk or on-the-go? Not a problem. Google Sheets is the in-demand spreadsheet that helps you organize, analyze, and share your most important data. Master how to create, save, import and share spreadsheets, basic operations, editing cells, inserting rows, formatting, formulas and more.
$155 Total Cost

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

NEW

Google Slides | Course CT01902

Anyone can benefit from using Google Slides and create engaging presentations! Discover how to create new presentations, add text, graphics, charts, pictures and video to slides. Google slides is a straightforward option to increase your productivity and seamlessly collaborate with others.
$155 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   Tu W Th, May 25-May 27
Mary Ann Smith, MOS, instructor

NEW

MS WORD: SmartArt | Course CT02062

SmartArt allows you to communicate information with graphics instead of just using text. Learn to use this tool to create and format graphical elements in MS Word.
$49   Total Cost

Section A010   3:30 pm - 4:30 pm
ACE Online   W, April 14
Mary Ann Smith, MOS, instructor

MS Excel: VLookup Functions | Course CT02058

Save time and retrieve data automatically! Learn how to create lookup tables in Excel that can map one value to another the easy way. Students must be computer savvy and have basic knowledge of Excel.
1 session @ 1hr.
$49   Total Cost

Section A010   6:00 pm - 7:00 pm
ACE Online   F, April 30
Mary Ann Smith, MOS, instructor

NEW

MS EXCEL: Text Functions | Course CT02061

Transforming and cleaning text is an essential for any analyst. Learn a quick and easy way to convert a numeric value into text by using the functions of Excel to format, extract, and combine text.
$49   Total Cost

Section A010   11:00 am - 12:00 pm
ACE Online   Tu, April 20
Mary Ann Smith, MOS, instructor

MS Excel: Count Functions | Course CT02055

The COUNT function is one of the most common functions used in Excel. Learn how it works and how to use it in formulas. Students must be computer savvy and have basic knowledge of Excel.
1 session @ 1hr.
$49 Total Cost

Section A010   6:00 pm - 7:00 pm
ACE Online   F, April 16
Mary Ann Smith, MOS, instructor

MS EXCEL: How to Mail Merge | Course CT02054

Get up to speed, increase your productivity and save money using mail merge. The fastest way to send in bulk letters electronically by using MS Outlook, Word, and Excel all together. Students must have basic knowledge of Outlook, Word and Excel. 1 session at 1hr.
$49 Total Cost

Section A010   6:00 pm - 7:00 pm
ACE Online   F, April 16
Wayne Shewmaker, MBA, MOS, instructor

Section A020   7:00 pm - 8:00 pm
ACE Online   F, June 4
TBD, instructor

NEW
MS WORD: SmartArt | Course CT02062

SmartArt allows you to communicate information with graphics instead of just using text. Learn to use this tool to create and format graphical elements in MS Word.
$49 Total Cost

Section A010   3:30 pm - 4:30 pm
ACE Online   W, April 14

Mary Ann Smith, MOS, instructor

PROGRAMMING

Introduction to Programming Using Python | Course CT02403

Learn the basics of programming using Python computer language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the Python language, using variables, statements, strings and data structures.
Good foundation for learning C++ and Java. 16 hours of instruction.
$354 Total Cost

Section A010   9:00 am - 1:00 pm
ACE Online   Sa, April 17-May 8
Arshad, instructor

NEW
Python Beyond The Basics | Course CT02404

Python is a high-level, feature-rich, and free programming language that is available on numerous operating systems including Windows, Mac, and Linux. Learn how to advance your Python programming skills by using the command line and other professional tools like code formatters, type checkers, linters, and version control. 4 sessions @ 4 hrs each
$354 Total Cost

Section A010   9:00 am - 1:00 pm
ACE Online   Sa, May 22-June 12
Arshad, instructor

WEB DESIGN AND DEVELOPMENT

HTML 1 - Your First Website | Course CT01525

Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. 3 sessions at 3 hrs. each.
$229 Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   M W, April 5-April 12
Dr. Majid Imany, instructor

HTML 2 - Enhancing Your Website | Course CT01526

Learn how to enter, organize information into tables and add a better browsing experience to your site with navigation bars, colors, and borders. 3 sessions at 3 hrs. each.
Prereq: CT01525 HTML 1 - Your First Website
$229 Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   M W, April 19-April 26
Dr. Majid Imany, instructor

HTML 3 - Interacting With Your Website | Course CT01527

In the last installment of the HTML series, you learn to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. 3 sessions at 3 hrs each.
Prereq: CT01526 HTML 2 - Enhancing Your Website
$229 Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   M W, May 3-May 10
Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 1 | Course CT01541

CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. 3 sessions at 3 hrs. each.
Prereq: CT01525 HTML 1 - Your First Website
$215   Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   Tu Th, April 27-May 4
Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 2 | Course CT01542

Fully master this simple language to create clean web layouts and maintain the look of your site with ease.
4 sessions at 3 hrs. each.
Prereq: CT01541 Web Design with Cascading Style Sheets 1
$254 Total Cost

Section A010   7:00 pm - 10:00 pm
ACE Online   Tu Th, May 11-May 20
Dr. Majid Imany, instructor

Create Your Own Small Business Website | Course CT01545

Promote your small business and create a professional looking website using content management and publishing platforms. 4 sessions at 3 hrs each.
Prereq: CT01416 PC Basics
$254   Total Cost

Section A010   1:00 pm - 4:00 pm
ACE Online   Sa, April 17-May 8
Dr. Majid Imany, instructor

CERTIFICATION PREP AND COMPUTER TRAINING

Certiport ® Certification Exam | Course CT06000

Build a brighter future and prepare yourself for a successful career. Microsoft Office Specialist Certification prepares students and professionals for future academic pursuits and employment opportunities. ACE is an authorized assessment center for Word Associate, Excel Associate, PowerPoint Associate, Outlook Associate, Access Expert, Word Expert & Excel Expert.

$85 Text: *MOS Certiport® Exam*
$125 Total Cost (includes textbook fee)

Section A010   11:00 am - 12:30 pm
ACE Online   F, March 26
Mary Ann Smith, MOS, instructor

Section A020   10:00 am - 11:30 am
ACE Online   F, April 23
Mary Ann Smith, MOS, instructor

Healthcare and Dental

CPR AND FIRST AID

CPR Skills Evaluation and Check Off | Course HM01699

Must have completed on-line course through American Heart Association and present certificate for Heartsaver CPR AED Online, Heartsaver CPR AED First Aid Online, OR Heartsaver Pediatric First Aid CPR AED Online. Class includes presentation of skills, practice, and skills check off. Email healthmed@fcps.edu with questions.

