ACE Classes

Your journey begins with ACE!

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

ACE proudly supports the FCPS Portrait of a Graduate and the Strategic Plan, Ignite (http://www.fcps.edu/about-fcps/strategic-plan), incorporating best practices in teaching and learning.

“Participating in this class was extremely rewarding. The ability of the instructor to address the various problems we all had and keep everyone’s projects moving was impressive.”

Ronald W.
Auto Body Repair—Personal Repair and Refinishing

“Lots of energy in this class. Prof. Elbeze provides multiple learning experiences using video, visual aids, and life experiences to both enliven and reinforce basic language learning skills.”

Deborah C.
Spanish Language Boot Camp

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

ACE Administrator, Sheryl Granzow

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

ACE Programs

Apprenticeship

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

Business and Information Technology

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

Health and Medical

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

Languages

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

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

Trades and Industry

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

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

Personal and Academic Enrichment

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

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

CAREER EXPLORATION

4 Certificate Programs
   Business and Information Technology: accounting assistant; administrative assistant; child care provider; computer support technician; executive assistant; human resources management; management practices; nonprofit organization development; office assistant; oracle database administration; small business management; web designer/developer
   Health Sciences: dental assistant comprehensive; health records assistant; medical administrative assistant; medical assistant; medical insurance biller; patient care technician; veterinary assistant
   Property Maintenance Technician

7 Workplace Training

8 Business and Management
   Communications
   Entrepreneurship/Small Business
   Leadership and Management
   Licensure and Preparation
   Marketing
   Nonprofit
   Personal Finance

12 Healthcare and Dental
   Health and Family Matters
   CPR and First Aid
   Classes in Spanish
   Getting Started in Healthcare
   Dental
   Medical

18 Information Technology
   Certification Prep
   Computer Basics
   Database Systems
   Graphics and Design
   Office Productivity
   Programming
   Web Design and Development

22 Trades and Industry
   Assorted Trades—Pro-series
   Electrical
   Gas Fitter
   HVAC-R
   Plumbing
   Apprenticeship
   Assorted Trades—Do It Yourself

26 Veterinary Studies and Pet Care
   Veterinary Studies
   Pet Care

27 Online Courses

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

29 General ESOL Classes

I love ACE classes. Instructors have life experiences such as working in the area of the classes they teach—giving more to learn than just what is in the book. I return again and again and again!!”

Pat R.
MS Outlook—Basics

ENRICHMENT

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

39 K-12 Enrichment Programs
   World Languages
   Summer Camps—Elementary
   Summer Camps—Secondary
   Study Skills
   Test Prep: Test Prep—Online
   Driver Education

28 Adult High School Completion

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

Register online at https://aceclasses.fcps.edu

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

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

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

■ Prerequisites
You must be able to read and write English (see ESOL page 29) and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see page 28).

■ How to Register
You must be registered for a certificate program in order to receive the certificate, and should do so before taking classes. To create a permanent record and transcripts, register and pay the $75 registration fee (fee is non-refundable). Complete the Registration Form on page 47 for the program and courses you wish to attend this term. (Students will only need to register for the program one time.)

For guidance regarding which program best suits your needs, contact the ACE educational counselor at 703-658-2709.

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

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

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

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

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

■ tradeandindustry@fcps.edu
  Property Maintenance Technician

Please consider making a tax-deductible donation to the ACE Scholarship fund. See page 46.

Certificate Programs in Business and Information Technology

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

OFFICE ASSISTANT

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Page</th>
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<tbody>
<tr>
<td>CE01015</td>
<td>Certificate Prog. Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>CT01416</td>
<td>PC Basics 18</td>
</tr>
<tr>
<td>CT01402</td>
<td>Windows—File Management 18</td>
</tr>
<tr>
<td>CT01417</td>
<td>Keyboarding —</td>
</tr>
<tr>
<td>BE01052</td>
<td>Business English Essentials I 8</td>
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<tr>
<td>CT01285</td>
<td>Microsoft Office Proficiency Workshop 19</td>
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<tr>
<td>CT01426</td>
<td>MS Outlook—Basics 20</td>
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<tr>
<td>PR00005</td>
<td>Effective Note Taking —</td>
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<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic 8</td>
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ADMINISTRATIVE ASSISTANT

<table>
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<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CE01016</td>
<td>Certificate Prog. Registration &amp; Fee ($75) —</td>
</tr>
<tr>
<td>CT01344</td>
<td>MS Word—Intermediate 20</td>
</tr>
<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate 19</td>
</tr>
<tr>
<td>BE01053</td>
<td>Business English Essentials II 8</td>
</tr>
<tr>
<td>BE01061</td>
<td>Office Communication Skills 8</td>
</tr>
<tr>
<td>BE01088</td>
<td>Dealing w/Difficult People—Conflict and Mediation Skills 8</td>
</tr>
<tr>
<td>PR09001</td>
<td>Office Etiquette I —</td>
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<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic* 8</td>
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Electives (3 required)

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<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CT01449</td>
<td>MS Access—Basics 19</td>
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<tr>
<td>PR01701</td>
<td>MS Office OneNote Workshop —</td>
</tr>
<tr>
<td>CT01459</td>
<td>MS PowerPoint—Basics 20</td>
</tr>
<tr>
<td>PR01501</td>
<td>MS Publisher Workshop —</td>
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<tr>
<td>BE01400</td>
<td>HR Management Fundamentals 10</td>
</tr>
<tr>
<td>BE01066</td>
<td>Confident Public Speaking 8</td>
</tr>
<tr>
<td>BE01510</td>
<td>What Management Is, What Managers Do 10</td>
</tr>
<tr>
<td>BE01513</td>
<td>Essential Managerial Skills for HR Practices —</td>
</tr>
</tbody>
</table>

ACE offers Certiport® testing! See page 20 for information.
EXECUTIVE ASSISTANT

Required Courses  Page
CE01000 | Certificate Prog Registration & Fee ($75) —
BE01400 | HR Management Fundamentals 10
BE01401 | Building the HR Organization Structure —
BE01402 | Recruiting and Placing Employees —
BE01403 | Training the Workforce —
BE01405 | HR Management in the 21st Century —
BE01407 | Human Resources Law Overview —
BE01409 | HR Organization Fundamentals —
BE01510 | What Management Is, What Managers Do —
BE01512 | Successful Delegation —
BE01513 | Essential Managerial Skills for HR Management —
BE01514 | Leading for Maximum Results! —
BE01515 | Exercising Managerial Control —
CE01056 | Certificate Prog Registration & Fee ($75) —

Recommended Course*
CT01666 | A+ Certification Prep —

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

ACCOUNTING ASSISTANT

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

Required Courses  Page
CE01000 | Certificate Prog Registration & Fee ($75) —
BE01250 | Fund. of Accounting—Part 1* —
BE01251 | Fund. of Accounting—Part 2 —
CT01416 | PC Basics* 18
CT01420 | Windows—File Management 18
CT01417 | PC Basics: Keyboarding* —
CT01285 | Microsoft Office Proficiency Workshop 19
BE01061 | Office Communication Skills 8
CT01426 | MS Outlook—Basics 20
CT01442 | MS Excel—Intermediate 18
CT01435 | QuickBooks Pro 2015—Level 1 —
CT01436 | QuickBooks—Pro 2015—Level 2 —
BE01393 | Resume & Interview Clinic 8
CT01439 | QuickBooks Pro 2015—Level 1 —
CT01440 | QuickBooks—Pro 2015—Level 2 —
BE01393 | Resume & Interview Clinic 8

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

CHILD CARE PROVIDER

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

Required Courses*  Page
CE01048 | Certificate Prog Registration & Fee ($75) —
BE08099 | Child Care Provider —
HM01796 | Pediatric CPR & First Aid 14
BE01393 | Resume & Interview Clinic 8

HUMAN RESOURCES MANAGEMENT

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

Required Courses*  Page
CE01018 | Certificate Prog Registration & Fee ($75) —
BE01440 | HR Management Fundamentals 10
BE01401 | Building the HR Organization Structure —
BE01402 | Recruiting and Placing Employees —
BE01403 | Training the Workforce —
BE01405 | HR Management in the 21st Century —
BE01407 | Maintaining a Positive Work Environment 10
BE01409 | Human Resources Officer —
BE01410 | Human Resources Law Overview —
BE01412 | Introduction to Lean Thinking —
BE01413 | ESOP—Employee Stock Ownership Programs —
BE01414 | Human Resources Law Overview —
BE01415 | Human Resources Law Overview —
BE01416 | Human Resources Law Overview —
BE01417 | Human Resources Law Overview —
BE01418 | Human Resources Law Overview —
BE01419 | Human Resources Law Overview —
BE01420 | Using Brain Science to Enhance Your Personal Effectiveness 10

ELECTIVES: 3 required*
BE01404 | HR Organizational Downsizing 10
BE01405 | HR Management in the Equal Opportunity Environment —
BE01408 | The Human Resources Officer —
BE01409 | Human Resources Officer —
BE01410 | Human Resources Law Overview —
BE01412 | Introduction to Lean Thinking —
BE01420 | Using Brain Science to Enhance Your Personal Effectiveness 10

MANAGEMENT PRACTICES

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

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

Required Courses  Page
CE01000 | Certificate Prog Registration & Fee ($75) —
BE01400 | HR Management Fundamentals 10
BE01401 | Building the HR Organization Structure —
BE01402 | Recruiting and Placing Employees —
BE01403 | Training the Workforce —
BE01405 | HR Management in the 21st Century —
BE01407 | Maintaining a Positive Work Environment 10