$99   Total Cost

Section A200	7:00 pm - 9:00 pm
Plum Center	Tu, April 6
Staff, instructor	

Section A201	10:00 am - 12:00 pm
Pimmit Hills Ctr	Sa, April 24
Staff, instructor	

Section A202	7:00 pm - 9:00 pm
Pimmit Hills Ctr	Tu, May 11
Staff, instructor	

Section A203	6:30 pm - 8:30 pm
Plum Center	Th, May 27
Staff, instructor	

Section A204	10:00 am - 12:00 pm
Pimmit Hills Ctr	Sa, June 5
Staff, instructor	

Heartcode BLS | Course HM01879

Blended learning for Basic Life Support (for Healthcare Providers). Designed for those who have had Basic Life Support training in the past. Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS.
$99   Total Cost

Section A020	6:30 pm - 9:30 pm
Plum Center	Th, April 22
Staff, instructor	

Section A021	6:30 pm - 9:30 pm
Pimmit Hills Ctr	W, May 12
Staff, instructor	

Section A022	9:00 am - 12:00 pm
Pimmit Hills Ctr	Sa, June 5
Staff, instructor	

Section A023	6:30 pm - 9:30 pm
Pimmit Hills Ctr	M, June 14
Staff, instructor	

MEDICAL

Medical Terminology With Anatomy—Part 1 | Course HM01600

Learn anatomy, physiology, and terminology of body systems to build medical vocabulary to form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body.
Advanced English skills recommended.
$112 Text: *Medical Terminology Online, 9th ed - eBook* ($53); *Pharmacology Handout* ($3);
        Quick & Easy Medical Terminology, 9th ed - eBook ($56)
$461 Total Cost (includes textbook fee)

Section A020   9:00 am - 11:30 am
ACE Online   Sa, May 8-July 24
Unood, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601

Continue building medical vocabulary. (Same textbook as Part 1.)
Prereq: HM01600 Medical Terminology With Anatomy—Part 1
$349 Total Cost

Section A020   7:00 pm - 9:30 pm
ACE Online   W, April 21-June 23
Cossio, instructor

Administrative Medical Office Procedures | Course HM01620

Comprehensive online course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Hands-on practice on web-based simulated medical office electronic health record.
$198 Text: *Medical Office Administration, 4th ed - eBook* ($86); *SimChart for the Medical Office: 2021 eBook* ($112)
$737 Total Cost (includes textbook fee)

Section A020   7:00 pm - 9:30 pm
ACE Online   Th, June 10-September 9
Groves, instructor

NEW
Soft Skills for Success | Course HM01773

Learn how communication, teamwork, adaptability, emotional intelligence and other soft skills will help you in your current or future employment. Include specific soft skills in your resume and demonstrate them in your interview! Online and Self-Paced
$99   Total Cost
Section V020   8:00 am - 8:30 am
email **healthmed@fcps.edu** for start date

Certified Nurse Aide (CNA) | Course HM01780

Start your career ladder in nursing with our entry-level health care course: certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration - **Email healthmed@fcps.edu** to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. COVID-19 vaccine required. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours.

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 W020   8:30 am - 4:30 pm
Plum Center   M W F, May 24-June 30
Albert, instructor

Medical Billing and Coding—Comprehensive | Course HM01950

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

$89   Text: *Certified Billing & Coding Specialist (CBCS) eBook*
$2679 Total Cost (includes textbook fee)

Section A020   7:00 pm - 10:00 pm
ACE Online   Tu Th, April 20-July 1
Crudup, instructor

PHARMACY TECHNICIAN

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

Pharmacy Technician Program | Course HM01659

Training provides critical concepts to include medical terminology, common drugs and medical conditions, medication safety, pharmacy math, prescription ordering, processing and preparation. Includes hands-on experience with pharmacy software. Externship optional. Placement test required. Email healthmed@fcps.edu for details. Taught by clinical pharmacist.
$208 Text: *Pharmacy Technician Pkg* ($140); *Review for Pharmacy Tech Cert Exam, 4th ed* ($68)
$2199 Total Cost (includes textbook fee)

Section B020   9:00 am - 1:00 pm
Pimmit Hills Ctr   Th, June 10-August 17
Pittman, instructor

Emergency Medical Technician—Basic | Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. . Text provided. Minimum age 16 with pre-admission approval. No tuition waivers.
$1275 Total Cost

Section X020   6:00 pm - 10:00 pm
Pimmit Hills Ctr   M W, June 7-August 21
Mercer, instructor
Licensure exam for Commonwealth of VA included with course.

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. This class includes online learning and in-person labs.
$305 Text: *Administrative Dental Assistant Pkg. 4th ed* ($110); *BLS Provider Manual 2015* ($19); *Essentials of Dental Assisting Pkg, 6th ed* ($172); *Heartsaver First Aid Student Workbook 2015* ($4)
$2999 Total Cost (includes textbook fee)

Section B020   6:00 pm - 9:00 pm
Plum Center   Tu, April 6-August 19
Givens instructor

Dental Office Administration Basics | Course HM01645

Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance.
$98 Text: *Administrative Dental Assist Wkbk, 5th ed - eBook* ($31); *Administrative Dental Assist, 5th ed - eBook* ($67)
$408 Total Cost (includes textbook fee)

Section A020   10:00 am - 12:00 pm
ACE Online   Sa, April 17-June 26
Johanning, instructor

Veterinary Studies and Pet Care

VETERINARY

Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981

Learn about blood cells and common parasites of our dogs and cats. Covers associated lab tests to detect these diseases.
$324 Total Cost

Section B020   10:00 am - 11:00 am
ACE Online   Tu, April 6-May 18
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Preventive Medicine for Dogs and Cats | Course HM01982

In-depth coverage of vaccines, legal requirements, and dentistry. Good for pet owners and veterinary students. No prerequisites.
$399 Total Cost

Section A020   10:00 am - 11:00 am
ACE Online   Tu, June 1-July 6
Lanie Samonte Martin, AAS, LVT, BA, instructor

Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984

Introduction to zoonotic diseases. Gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. Topics include veterinary medical personnel best practice, ethics and euthanasia. No prerequisites.
$379 Total Cost

Section A020   7:00 pm - 8:00 pm
ACE Online   W, April 21-June 2
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Hospital Visits and Basic Restraint | Course HM01983

Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting.
Prereq: HM01980 Veterinary Terminology and Anatomy
Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab
$289 Total Cost

Section A020   7:00 pm - 8:00 pm
ACE Online   W, June 9-July 7
Lanie Samonte Martin, AAS, LVT, BA, instructor

Zoonotic Diseases, Ethics, Medical Asepsis | Course HM01984

ntroduction to zoonotic diseases. Gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. Topics include veterinary medical personnel best practice, ethics and euthanasia. No prerequisites.
$379 Total Cost

Section A020   7:00 pm - 8:00 pm
ACE Online   W, April 21-June 2
Lanie Samonte Martin, AAS, LVT, BA, instructor

Apprenticeship & Trades

ASSORTED TRADES—PRO-SERIES

NEW

Fairfax County, VA -The Electronic Permitting Process | Course TI05188

Times are changing. Obtaining Residential permits, plans and submitting documents have become virtual tasks. Join us to receive an overview of the entire workflow process. We will learn by studying a hypothetical residential project that requires creating an on line account, uploading and scaling a plat, applying for a permit and tracking the workflow to final logout. Bring your questions to class and participate in an exciting group learning experience.
$159 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   Th, April 8-April 15
Bookfor, instructor

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

Not your typical house flipping seminar, no enticement to join someone's team; just a pragmatic approach to understanding flipping by detailing the major risks and rewards. Instructor has flipped well over 100 houses as a passive investor, project manager, licensed Real Estate Broker General Contractor or property owner. Includes property acquisitions, project management, basic financing, budgets, selling, property design and how to handle major problems. Students should purchase The Book on Flipping Houses by J. Scott from an online retailer prior to first class. Three sessions 3 Hours each.
$230 Total Cost

Section A020   5:30 pm - 8:30 pm
ACE Online   W, May 5-May 19
Bookfor, instructor

Section A021   6:30 pm - 9:30 pm
ACE Online   W, June 2-June 16
Bookfor, 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.
$499 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   M, May 3-August 2
Bookfor, instructor

Appliance Repair Workshop | Course TI05593

Learn to make minor repairs on disposals, range hoods, gas and electric stoves, washers, gas and electric dryers, and dishwashers. Students should purchase Troubleshooting & Repairing Major Appliances (ISBN-13: 978-0071770187); as well as a basic set of handtools. 5 sessions @ 3 hrs each.
$265 Total Cost

Section F020   4:30 pm - 7:30 pm
Pimmit Hills Ctr   Th, April 8-May 6
Abdou, instructor

Permitting that Project | Course TI05186

The "who, what, where, why, and how" of construction permits in the Virginia metro area for both local counties and cities. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 2 hrs.
$59   Total Cost