NONPROFIT ORGANIZATION DEVELOPMENT

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

Required Courses  Page
CE01056 | Certificate Prog Registration & Fee ($75) —
BE01872 | The 3 R’s of Volunteerism 11
BE01879 | Creating a Successful Business Plan 11
BE01910 | Strategic Planning for Your Nonprofit 10
BE01915 | Grant Writing 11
BE01918 | Nonprofit Accounting & Finances —
BE01204 | Introduction to Project Management —
BE01209 | Project Management for Non-Profits —
BE01873 | Nonprofit Marketing —

Electives  Page
BE01872 | The 3 R’s of Volunteerism 11
BE01879 | Creating a Successful Business Plan 11
BE01910 | Strategic Planning for Your Nonprofit 10
BE01915 | Grant Writing 11
BE01918 | Nonprofit Accounting & Finances —
BE01204 | Introduction to Project Management —
BE01209 | Project Management for Non-Profits —
BE01873 | Nonprofit Marketing —

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

See pages 6 & 7 for more certificate programs.
Certificate Programs in Health Sciences

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

Prerequisites for all programs:

HM01991 Strategies for Succeeding in Healthcare — Page 15
HM01600 Medical Terminology Part 1* — Page 15
HM01601 Medical Terminology Part 2* — Page —

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

Additional requirements for all programs:

All program candidates must complete the following prior to issuance of the program certificate:

HM01625 | Heartsaver CPR AED First Aid (or equivalent) — Page 13
HM01627 | Mental Health First Aid — Page 14
Plus 2 Electives

Electives: Required classes may not be used as electives unless completing multiple programs. Call 703-658-2729 for details or questions.

Health Sciences Certificate Programs continued on page 7.
Employee Training...

Customized Solutions

Is your business realizing its potential?

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

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

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

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

Employers:

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

A glimpse of onsite customized Workplace Training programs...

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

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

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

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

Customized Computer Training
Classes available in Microsoft® Office (comprehensive or program specific), QuickBooks, and much more.
Office Communication Skills | Course BE01061
Office Communication Skills is a practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 C's of business writing. A Microsoft® PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$205 Tuition
$ 10 User Fee
$ 4 Text: Quick Source Guide PowerPoint 2013
$219 Total Cost
Section 0300 9:00 am
Plum Center  
Tu Th, July 26-August 2  
Rm 116  
Robert Wise, instructor

Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088
Do you find yourself in the middle of an argument and wonder how it got started in the first place? Do you overreact and make a difficult situation worse? Are you trapped in a seemingly irresolvable cycle of conflict? Do you become angry or frustrated dealing with difficult people? This course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others’ concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.
$ 95 Tuition
$ 95 Total Cost
Section 0030 7:00 pm
Woodson HS  
W, June 20  
Eric Assur, MA, instructor
Section 0031 10:00 am
Plum Center  
Sa, July 7  
Gina Lynch, MA, MS, instructor

Confident Public Speaking | Course BE01066
Whether speaking to a small group or a filled auditorium, this class provides the requisite tools needed to deliver a message clearly and with confidence. Learn ways to overcome nervousness; have a technique for preparing messages that are meaningful for the audience; get tips for creating impactful visuals that support the message; and manage questions and answers. The course provides opportunities to practice both off-the-cuff and planned presentations. 4 sessions @ 2 hrs each.
$169 Tuition
$169 Total Cost
Section 0300 10:00 am
Plum Center  
Th Sa, July 28-August 9  
Robert Wise, instructor

Accent Modification | Course BE01067
Accent modification improves speaking and listening skills for non-native speakers of English. It includes instruction in placement of sounds in the head, accurate pronunciation, stress and rhythm, linking, and intonation. Students learn and apply a skill set that reduces their accent and allows them to better understand English and to be better understood when they speak. The International Phonetic Alphabet (IPA) is employed so the training applies to all languages. 5 sessions @ 3 hrs each.
$ 250 Tuition
$  19 Text: Mastering the American Accent
$269 Total Cost
Section 0030 6:30 pm
Plum Center  
Tu Th, July 26-August 9  
Rm 116  
Kathy Barber, MA, instructor

Look for our fall catalog after July 30! Online registration for fall classes will begin July 27, and print catalogs will be mailed July 30.
Voice-Over...Now is Your Time! | Course BE01072

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

$ 79 Tuition
$ 79 Total Cost

Section 0035
Pimmit Hills Ctr
Sa, June 23
Rm 115
Staff, instructor

Section 0030
Woodson HS
M, June 25
Rm G107
Staff, instructor

Create Your Life Vision Board Workshop | Course BE01568

Some people have a fleeting idea of what they want to do, be or have in their lives. But it often remains just that—fleeting. We're so used to thinking that life just happens to us. But what if you actually have the capability to create a life you want? Why not give yourself a gift of one day focused on exploring the kind of life you would like to have? Everyone from Jim Carrey to Oprah Winfrey to John Assaraf swear by the power of creating an intentional life and one of the tools they use is creating a Vision Board. Come spend a day getting clear about what you want, recognizing the old beliefs and patterns that keep you stuck, and create your very own Vision Board to take home and use to effortlessly move toward what you want to do, be and have in life. 1 session @ 7 hrs.

$ 159 Tuition
$ 159 Total Cost

Section 0030
L. Braddock SS
Sa, August 11
Rm H215
Stamler, instructor

Navigating Life Changes—Exploring Life Dreams | Course BE01567

Change is a natural part of life, whether it is a change in your job, your relationships, or your business. We tend to navigate these changes by defaulting to old patterns and limited thinking. What if you could make a different choice? What if you could take advantage of the change and design the next phase of your life? And, what if it makes no difference how old you are, your level of education, or your current economic picture? This class explores the innate power and abilities already within you. We will look at opportunities that come our way and the common reasons we get stuck in beliefs about what we are capable of that are simply no longer valid. Using the tried and proven DreamBuilder process, we will explore the possibilities for your life. You will learn the tools for creating a life you design whenever change comes your way. 2 sessions @ 2 hrs each.

$ 79 Tuition
$ 79 Total Cost

Section 0030
L. Braddock SS
6:30 pm
Tu Th, July 17-July 19
Rm H228
Stamler, instructor

Entrepreneurship/Small Business

Creating a Successful Business Plan | Course BE01879

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

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

Section 0030
Plum Center
M W F, June 18-June 22
Rm 147
Tiffanie Kendrick, MBA, instructor

Developing a Marketing Plan | Course BE01245

Develop and write a comprehensive marketing plan. This will be a model 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.

$ 125 Tuition
$ 125 Total Cost

Section 0031
Plum Center
M W, June 11-June 13
Rm 141
Tiffanie Kendrick, MBA, 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. Taught by a respected author and speaker. 2 sessions @ 3 hrs each.

$ 129 Tuition
$ 129 Total Cost

Section 0300
Woodson HS
Tu, July 17-July 24
Rm G121
Robert Wise, instructor

Making a Successful Business Plan | Course BE01903

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

$ 134 Tuition
$ 25 User Fee
$ 159 Total Cost

Section 0030
Pimmit Hills Ctr
Tu, July 10-July 12
Rm 159
Christopher Inglese, CPA, MS (Tax), instructor

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

Are you ready to conduct business internationally? Do you understand the culture? Learn the basics on how to assess a country, provide a global strategy, set up a team, establish your operations, understand the logistics process, and implement a realistic schedule and budget. 2 sessions @ 2.5 hrs each.

$ 74 Tuition
$ 5 User Fee
$ 79 Total Cost

Section 0030
Pimmit Hills Ctr
Tu Th, July 10-July 12
Rm 155
Tiffanie Kendrick, MBA, instructor

Landlord | Course BE01186

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

$ 99 Tuition
$ 99 Total Cost

Section 0030
Pimmit Hills Ctr
Tu, May 8
Rm 145
Kathleen McDermott, JD, instructor

See page 47 for registration information.
LEADERSHIP AND MANAGEMENT

Career Exploration—Business and Management

Successful Delegation: Achieving Results Through Others | Course BE01512

Delegating effectively is a critical skill (that falls under the organizing function) that a manager or team lead should master for success on the job. It reduces a manager’s workload and develops employees’ skills, knowledge, job satisfaction, and commitment to the organization if handled correctly. Mastering delegation is also a key skill for those who want to advance to higher levels of management opportunity within an organization. Learn how to identify why managers fail to delegate; examine the concepts of responsibility, authority, and accountability; learn and apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can’t be delegated; and learn how to monitor progress without over managing. 1 session @ 6.5 hrs.

$ 149 Tuition
$ 149 Total Cost

Section 0030 9:00 am
Plum Center Sa, July 28
Rm 102 Sally Silberman, instructor

Leading for Maximum Results | Course BE01514

The role of the leader is changing. This course increases awareness and builds leadership competencies so you can lead and manage others to produce maximum results. The class is highly interactive with experiential activities that include skill practices using real-life workplace case studies and facilitated group discussions. Topics include communication, motivation, performance management, conflict management, and managing change. You’ll complete a self-assessment to understand how your leadership, personality, and communication styles impact the workplace performance of others. 3 sessions @ 2.5 hrs each.

$ 159 Tuition
$ 159 Total Cost

Section 0030 9:00 am
Plum Center Sa, July 28-August 11
Rm TBD Liz McDowell, instructor

HR Organizational Downsizing | Course BE01404

In-depth study of the downsizing process, how managers can proceed successfully through each step of the process, and while caring for each employee as far as possible, develop a strong, forward-looking organization prepared for future challenges. Bring laptop to class. 4 sessions @ 3 hrs each.