Section A020   5:30 pm - 8:30 pm
ACE Online   W, June 2
Bookfor, instructor

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

Become eligible to obtain any contractors' license. Those applying for an initial contractor's license (Class A, B or C) in the Virginia must complete an 8-hour business class approved by DPOR. This class fulfills that requirement. Note: All contractors must have a specialty and all specialties require a DPOR exam. You must bring a government issued ID to class.
See enclosure! Course TI05351 should also be taken. 1 session @ 8 hrs.
$220 Total Cost

Section A020   8:00 am - 4:00 pm
ACE Online   Sa, April 17
Fortney, instructor

ELECTRICAL

Electrical License Exam Prep | Course TI05417

Course includes topical study of NEC: Layout and proper use of the code to find what you need quickly and easily. Includes common installations and materials, general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. 2014 NEC required—not included. 8 sessions @ 3 hrs each
$394 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   M, April 19-June 14
Black, instructor
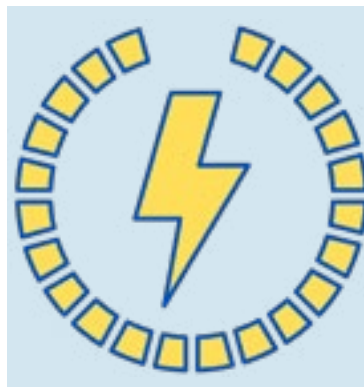
Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. Demonstration and hands-on workshop. 5 sessions @ 3 hrs each. Student required to purchase textbook (Step by Step Guide Book on Home Wiring) and tools separately.
Tool list included on receipt.
$271 Total Cost

Section F020   6:30 pm - 9:30 pm
Pimmit Hills Ctr   M, April 19-May 17
Yven, 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.
$137 Total Cost

Section A020   8:30 am - 11:30 am
ACE Online   Sa, May 1
Black, instructor

GAS FITTER

Gas Fitters Continuing Education | Course TI05278

Comprehensive review of the 2015 International Fuel Gas Code changes to fulfill the continuing ed requirement for gasfitters with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. 1 session @ 3 hrs.
$44 Text: *2015 International Fuel Gas Code Updates*
$99 Total Cost (includes textbook fee)

Section F020   11:45 am - 12:45 pm
Plum Center   Sa, April 17
Fortney, instructor

Section F021   11:45 am - 12:45 pm
Plum Center   Sa, June 12
Fortney, instructor

CHECK OUT NEW SELF-PACED COURSES ON PAGE 35

HVAC-R

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 F020   8:30 am - 11:30 am
Plum Center   Sa, April 17
Fortney, instructor

Section F021   8:30 am - 11:30 am
Plum Center   Sa, June 12
Fortney, instructor

Principles of Heating & AC Systems | Course TI05582

Learn principles of heating and air conditioning systems, how they operate and how to make minor adjustments and minor repairs such as, checking for loss of power, replacing simple thermostats and low voltage transformers. Course also explains the EPA rules related to who can recharge AC systems. 5 sessions @ 3 hrs each.
$268 Total Cost

Section A020   6:00 pm - 9:00 pm
ACE Online   M, April 5-May 3
Abdou, instructor

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.
$137 Total Cost

Section F020   1:00 pm - 4:00 pm
Plum Center   Sa, April 17
Fortney, instructor

Section F021   1:00 pm - 4:00 pm
Plum Center   Sa, June 12
Fortney, instructor

Plumbing Workshop: Maintenance and Repair | Course TI05590

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

Section F020   8:30 am - 1:30 pm
Plum Center   Sa, May 1-May 15
Najibullah, instructor

ASSORTED TRADES—DO IT YOURSELF

NEW
A Homeowner's Guide to 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, insultation and more! Option to upgrade after completing this course to earn your home inspection certificate.
$361 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   M, April 5-May 24
Bookfor, instructor

Bathroom Remodeling Workshop | Course TI05179

Makeover a complete bathroom including lavatory, shower/tub, plumbing, tile, and vanity/sink. You will get hands on experience on a life size bathroom mock up on rollers! This class fills quickly so enroll now before it sells out. 10 sessions @ 3 hrs each.
$625 Total Cost

Section F020   6:00 pm - 9:00 pm
Pimmit Hills Ctr   Th, May 27-July 29
Abdou, 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 F020   6:30 pm - 9:30 pm
Pimmit Hills Ctr   W, April 7-April 21
Bookfor, instructor

Drywall Basics | Course TI05208

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

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu Th, April 20-April 29
Calligaro, instructor

NEW

Fairfax County, VA -The Electronic Permitting Process | Course TI05188

Times are changing. Obtaining Residential permits, plans and submitting documents have become virtual tasks. Join us to receive an overview of the entire workflow process. We will learn by studying a hypothetical residential project that requires creating an on line account, uploading and scaling a plat, applying for a permit and tracking the workflow to final logout. Bring your questions to class and participate in an exciting group learning experience.
$159 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   Th, April 8-April 15
Bookfor, instructor

Permitting that Project | Course TI05186

The "who, what, where, why, and how" of construction permits in the Virginia metro area for both local counties and cities. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 2 hrs.
$59   Total Cost

Section A020   5:30 pm - 8:30 pm
ACE Online   W, June 2
Bookfor, instructor

Selecting a Contractor | Course TI05147

This is a revamped class designed to inform a student on the very specific requirements and options for finding the RIGHT contractor for their project. First two hours on the DPOR legal requirements for contract jobs and the second 2 hours dedicated the student's specific project design. 1 session @ 4 hrs.
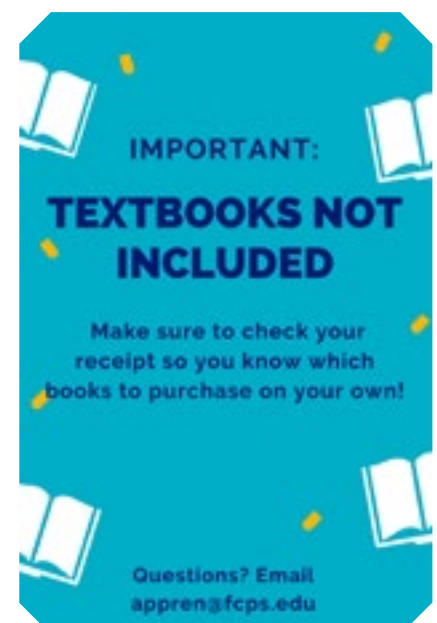$149 Total Cost

Section A020   8:30 am - 11:30 am
ACE Online   Sa, April 10
Bookfor, instructor

Apprenticeship - Official Transcript Request
Course AP00001
Please ensure you have completed all apprenticeship classes (years 1-4) before requesting your official transcript. Transcripts will be sent via USPS along with a completion certificate within 6-8 weeks.
$ 12 Total Cost

IMPORTANT:
TEXTBOOKS NOT INCLUDED
Make sure to check your receipt so you know which books to purchase on your own!
Questions? Email appren@fcps.edu

NEW SELF-PACED ONLINE CLASSES

Foundations of Plumbing | Course TI08100

This course trains for a career in plumbing. You will learn specialized plumbing skills and terminology for residential, commercial, and industrial plumbing systems. In addition, this course teaches the math, geometry, and physical principles needed to work on plumbing systems.
$2195 Total Cost

Section V020   12:00 pm - 1:00 pm
Online   Tu, June 15-March 19
Staff, instructor

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

If you want to take your HVAC/R career to the next level, this course will prepare you for industry-recognized HVAC Excellence or NATE certification. You will gain technical knowledge to not only pass certification exams, but to work on today's increasingly complex heating, ventilation, air conditioning, and refrigeration systems.
$2895 Total Cost