$ 254 Tuition
$ 5 Text: Downsizing with Logic and Care
$ 259 Total Cost

Section 0030 7:00 pm
Plum Center M W, July 30-August 8
Rm TBD Gina Lynch, MA, MS, instructor

Maintaining a Positive Work Environment | Course BE01407

This course reviews how to maintain positive workforce relations to assure maximum performance, essential aspects of appraising performance, programs to maintain proper discipline, programs for employee grievances and appeals, particular programs that respond to manager and employee needs (such as telecommuting) and the nature and value of effective communications. 4 sessions @ 3 hrs each.

$ 229 Tuition
$ 5 User Fee
$ 5 Text: Maintain a Positive Work Environment
$ 239 Total Cost

Section 0030 7:00 pm
Edison HS Tu Th, June 19-June 28
Rm TBD Gina Lynch, MA, MS, instructor

Human Resources Management Fundamentals | Course BE01400

Study what constitutes human resources management and why good human resources management is essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations. 4 sessions @ 3 hrs each.

$ 254 Tuition
$ 5 Text: Human Resources Management Fundamentals
$ 259 Total Cost

Section 0030 7:00 pm
Edison HS Tu Th, July 17-July 26
Rm TBD Gina Lynch, MA, MS, instructor

LICENSURE AND PREPARATION

Virginia Principles of Real Estate | Course BE01972

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

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

Section 0030 7:00 pm
Pimmit Hills Ctr M W, July 16-September 24
Rm 155 Bill Hardin, CRB, instructor

Instructor Spotlight

Anne Suh

As an instructional designer, Anne Suh has designed and delivered numerous leadership development courses, but nothing fascinates and engages her more than her course, Using Brain Science to Enhance Your Personal Effectiveness. In her fifth year of teaching this course, Anne enjoys incorporating brain science into how we can be more effective in meeting our goals, managing emotions and generally using our knowledge of brain functions to map strategies for productivity and effectiveness in our personal and work lives.
Excellent course! Dynamic instructor, amazingly generous with extremely relevant content.”

Najla D.
Grant Writing
**Caregiving and Community Education — Summer 2018**

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**HEALTH AND FAMILY MATTERS**

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

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

$ 59 Tuition  
$ 6 User Fee  
$ 65 Total Cost

Section 0020 6:30 pm  
Woodson HS  
Tu, May 15  
Rm G113  
Vicky Waller-Surash, MS ACC CDP, instructor

Section 0030 9:30 am  
Plum Center  
W, June 20  
Rm 119  
Vicky Waller-Surash, MS ACC CDP, instructor

**Alzheimer’s Disease | Course HM01667**

An in-depth look into the theories of what causes Alzheimer’s disease and what changes are associated with the disease progression including cognitive and behavioral. Taught by a certified dementia care practitioner. 1 session @ 2 hrs + 30 minutes Q&A.

$ 49 Tuition  
$ 49 Total Cost

Section 0020 6:30 pm  
Woodson HS  
Tu, June 12  
Rm G120  
Vicky Waller-Surash, MS ACC CDP, instructor

Section 0030 9:30 am  
Plum Center  
W, August 5  
Rm 119  
Vicky Waller-Surash, MS ACC CDP, instructor

**Alzheimer’s—Meeting Them in Their Reality | Course HM01737**

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

$ 89 Tuition  
$ 89 Total Cost

Section 0020 6:30 pm  
Woodson HS  
Tu, June 26  
Rm G121  
Vicky Waller-Surash, MS ACC CDP, instructor

Section 0030 9:30 am  
Plum Center  
Th, July 26  
Rm 148  
Vicky Waller-Surash, MS ACC CDP, instructor

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

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

$ 69 Tuition  
$ 69 Total Cost

Section 0030 9:30 am  
Plum Center  
Tu, July 24  
Rm 147  
Vicky Waller-Surash, MS ACC CDP, instructor

**Behavior as a Form of Communication in Dementia | Course HM01788**

A thorough review of behaviors associated with dementia and what they often mean will be discussed. Learn how to identify what their triggers are and ways to change the outcome. Taught by a certified dementia care practitioner. 1 session @ 3.5 hrs.