Section V020   12:00 pm - 2:00 pm
Online   Th, December 30-July 13
Staff, instructor

NEW

Residential Electrician | Course TI08071

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.
$2495 Total Cost

Section V020   12:00 pm - 1:00 pm
Online   Th, December 30-September 26
Staff, instructor

NEW

Toolmaker | Course TI05858

This online course will provide an intensive overview of the toolmaking industry and the skills needed to work in it. You will learn a variety of important skills, including workholding, math, inspection, safety, machining, materials, quality, grinding, and stamping.
$1695   Total Cost

Section V020   8:00 am - 4:00 pm
Online   F, May 21-October 1
Staff, instructor

NEW

Welder Technician | Course TI05221

The Welder Technician course is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management.
$1995 Total Cost

Section V020   12:00 pm - 5:00 pm
Online   Th, December 30-June 16
Staff, instructor

BAKING AND PASTRY ARTS

Baking Croissants from Scratch | Course HI06064

In this class you will prepare yeast dough from scratch. You will learn how to incorporate butter into the laminated layers for croissant.1 session @ 3 hrs.
$96   Total Cost

Section F020   10:00 am - 1:00 pm
Plum Center   Sa, April 17
Hofstetter, instructor

CULINARY ARTS

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 F020   10:00 am - 1:00 pm
Plum Center   Sa, May 1
Perrine, 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 F020   1:00 pm - 4:00 pm
Plum Center   Su, May 2
Perrine, instructor

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 wee! 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 F020   6:30 pm - 9:30 pm
Plum Center   Th, April 15
Perrine, 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. HI03910-0-0010: Sweet & Sour Soup, Chicken Lettuce Wraps, Spring Rolls, Beef and Broccoli with Rice. HI03910-0-0011: Wonton Soup, Pork Steamed Buns, Chicken & Shrimp Lo-Mein & Tapioca Bubble Tea, HI03910-0-0012: Shrimp & Vegetable Tempura, Shumai Shrimp & Pork Dumplings, Hunan Chicken & Sesame Balls. 1 sessions @ 3 hrs.
$116 Total Cost

Section A020   9:00 am - 12:00 pm
ACE Online   Sa, May 8
Euipiyachat, instructor

Thai Gourmet Kitchen | Course HI03893

Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground beef with lettuce, curry with bamboo shoots, sticky rice, coconut custard and pad thai. All are seasoned to perfection and use fresh ingredients such as meat, chicken, seafood and vegetables. 1 session @ 3 hrs.
$112 Total Cost

Section A020   9:00 am - 12:00 pm
ACE Online   Sa, May 22
Euipiyachat, instructor

GENEALOGY

Beginning Genealogical Research in the 21st Century | Course HI04768

Many things have changed in genealogical research in the last ten to twenty years. Twenty years into the 21st Century, how has research changed? Thanks to technology, many new sources are becoming available every year and old sources are being enhanced. How will all these changes affect how you do research? 4 sessions @ 2.5 hrs each.
$155 Total Cost

Section A020   6:30 pm - 9:00 pm
ACE Online   Tu, April 27-May 18
Mason, instructor

DEATH! And its Many Records | Course HI04806

The death of an ancestor may be the only time records of an ancestor may be created. Records may be found in the vital records office, a funeral home, a cemetery, a church, a newspaper, the county courthouse or other sources. Where will you find your ancestor's death recorded? 2 session @ 2.5 hrs.
$89 Total Cost

Section A020   6:30 pm - 9:00 pm
ACE Online   W, April 14-April 21
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 A020   7:00 pm - 9:30 pm
ACE Online   Th, May 6
Mason, instructor

DIGITAL ARTS

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 A020   1:00 pm - 3:00 pm
ACE Online   W, May 12
Uhl, instructor

Secrets of Better Photography | Course HI03745

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.
$100 Total Cost

Section V020   9:00 am - 5:00 pm
Online   F, May 28-June 11
Staff, instructor

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

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.
$100 Total Cost

Section V020   9:00 am - 5:00 pm
Online   Tu, May 25-June 8
Staff, instructor

WRITING AND PUBLISHING

NEW

Write That Novel! | Course HI04165

Taught virtually over five two-hour sessions, author Robert Kugler will lead students through the early stages of the novel writing process, including goal-setting, genre research, story structure, and why YOU are the person who's qualified to tell that story that you've been dreaming of for all these years. Procrastinate no longer. It's time to WRITE THAT NOVEL!
$100 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 13-May 11
Kugler, instructor

NEW

Publish That Book! | Course HI04164

Over five two-hour sessions, the class will explore traditional and independent publishing options as well as manuscript formatting, copyrighting, cover art and design and other steps in the process that leads you to holding your first book in your hands! It's time to PUBLISH THAT BOOK!
$100 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, May 18-June 15
Kugler, instructor

Storytelling: Painting Pictures with Words | Course HI04026

If a picture paints a thousand words can you paint a picture with a thousand words? 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. 4 sessions @ 2 hours each
$141 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Th, May 20-June 10
Stawarski, instructor

Writing Treasured Stories and Memories | Course HI04166

Develop your short narratives. Recreate your life experiences or fantasies. Learn simple techniques to put stories into words. Class will be conducted virtually – join from anywhere with an internet connection. 3 sessions @ 2 hours each.
$89   Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Th, April 8-April 22
Stawarski, instructor

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

Banish writer's block forever with these tricks from the published writer's toolbox.
$100 Total Cost

Section V020   9:00 am - 5:00 pm
Online   F, May 28-June 11
Staff, instructor

PERSONAL AND CREATIVE INTEREST

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 A020   6:30 pm - 9:30 pm
ACE Online   W, April 21
McNeely, instructor

PERSONAL DEVELOPMENT

NEW

Alzheimer's and the Other Dementias | Course HI01665

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 A010   6:00 pm - 9:30 pm
ACE Online   Tu, March 23
Waller-Surash, MS MS ACC CDP, instructor

NEW

Doubting Your Memory? | Course HI01789

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 @ 2.5 hrs
$79   Total Cost

Section A020   9:30 am - 12:30 pm
ACE Online   Th, May 20
Waller-Surash, MS MS ACC CDP, instructor

Normal Aging | Course HI01944

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 A020   9:30 am - 12:30 pm
ACE Online   W, May 12
Waller-Surash, MS MS ACC CDP, instructor

NEW
Promoting Mental Fitness | Course HI01790

You probably have heard about aerobics, but how about brain neurobics? In this class you will discover ways to cross train your brain, the importance of employing your senses, and thinking outside the box. We will engage in right, left, and whole brain exercises. 1 session @ 3 hrs.
$59   Total Cost

Section A020   9:30 am - 12:30 pm
ACE Online   Th, April 8
Waller-Surash, MS MS ACC CDP, instructor

Self Care during Covid & Stressful Times | Course HI01919

Learn how to handle stressful times by developing the art of refueling with creative self-care approaches. Discover new possibilities for replenishing your energy, serenity and how to integrate these practices into your day. You will come away from class with your own Self Care Starter Kit and processes to build your resiliency. Let this class be your first step in your own self care! This class is also ideal for home care givers, parents, and all medical professionals. Certificate of completion available at conclusion of course. 1 session @ 3 hours.
$65   Total Cost

Section A010   10:00 am - 1:00 pm
ACE Online   Sa, May 15
Caroscio, CSC, RN, MSN, instructor

The Alphabet Soup of Medicare | Course HI01928

Are you confused about Medicare? Most seniors are so you are not alone. It's not only about the ABC's. There's also D and then there's Medical Supplement with it's own host of lettered plans! Have you heard about Medicare Advantage? That's where A+B+D (sometimes) =C. Yikes! And have you ever wondered how and if Medicare pays for nursing homes or long term care? If you have any of these questions, this course if for YOU. If you're not yet old enough for Medicare, come to the class so you can be a step ahead of the pack so that you know what to do when the time comes. If you're already on Medicare, come to better understand the benefits you currently have. 2 sessions at 1.5 hrs. each.
$99   Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   W, March 24-April 7
Sharpe, instructor

World Languages for Adults

ARABIC

Introduction to Arabic | Course FL02618

An introduction to Modern Standard Arabic. You will learn Arabic sounds and writing systems, as well as the alphabet, vowels, and basic everyday vocabulary. As you develop this foundation, you will be introduced to language and culture through music, art, and other activities. 10 sessions @ 2 hrs each.
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, April 7-June 9
Shokry, instructor

Arabic 100—Beginning 1 | Course FL02621

This course is for students with prior knowledge of the Arabic alphabet and writing system. In a supportive environment, and through audiovisual instruction, you will continue building up your Arabic vocabulary and learning about Arabic culture by presenting basic language function in different life situations. You will review the alphabet, and reading and writing systems. Through interactive activities, you will learn how to talk about yourself, start a simple conversation in Arabic, and read and write simple sentences. You will also learn about some colloquial dialects. 10 sessions @2 hrs each.
Prereq: FL02618 Introduction to Arabic
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 20-June 22
Shokry, instructor

Arabic 200—Beginning 2 | Course FL02622

Continue to build your vocabulary and communicative skills to navigate through a variety of common situations. You will be gradually introduced to word roots and verbs, which will enhance your reading, writing, and conversational skills. Pre-requisite: Arabic 100. Learn about language, and culture through interactive and audiovisual instruction.10 sessions @2 hrs each.
Prereq: FL02621 Arabic 100—Beginning 1
$315 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Sa, April 24-July 10
Shokry, instructor

AMERICAN SIGN LANGUAGE

American Sign Language 100—Beginning 1 | Course FL02560

Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 8
Mohaghegh, instructor

Section A021   10:00 am - 12:00 pm
ACE Online   Sa, April 17-June 26
Hall, instructor

American Sign Language 200—Beginning 2 | Course FL02562

Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills.
10 sessions @ 2 hrs each.
Prereq: FL02560 American Sign Language 100—Beginning 1
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, April 7-June 9
Staff, instructor

American Sign Language 300—Beginning 3 | Course FL02563

Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills.
10 sessions @ 2 hrs each.
Prereq: FL02562 American Sign Language 200—Beginning 2
$315 Total Cost

Section A020   7:30 pm - 9:30 pm
ACE Online   Tu, April 6-June 8
Hall, instructor

American Sign Language—Intermediate 5 | Course FL02571

Continue to expand your knowlege of American Sign Language.
10 sessions @ 2 hrs each.
$315 Total Cost

Section A020   12:30 pm - 2:30 pm
ACE Online   Sa, April 10-June 12
Hall, instructor

FRENCH

French 100—Beginning 1 | Course FL02671

Develop your conversation skills, progressing from simple vocabulary to full sentences. Instruction will focus on speaking, with supporting exercises. 12 sessions @ 2 hrs each
$339 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Th, April 8-June 24
Shahin, instructor

Section A021   2:00 pm - 4:00 pm
ACE Online   Tu, April 27-July 13
Molnar-Grabowski, instructor

Section A022   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 22
Antoons, instructor

French 200—Beginning 2 | Course FL02672

Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire. Advance your conversational skills. 12 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1
$339 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   M, May 10-August 9
Molnar-Grabowski, instructor

French 300—Beginning 3 | Course FL02673

Consolidate command a present tense and become familiar with the past and future tenses. Continue to develop conversational skills, with focus on increasing tense facility. 12 sessions@ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2
$339 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Tu, April 27-July 13
Molnar-Grabowski. instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   Th, May 6-July 22
Antoons, instructor

French 420—Beginning Conversation | Course FL02676

Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation.
10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
$319 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 27-June 29
Molnar-Grabowski, instructor

French 500—Intermediate 1 | Course FL02681

Develop more sophisticated conversation abilities while you expand your vocabulary and strengthen your grammar foundation. Includes review a basic grammar, vocabulary-building activities and free-flowing conversation with classmates.
12 sessions @ 2 hrs each
Prereq: FL02674 French 400—Beginning 4
Prereq: FL02676 French 420—Beginning Conversation
$349 Total Cost (includes textbook fee)

Section A020   10:00 am - 12:00 pm
ACE Online   Tu, April 20-July 6
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 A020   10:00 am - 12:00 pm
ACE Online   M, May 10-August 9
Shahin, instructor

Section A021   12:30 pm - 2:30 pm
ACE Online   M, May 3-August 2
Molnar-Grabowski, instructor

French 680—Conversation et Lecture | Course FL02690

Lire et discuter un roman contemporain. Suivre les personnages et discuter les themes, 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 A020   12:00 pm - 2:00 pm
ACE Online   Th, April 8-June 10
Hengel, instructor

French 685—Conversation | Course FL02689

Ce cours vous guidera à la compréhension et à l'ànalyse 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 F020   10:00 am - 12:00 pm
Pimmit Hills Ctr   W, April 14-May 19
Morrissey, instructor

French 750-Club de lecture | Course FL02687

Il n'est jamais trop tard pour tomber en amour avec les livres. Le club de lecture est la pour vous aider à mieux parler et comprendre le français. En plus d'explications grammaticales selon le besoin, beaucoup de conversations et de discussions seront également prévues. 10 sessions @ 2 hrs each.
Prereq: FL02685 French 700—Conversation
$349 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   F, April 16-June 25
Shahin, instructor

GERMAN

German 100—Beginning 1 | Course FL02701

Learn the fundamentals in order to start conversing, reading, and writing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.
$329 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   W, April 7-June 23
Manley, instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 22
Anderson, instructor

German 200—Beginning 2 | Course FL02702

Expand vocabulary, speaking, reading, and writing skills and extend your knowledge of regular and irregular verbs. New grammar includes nominative & accusative cases, separable & inseparable verbs, and future tense. 12 sessions @ 2 hrs each.
Prereq: FL02701 German 100—Beginning 1
$329 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 20-July 6
Long, instructor

German 300—Beginning 3 | Course FL02703

Continue to expand your knowledge of German cases, verbs, and tenses. Increase your reading, writing, and conversation skills. New grammar includes prepositions, dative case, and present perfect tense. 12 sessions @ 2 hrs each.
Prereq: FL02702 German 200—Beginning 2
$349 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   M, May 3-August 2
Long, instructor

German 520—Intermediate 2 | Course FL02710

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.
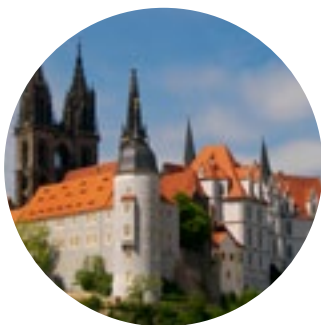Material will be provided by instructor. 12 sessions @ 2 hrs each.
Prereq: FL02704 German 400—Beginning 4
$375 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, April 15-July 1
Long, instructor

Discover German Language & Culture

German - Basic conversation | Course FL02697

Do you have a good foundation in German grammar but lack experience conversing? This is the perfect opportunity to practice, improve, and gain confidence in your ability to carry on a conversation by joining a group of fellow students for 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 each.