$ 69 Tuition  
$ 69 Total Cost

Section 0020 6:30 pm  
L. Braddock SS  
Th, May 10  
Rm H219  
Vicky Waller-Surash, MS ACC CDP, instructor

Section 0030 9:30 am  
Plum Center  
M, June 18  
Rm 119  
Vicky Waller-Surash, MS ACC CDP, instructor

**Doubting Your Memory? | Course HM01789**

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

$ 59 Tuition  
$ 59 Total Cost

Section 0030 9:30 am  
Plum Center  
Th, June 28  
Rm 119  
Vicky Waller-Surash, MS ACC CDP, instructor

**Mental Fitness—Exercise Your Mind Now! | Course HM01791**

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

$ 89 Tuition  
$ 89 Total Cost

Section 0020 9:30 am  
Plum Center  
Sa, May 19–June 30  
Rm 140  
Vicky Waller-Surash, MS ACC CDP, instructor

**Normal Aging | Course HM01944**

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

$ 59 Tuition  
$ 59 Total Cost

Section 0030 6:30 pm  
Woodson HS  
M, July 30  
Rm G120  
Vicky Waller-Surash, MS ACC CDP, instructor

**The Environment and Aging | Course HM01688**

Explore age-related sensory changes and the impact they can have on one’s environment. In addition, identify attributes of a physical environment that can hinder or support the special needs of older adults. Taught by a gerontologist and certified dementia care practitioner. 1 session @ 2.5 hrs.

$ 49 Tuition  
$ 49 Total Cost

Section 0020 6:30 pm  
Edison HS  
Tu, May 17  
Rm B130  
Vicky Waller-Surash, MS ACC CDP, instructor

Section 0030 1:00 pm  
Plum Center  
Th, June 14  
Rm 112  
Vicky Waller-Surash, MS ACC CDP, instructor

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

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

$ 89 Tuition  
$ 89 Total Cost

Section 0030 10:00 am  
Plum Center  
M, August 13–August 20  
Rm 119  
Sharpe, Instructor

**Death and Dying: Facing Our Own Mortality | Course HM01735**

Many of us don’t even use words like “die or death”. Instead, we say “pass away” or “when something happens”. This class makes the unfamiliar territory of death more comfortable by discussing ways to provide comfort, what to do when someone dies and looking at our own perspective regarding what we would want. Taught by a gerontologist. 1 session @ 3 hrs.

$ 59 Tuition  
$ 5 User Fee  
$ 64 Total Cost

Section 0030 9:30 am  
L. Braddock SS  
Sa, July 28  
Rm H215  
Vicky Waller-Surash, MS ACC CDP, instructor

**Care for A Loved One at Home | Course HM01671**

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

$ 119 Tuition  
$ 119 Total Cost

Section 0030 6:30 pm  
Plum Center  
Th, June 7–June 21  
Rm 147  
Laurie Cushman, BSN RN CPAN, instructor

**Calling all Caregivers! | Course HM01734**

Searching for ways to have meaningful, engaging interactions with a person with dementia? One-on-one activities, ideas, approaches, techniques for communication, importance of processing time, learning likes and dislikes, leisure, recreational interests, and how they find meaning and purpose will be covered. 2 sessions @ 2.5 hrs each.

$ 99 Tuition  
$ 4 User Fee  
$ 103 Total Cost

Section 0030 9:00 am  
Plum Center  
Sa, August 4  
Rm 148  
Vicky Waller-Surash, MS ACC CDP, instructor
Self Care for the Care Giver | Course HM01919
Taking care of someone you love can be overwhelming and lonely. Learn supportive self-care practices that honor YOU, your health and your well being. Come away with an abundance of self care tips, techniques that allow you to gain more serenity and support, and can be tried right away, let this class be your first step in your own self care! Ideal for home caregivers, parents, adult children caring for parents and siblings, nurses, doctors and all medical professionals! 1 session @ 3 hrs each.
$ 49 Tuition
$ 49 Total Cost
Section 0020 9:00 am
L. Braddock SS Sa, July 21
Rm H213 Eileen Caroscio, CSC, RN, MSN, instructor

Autism Awareness | Course HM01960
Make a difference in the life of a person with autism: what to do and what not to do. Topics include: characteristics, strategies to assist with social interaction, tips on making environment more "ASD" friendly, and ways to enhance communication. Relatives, neighbors, employers, babysitters are welcome. Course is taught by an autism specialist. 1 session @ 3 hrs.
$ 59 Tuition
$ 59 Total Cost
Section 0030 9:00 am
Plum Center F, August 17
Rm 104 Hammer, instructor

NEW

Protect Your Joints! | Course HM01685
Defy the aging process! Reduce further joint damage by protecting them during daily activities. Learn joint-specific methods to ease discomfort and promote healthier joints. 1 session @ 2 hrs.
$ 39 Tuition
$ 39 Total Cost
Section 0030 10:00 am
L. Braddock SS Sa, June 30
Rm TBD Henry, instructor
Section 0031 10:00 am
Plum Center M, August 6
Rm TBD Henry, instructor