Prereq: FL02703 German 300—Beginning 3
$259 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, March 24-May 19
Long, instructor

German Reading Group | Course FL02699

Are you ready to read and discuss an entry level book and getting to know a German city? If you have basic knowledge of German, you will love diving into Tatort St. Pauli, ISBN-10 : 3817478097. Students will expand vocabulary, pronunciation, and speaking skills while reading and discussing the book. Join the Reading Group / Lesezirkel für geübte Anfänger now!
10 sessions @ 2 hrs each.
$329 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Sa, March 27-June 5
Long, instructor

GREEK

Introduction to Greek for Beginners and Travelers | Course FL02724

Explore a modern language from an ancient land. Class will focus on greetings, useful expressions, and cultural insights through music, cooking and local customs. Instructor will provide materials. 8 sessions @ 2 hrs each
$299 Total Cost

Section A020   1:00 pm - 3:00 pm
ACE Online   Tu, April 27-June 15
Nicopoulos, instructor

ITALIAN

Italian 100—Beginning 1 | Course FL02771

Learn useful expressions and basic skills to start conversing in the present tense. This class will establish a foundation and promote future success in Italian learning for the next levels. For new students with little or no previous exposure to Italian. 10 sessions@2hrs each.
$319 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Tu, April 13-June 15
Staff, instructor

Section A021   9:00 am - 11:00 am
ACE Online   Sa, April 10-June 12
Oddo, instructor

Italian 200—Beginning 2 | Course FL02772

ITALIAN 200
Expand vocabulary, speaking, reading, and writing skills and learn to converse about past events. New grammar: imperfect and present perfect tense. 10 sessions @ 2 hrs each.
Prereq: FL02771 Italian 100—Beginning 1
$319 Total Cost

Section A020   2:00 pm - 4:00 pm
ACE Online   M, April 5-June 14
Hengel, instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   W, April 7-June 9
Oddo, instructor

Italian 300—Beginning 3 | Course FL02773

Enhance your conversation skills as you continue to build vocabulary. New grammar: future, simple past, conditional.
10 sessions@ 2 hrs each
Prereq: FL02772 Italian 200—Beginning 2
$319 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, April 8-June 10
Bucelli, instructor

Italian 400—Beginning 4 | Course FL02774

Learn past and future tenses and beginning Conversation skills.
10 sessions @ 2hrs each.
Prereq: FL02773 Italian 300—Beginning 3
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 8
Oddo, instructor

Italian 510—Intermediate 1 | Course FL02775

Italian conversation for students who have completed the entire beginner Italian grammar and want to improve their conversation skills. Review of grammar will be done as needed and requested.
12 sessions @ 2 hrs each.
Prereq: FL02774 Italian 400—Beginning 4
$345 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Sa, April 10-July 10
Staff, instructor

Italian 530—Intermediate 3 | Course FL02777

Expand Italian vocabulary and language skill. Learn to master subjunctive tenses and more complex structure of the Italian language. 10 sessions @ 2 hrs each.
Prereq: FL02775 Italian 510—Intermediate 1
$339 Total Cost

Section A020   2:00 pm - 4:00 pm
ACE Online   Tu, April 13-June 15
Moore, instructor

Italian 600—Advanced Conversation | Course FL02781

Conversazione italiana intermedia e avanzata per gli studenti che vogliono approfondire la propria conoscenza della lingua e acquisire maggiore accuratezza nel parlare. Delucidazioni grammaticali quando necessarie. Il materiale usato in classe sara' fornito dall'istruttore" 10 sessions @ 2 hrs each.
Prereq: FL02780 Italian 580—Advanced Conversation
$339 Total Cost

Section A020   12:15 pm - 2:15 pm
ACE Online   W, April 14-June 16
Moore. instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   W, April 28-June 30
Bucelli, instructor

Italian 675 - Advanced Conversation | Course FL02754

Italian Corso di Conversazione e Lettura Avanzata . 10 sessions @ 2 hrs each.
Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature
$339 Total Cost

Section A020   10:30 am - 12:30 pm
ACE Online   W, April 7-June 9
Hengel, instructor

Italian 700—Advanced Conversation | Course FL03800

Conversazione in lingua italiana avanzata su temi che esplorano il quotidiano, la cultura e l'attualita`. Gli studenti a turno scelgono un argomento da presentare e discutere con i compagni la settimana successiva. Ripasso della grammatica su argomenti scelti dagli studenti. Some grammar material provided by the instructor.10 sessions @ 2 hrs each.
Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, May 6-July 22
Oddo, instructor

Section A021   10:00 am - 12:00 pm
ACE Online   W, April 14-June 16
Moore, instructor

JAPANESE

Japanese 100—Beginning 1 | Course FL02785

Introduction to Japanese alphabets and sounds to be able to start reading simple sentences while learning basic grammar. 10 sessions @ 2 hrs each.
$329 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   M, April 19-June 28
Toba, instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   Th, May 6-July 8
Kurimoto, instructor

Japanese 200—Beginning 2 | Course FL02786

Continue to develop conversation skills as you consolidate command of verb conjugation and usage of preposition. Develop skills to expand sentences by using the knowledge you obtained in the previous lessons. Polish reading and writing skills. 10 sessions @ 2 hrs each.
Prereq: FL02785 Japanese 100—Beginning 1
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, April 22-June 24
Toba, instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 8
Kurimoto, 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
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, April 14-June 16
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.
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, April 14-June 16
Lee, instructor

Korean—Beginning 2 | Course FL02801

Improve comprehension as you build communication skills. 10 sessions @ 2 hrs each.
Prereq: FL02800 Korean—Beginning 1- Introduction to Korean for Beginners
$315 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   F, April 16-June 25
Lee, instructor

RUSSIAN

Russian 100—Beginning 1 | Course FL02835

This course will teach you the basics of the Russian language in an interactive and entertaining manner. You will learn how to introduce yourself, how to ask for directions, how to buy groceries, and how to find the nearest hotel. The course is ideal for anyone who plans to travel to a Russian-speaking country or who simply wants to be able to chat with the hundreds of Russian speakers living in the Washington area. 10 sessions @ 1.5 hrs each.
$299 Total Cost

Section A020   7:00 pm - 8:30 pm
ACE Online   Th, April 29-July 1
Staff, instructor

SPANISH

Spanish 100—Beginning 1 | Course FL02861

Learn useful expressions and basic skills to start conversing in the present tense.This class will establish a foundation and promote future success in Spanish learning for the next levels. For new students with little or no previous exposure to Spanish. 12 sessions@2hrs each.
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, April 22-July 8
Rios, instructor

Spanish 100 in-person class | Course FL05861

Learn useful expressions and basic skills to start conversing in the present tense.This class will establish a foundation and promote future success in Spanish learning for the next levels. For new students with little or no previous exposure to Spanish. Students will learn gender of nouns, numbers, subject pronouns, conjugation of some verbs in the present tense, countries & nationalities, plurals, days of the week, months, and seasons, and telling time.
$41 Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$389 Total Cost (includes textbook fee)

Section F020   2:00 pm - 4:00 pm
Plum Center   Sa, April 10-July 17
Rios, instructor

Section F021   7:00 pm - 9:00 pm
Plum Center   Tu Th, April 13-May 20
Peralta Rocha. instructor

Section F022   11:00 am - 1:00 pm
Pimmit Hills Ctr   Th, April 29-July 15
Roberts. instructor

Spanish 200—Beginning 2 | Course FL02862

Increase knowledge and application of the present tense while developing comprehension skills, and it will establish a stronger foundation and promote future success in Spanish learning for the next levels. 12 sessions@2hrs each
Prereq: FL02861 Spanish 100—Beginning 1
$39 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 27-July 13
Rios, instructor

Section A021   7:00 pm - 9:00 pm
ACE Online   F, May 21-August 13
Peralta Rocha. instructor

Section A022   10:30 am - 12:30 pm
ACE Online   Tu, April 27-July 13
Roberts, instructor

Spanish 200 in-person class | Course FL05862

Increase knowledge and application of the present tense while developing comprehension skills, and it will establish a stronger foundation and promote future success in Spanish learning for the next levels. 12 sessions@2hrs each
$41 Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$389Total Cost (includes textbook fee)