Monitoring Your BP—the Hows and Whys | Course HM01730
Why is blood pressure important? How do you know if your blood pressure is taken correctly? Can you learn to take an accurate blood pressure at home? What about the machines at the grocery store? Learn the answers to these questions and more! Practice taking blood pressure in class. 1 session @ 2.5 hours
$ 44 Tuition
$ 5 User Fee
$ 49 Total Cost
Section 0030 9:30 am
Plum Center Sa, July 21
Rm 120 Brooke Koons BSN, instructor
Section 0031 1:00 pm
Plum Center Th, July 12
Rm 119 Brooke Koons BSN, instructor
Section 0032 5:00 pm
Plum Center Tu, August 14
Rm TBD Brooke Koons BSN, instructor

Introduction to Essential Oils: What are They and How They Work | Course HM01811
Increase your understanding of some of the more commonly used essential oils and their purposes. Lemon, Oregano, Peppermint, Lavender, and Frankincense all have unique properties and uses. Learn about these and more! 1 session @ 2 hrs.
$ 39 Total Cost
Section 0030 6:00 pm
Edison HS Tu, July 17
Rm TBD Zamudio, instructor
Section 0031 9:00 am
Plum Center Sa, August 4
Rm TBD Zamudio, instructor

CPR AND FIRST AID

Heartsaver First Aid CPR AED | Course HM01625
Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.
$133 Tuition
$ 20 User Fee
$ 6 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($4)
$ 159 Total Cost
Section 0023 9:00 am
Plum Center Th, May 17
Rm 119 Wright, instructor
Section 0024 9:00 am
Plum Center Sa, June 2
Rm 122 Faiver, instructor
Section 0030 9:00 am
Plum Center Sa, June 16
Rm 141 Laurie Cushman, BSN RN CPAN, instructor
Section 0031 9:00 am
Plum Center W, June 27
Rm 141 Pellerin-Schaaf, instructor
Section 0032 9:00 am
Plum Hills Ctr Sa, July 7
Rm LIB Tattt, instructor
Section 0033 9:00 am
Plum Center Sa, July 18
Rm 141 Law, instructor
Section 0034 9:00 am
Plum Center Sa, August 4
Rm 141 Zamudio, instructor
Section 0035 9:00 am
Plum Center Tu, August 18
Rm 141 Lorena Williams, APRN-BC, instructor

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

Heartsaver CPR & AED—Adult, Child, Infant | Course HM01695
Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and includes choking and AED training. Must be on time. Certification valid for 2 years. Must be on time. Book required. Ideal for Boy Scout and Girl Scout Leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.
$ 91 Tuition
$ 20 User Fee
$ 4 Text: Heartsaver CPR AED Student Workbook 2015
$ 115 Total Cost
Section 0024 12:00 pm
Plum Center Su, May 20
Rm 122 Sood, instructor
Section 0025 5:00 pm
Plum Center W, May 30
Rm 141 Evans, instructor
Section 0026 9:00 am
Woodson HS Sa, June 2
Rm LIB Young, instructor
Section 0030 9:00 am
Plum Center Tu, June 12
Rm 150 Coakley, instructor
Section 0031 1:00 pm
Plum Center F, June 22
Rm 148 Wright, instructor
Section 0032 12:00 pm
Plum Center Su, July 1
Rm 141 Sood, instructor
Section 0033 9:00 am
Plum Center F, July 20
Rm 141 Deicy Perez, AASMA, CMAA, instructor
Section 0034 1:00 pm
ACE Herndon Learning Ctr W, August 22
Rm 2 Pellerin-Schaaf, instructor

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

First Aid | Course HM01626
Act appropriately in emergencies for adults and children. Includes critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. Includes overview of CPR. American Heart Association Certification card valid for 2 years. Must be on time. Book required. Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 3 hrs.
$ 53 Tuition
$ 20 User Fee
$ 6 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid Student Workbook 2015 ($4)
$ 79 Total Cost
Section 0022 6:30 pm
Pimmit Hills Ctr Th, June 7
Rm LIB Tattt, instructor
Section 0030 1:00 pm
Plum Center Sa, June 9
Rm 141 Carlson, instructor
Section 0031 10:00 am
Plum Center M, June 25
Rm 141 Wright, instructor
Section 0032 1:00 pm
ACE Herndon Learning Center F, July 20
Rm TBD Pellerin-Schaaf, instructor
Section 0033 6:30 pm
Plum Center M, August 13
Rm 119 Faiver, instructor

NEW
Pediatric CPR and First Aid | Course HM01969
Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

$133 Tuition
$ 20 User Fee
$ 6 Text: First Aid Student Supply Pack ($2); Heart saver Pediatric First Aid CPR AED Stu Wk 2015 ($4)
$159 Total Cost
Section 0021 9:00 am
Plum Center Sa, May 19
Rm 119 Wright, instructor
Section 0022 9:00 am
Plum Center F, June 8
Rm 119 Deicy Perez, AASMA, CMAA, instructor
Section 0030 9:00 am
Plum Center Sa, July 7
Rm 141 Carlson, instructor
Section 0031 9:00 am
Plum Center F, August 3
Rm 141 Tartt, instructor