Section A020   9:00 am - 11:00 am
Plum Center   Sa, April 10-July 17
Rios. 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
$339 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, May 6-July 22
Mutterperl   instructor

Section A021   10:30 am - 12:30 pm
ACE Online   F, April 23-July 16
Roberts. instructor

Spanish 300 in-person class | Course FL05863

Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.
$41   Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$389 Total Cost (includes textbook fee)

Section F020   11:30 am - 1:30 pm
Plum Center   Sa, April 10-July 17
Rios, instructor

Spanish 330—Beginning 3 Review and Conversation | Course FL02859

Build your conersation abilities while you strengthen your grammar foundation from your Spanish 300 class.
10 sessions @ 2 hrs each.
Prereq: FL02863 Spanish 300—Beginning 3
$329 Total Cost

Section A020   10:00 am - 12:00 pm
ACE Online   Sa, April 10-June 12
Peralta Rocha, 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
$319 Total Cost

Section A020   9:30 am - 11:30 am
ACE Online   F, April 30-July 9
Estevez, instructor

Spanish 500—Intermediate | Course FL02868

Build conversation abilities while you expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2 hrs each.
Prereq: FL02864 Spanish 400—Beginning 4
$349 Total Cost

Section A020   1:00 pm - 3:00 pm
ACE Online   F, April 16-June 25
Roberts, instructor

Spanish 590—Conversation and Review | Course FL02871

Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.
$349 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Tu, April 6-June 8
Eugenio Fernandez, instructor

Section A021   1:00 pm - 3:00 pm
ACE Online   W, April 14-June 16
Roberts, 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 A020   6:45 pm - 8:45 pm
ACE Online   W, April 21-May 26
Nader, instructor

Book club in Spanish | Course FL02809

 Students will read" Las grietas de Jara" de Claudia Piñeiro.
Una historia fascinante sobre secretos del pasado que retornan a sorprender a los protagonistas. Escrito por una de las mejores nuevas escritoras en Argentina. 4sessions@2hrs each.
$159 Total Cost

Section A020   6:45 pm - 8:45 pm
ACE Online   Tu, April 27-May 18
Nader, instructor

TURKISH

Turkish—Basics 1 | Course FL02896

Enjoy learning one of the top spoken languages worldwide. A language of homeland, which has been a bridge connecting East to West for centuries. Culture, history, music, dance, cooking, art, and architecture are introduced! 10 sessions @ 1.5 hrs each.
$299 Total Cost

Section A020   6:30 pm - 8:00 pm
ACE Online   Th, April 15-June 17
Staff, instructor

K-12 Driver Education

Texting while driving is prohibited for all drivers in Virginia, no matter their age!

Behind-The-Wheel Driver Training
Spring 2021

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

March 27-April 3	April 5-13
April 15-23	April 26-May 4
May 6-14	May 17-25
May 26-June 4	June 7-14

$ 329 Total Cost

Does your student have:

A valid Virginia learner's permit?

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

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

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

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

This is to take the ADULT DMV Learner's Permit Test. This test is for Adults over 18 that are NOT currently a student in Fairfax County Public Schools. This test will satisfy the requirements for Adults looking to receive an Adult Driver Privilege Learner's Permit.
Once registered on this site, you must also register with the DMV. If you have had 2 unsuccessful attempts at passing this test, then you are required to test at the DMV for your 3rd attempt.
NOTE: You must be registered on this site and with the DMV.
$25 Total Cost

Section F250	1:00 pm - 3:00 pm
Pimmit Hills Ctr	Sa, March 13
Sargent, instructor	

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

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

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

Sección F250	1:00 pm - 3:00 pm
Pimmit Hills Ctr	Sáb, 13 - Marzo
Sargent, instructor	

K-12 Driver Education

Partners for Safe Teen Driving (V) | Course DE08500

This virtual presentation is an additional offering for students that were unable to attend the presentation at their school. All students attending this presentation are required to pay a registration fee of $30. You must have a student **fcpsschools. net** email to participate.This 90-minute parent-teen traffic safety presentation is required by state law as part of the juvenile licensing process and is for FCPS students only. Both student and their parent/guardian must attend; 1 session @ 1.5 hrs. Important: Please log in on time as no one is admitted after the presentation begins.

IMPORTANT INFORMATION BELOW:
- Virtual Partners for Safe Teen Driving meetings are for FCPS students only.
- Students will need to provide their **fcpsschools.net** email with ACE upon registration. You will receive a BlackBoard Collaborate unique link to join the meeting from your **fcpsschools.net** email. The join codes will be sent out 24 hours beforehand and registration will be cut off at that point.
- A pre-presentation google attendance form will be used to log attendance.
- At the end of the presentation, students must complete an "exit activity" which will include another "attendance" check.
- Certificate of Completion (or Affirmation of Attendance) will be emailed to the **fcpsschools.net email**.

$30 Total Cost
Booth, instructor

Section 2700   6:00 pm - 7:30 pm
Online   Sa, March 20
Booth, instructor

Section 2800   6:00 pm - 7:30 pm
Online   Sa, April 3
Booth, instructor

NEW

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

This test is for Fairfax County Public School students ONLY (FCPS ID is required). Once registered on this site, you must also register with the DMV. Students MUST be 15 years and 6 months old by the day of the test. If you have had 2 unsuccessful attempts at passing this test, then you are required to test at the DMV for your 3rd attempt.
NOTE: You must be registered on this site and with the DMV.
- On the test day please bring:
- Completed, and signed DTS 41 consent form.
- A picture ID to verify identity. If the student does not have a picture ID, take a picture, write the student's full legal name under the picture, and have a teacher sign to verify the student's identity.
- FCPS issued laptop (if applicable) and earbuds/headphones to listen to directions and test audio.

1 session @ 1 hrs.
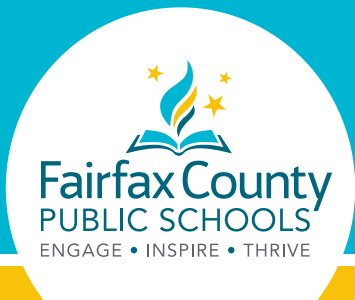
$15 Total Cost

Section F130   9:00 am - 10:00 am
Plum Center   Sa, March 6
Jones, instructor

Section F135   10:15 am - 11:15 am
Plum Center   Sa, March 6
Jones, instructor

Section F140   11:30 am - 12:30 pm
Plum Center   Sa, March 6
Jones, instructor

To register for any ACE class:
http://bit.ly/2K9TEfp

Fairfax County Adult High School

https://fairfaxadulths.fcps.edu

High School Equivalency (HSE)

For any student over 18, who still needs more than eight credits to earn a credential, the approved HSE in Virginia is the GED*. The GED* consists of four subject tests including

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

It's never too late to graduate!

Preparation Program

The program offers academic support including Adult Basic Education (ABE) classes and GED* Prep classes.

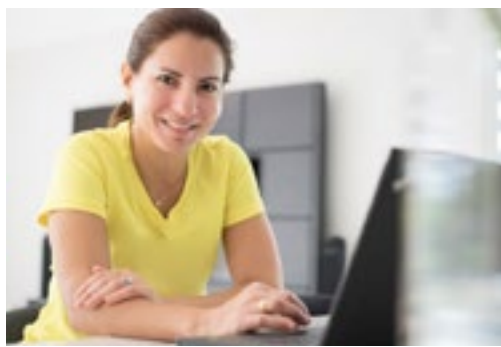| Day Program — In Person classes	Virtual Evening Program
Available at Plum Center for Lifelong Learning 6815 Edsall Road Springfield, VA 22151	Space Available now!

To schedule an appointment for registering, please contact the FCAHS Registrar at 703-658-2736 or FCAHSregistration@fcps.edu

Students must provide proof of

- **Residency**
- **Current Transcripts**
- **Birth Certificate**
- **Immunization Records**
- **Test Scores.**

Adult English (ESOL) Classes

Spring Classes April - June

Online Adult English (ESOL) Classes

Develop the English language skills that you need for your life.

Class times and costs:

9:30-11:45 am Tuesday, Wednesday, Thursday $199.00*

7:00-9:15 pm Monday and Wednesday $130.00*

7:00-9:15 pm Tuesday and Thursday $130.00*

Online Speciality Classes
Learn English for specific purposes.
See the next page for class descriptions.

English for Employment Success (high intermediate and advanced)
Tuesdays and Thursdays, 7:00-9:15 pm, $100.00

English Conversation High Intermediate and Advanced
Saturdays, 9:00-11:15 am, $130.00

American English Pronunciation
Saturdays, 9:00-11:15 am $165.00*

**For more information about ESOL classes and testing:
https://tinyurl.com/springreg21**

In-person Adult English (ESOL) Classes

Develop English language skills in classes at Plum Center (6815 Edsall Rd, Springfield, VA 22151). All FCPS safety protocols will be observed. All students will be required to wear masks. Limited spaces available.

Adult English Class (beginning, intermediate, advanced levels)
Mondays and Wednesdays, 7:00-9:15 pm, $130.00*

English Conversation High Intermediate and Advanced
Thursdays, 7:00-9:15 pm, $140 materials included

Microsoft Office Specialist Word Certification for ELs
Mondays and Wednesdays, 7:00-9:30 pm, $145.00
(includes books and exams)

*Textbooks
Students will receive information on how to buy their textbooks.

Questions? Email us at esol@fcps.edu

What do I need to do?

Complete the form at:

https://tinyurl.com/springreg21

- New students will get information to sign up for testing
- Former students will receive information they need to register

All new students must be tested before registering for classes.

**Testing Starts
March 20, 2021**

For the **BEST EXPERIENCE** in your online classes:

- Attend your classes regularly
- Complete your assignments
- Purchase the textbook required
- Practice English outside of class
- For online classes, use a laptop, have good internet access, and have basic computer skills

Online learner—fall 2020

"I used to feel nervous speaking English but now I feel more comfortable"..

Adult English (ESOL) Specialty Classes

New students must test before registering for classes.
Go to https://tinyurl.com/springreg21

American English Pronunciation Online Course ES0V643

You have learned English and now you want to speak more effectively. Advanced learners improve business, professional and personal communication skills. Instruction will focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. New students are required to test before registering. 8 sessions @ 2.50 hours each. Textbook purchase required.
$165 Total Cost

Section A201   9:00 am - 11:15 am
                     Sa, May 1-June 26

Conversation High Intermediate Plus Online Course ES0V661

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.
8 classes @ 2.25 hours each. Materials included in price of class.
$130 Total Cost

Section A201   9:00 am - 11:15 am
                     Sa, May 1-June 26

Conversation High Intermediate Plus In-person Course ES06561

This class is planned to be offered in-person at the Plum Center location (6815 Edsall Rd., Springfield, VA). All safety FCPS safety protocols for in-person instruction will be observed. Participants will be required to wear masks. 8 classes @ 2.25 hours each. Materials included in price of class.
$140 Total Cost

Section F219   7:00 pm - 9:15 pm
                     Th, April 29-June 17

Microsoft Office Specialist Word Certification for ELs In-person | 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.
This class is planned to be offered in-person at the Plum Center location (6815 Edsall Rd., Springfield, VA). New students are required to test before registering.
17 sessions @ 2.5 hours each.
Materials and fee for certification exam included..
$145 Total Cost

Section F219   7:00 pm - 9:30 pm
Plum Center   M W, April 26-June 23

English for Employment Success PM Online Course ET0V502

Are you looking for a new or better job? Do you need help with job searches, applications, resumes and interviews? Do you want to expand your 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.
16 classes @ 2.25 hours each.
Materials included in price of class.
$100 Total Cost

Section A261   7:00 pm - 9:15 pm
                     Tu Th, April 27-June 17

General Information

ACE | ADULT AND COMMUNITY EDUCATION

CONTACT US

ESOL | 703-658-2777
General information/Registratioon Assistance
703-658-1201 (ACEOnline@fcps.edu)

Assistance in other languages

Spanish | 571-423-4950
Korean | 571-423-4951
Arabic | 571-423-4952

HELPING OTHERS

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

POLICIES

Purchase order - PO/LOA*

Companies/organizations may use POs, LOAs, or set up a company account and enroll with a company credit card. If enrolling with a PO or LOA, please allow two weeks for processing email completed registration forms, along with an attached copy of your PO or LOA to:
ACEOnline@fcps.edu. Companies/organizations enrolling using these methods are obligated to pay textbook, material, lab, and tuition fees associated with these enrollments within 30 days of registration. There are no discounts for classes missed. Students dropping classes are still assessed tuition and other fees unless a formal withdrawal is received See 'Refund/Cancelation' for details. Send payment referencing invoice number to:

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

Looking to save time and effort by setting up a company account for self registrations? Go to:
https://aceclasses.fcps.edu/default.aspx
Once you set up the account, select "Add Student", complete the online form, then register your people for class(es) and get instant proof of registration. Self registration requires credit card payment at the time of registration using Visa or MasterCard.

*Letters of authorization

REGISTRATION

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

Confirmation and Payment

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

Note: Payments by check authorize us to use information from the check to make a one-time electronic fund transfer from your account or process payment as a check transaction. You authorize us to collect a $35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid. Please include the following on your check: full name, street address, and phone numbers.

Textbooks & Materials: If needing a textbook, register at least 10 days before class start date to guarantee delivery to first class session for classes meeting in person. Please see class specifics for classes meeting virtually.Textbook payments required when registering.

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

FCPS ACE WELCOMES ALL

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

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

Under 18?

Adult education classes are for students 18 years and older, unless otherwise specified and under limited instances. Requests require two weeks advance notice. Non-FCPS students under 18 require additional documentation. Contact Student Services for details.

Over 62?

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

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

CONTACT STUDENT SERVICES—PLUM CENTER
(By Appointment only)

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

Questions?
Email **educationalcounseling@fcps.edu**

REFUNDS/CANCELLATIONS

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

- Traditional Classes: For any other requests for refunds or withdrawals/unenrollment, your written request must be received by ACE no later than three business days (Monday through Friday, before 4:30 pm ET) prior to the class start date.
- Behind-the-Wheel: Due to FCPS enrollment requirements regarding the behind-the-wheel classes, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before 4:30 pm ET) before the start of class. Email drivered@fcps.edu for more information.
- Online classes: For some online classes there may be a unique refund policy.
Visit **www.fcps.edu/registration/adult-and-community-education-registration** (scroll down to "Refund Process") for information or **email acerefundrequest@fcps.edu** if you have additional questions.

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

Refund requests should be emailed or mailed to:
- **acerefundrequest@fcps.edu**
- **Adult and Community Education, Dept. F 7510 Lisle Avenue Falls Church, VA 22043**

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

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

FCPS ACE COVID-19 HEALTH AND SAFETY PROTOCOLS
See inside cover for details or go to our website. As of the time of printing this catalog, ACE classes are currently scheduled primarily for OnLine. We hope to expand to additional in-person locations as the situation safely allows and will be adding additional classes, so don't forget to to check our website at **aceclasses.fcps.edu**.

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

In-Person locations other than Behind-The-Wheel

Pimmit Hills Adult Center, Ent. #4
7510 Lisle Ave, Falls Church 22043 **1**

Plum Center for Lifelong Learning
6815 Edsall Rd, Springfield 22151 **2**