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

$ 51 Tuition
$ 5 User Fee
$ 3 Text: Family & Friends CPR Student Manual
$ 59 Total Cost
Section 0021 9:00 am
Plum Center W, May 16
Rm TBD Pellerin-Schaaf, instructor
Section 0022 7:00 pm
Plum Center Th, May 31
Rm TBD Atkins, instructor
Section 0030 9:00 am
Plum Center Sa, June 9
Rm 141 Carlson, instructor
Section 0031 6:30 pm
Plum Center M, July 23
Rm 119 Zukosky, instructor
Section 0032 9:00 am
Plum Center W, August 15
Rm 119 Messier, instructor

Basic Life Support | Course HM01697
American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Must be on time. Book required. Recommend book be picked up prior to class—call 703 658-1293/1244 for questions. Written test is open resource so be sure to bring your book to class! 1 session @ 5 hrs.

$118 Tuition
$ 17 Text: BLS Provider Manual 2015
$135 Total Cost
Section 0022 9:00 am
Plum Center Sa, May 19
Rm 122 Laurie Cushman, BSN RN CPAN, instructor
Section 0023 1:00 pm
ACE Herndon Learning Ctr F, May 25
Rm 2 Pellerin-Schaaf, instructor
Section 0024 9:00 am
Plum Center W, June 6
Rm 119 Wright, instructor
Section 0030 9:00 am
Plum Center Sa, June 30
Rm 141 Pellerin-Schaaf, instructor
Section 0031 9:00 am
Plum Center Th, July 12
Rm 141 Pellerin-Schaaf, instructor
Section 0032 9:00 am
Plum Center Sa, July 28
Rm 141 Atkins, instructor
Section 0033 9:00 am
Plum Center W, August 8
Rm 119 Carlson, instructor

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

$ 99 Tuition
$ 99 Total Cost
Section 0021 9:00 am
Plum Center W, June 6
Rm 150 Wright, instructor
Section 0030 2:30 pm
Plum Center W, August 8
Rm 119 Carlson, instructor

NEW
Stop the Bleed | Course HM01970
The minutes of the golden hour are ticking away...do you know “how to stop the bleed?” Learn advanced first aid skills and proper techniques to stop major bleeding. 1 session @ 1.5 hrs.

$ 29 Tuition
$ 10 User Fee
$ 39 Total Cost
Section 0030 5:00 pm
Plum Center M, July 16
Rm 119 Hoffman, instructor
Section 0031 8:30 am
Plum Center Sa, August 4
Rm 119 Laurie Cushman, BSN RN CPAN, instructor
Section 0032 7:30 pm
Plum Center W, August 8
Rm 119 Henry, instructor

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

$133 Tuition
$ 8 User Fee
$ 6 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($4)
$147 Total Cost
Section 0021 8:30 am
Plum Center Sa, May 12
Rm 122 Atkins, instructor

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

$ 99 Tuition
$ 99 Total Cost
Section 0020 9:00 am
Plum Center Tu, May 15-May 17
Rm 110 Staff, instructor
Section 0030 5:00 pm
Plum Center M W, June 4-June 6
Rm 141 Staff, instructor

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

$ 99 Tuition
$ 99 Total Cost
Section 0030 9:00 am
Plum Center Tu, July 10-July 12
Rm 141 Staff, instructor

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

SmartPrep for Nursing | Course HM01923
Course not eligible for discounts. Preparation for the TEAS entrance exam for nursing—Allied Health, LPN and RN applications. Blended learning—both online and classroom preparation. Must have basic computer skills and access to a computer outside of class. 30 sessions @ 2 hrs each.

$999 Tuition
$20 User Fee
$288 Text: SmartPrep Package
$1307 Total Cost

Section 0030
9:00 am
Plum Center
M Tu W Th F, June 18-July 30
Rm 110
Staff, instructor

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

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

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

Section 0030
6:30 pm
Woodson HS
Th, June 14-June 21
Rm G107
Cathy Almeter, instructor

Section 0031
9:00 am
Plum Center
Sa, July 21-July 28
Rm 104
Cathy Almeter, instructor

Section 0032
6:30 pm
Plum Center
Th, August 9-August 16
Rm 119
Cathy Almeter, instructor

USA Jobs and Medicine | Course HM01992
Ever thought about getting a job at one of the local government facilities? Learn how to find positions, analyze requirements, and create job application for USA Jobs. Assistance provided during class to tweak résumés to fit position requirements and upload supporting documents. Tips for successful job search on USA Jobs will also be provided. 1 session @ 3 hrs each.

$39 Tuition
$10 User Fee
$49 Total Cost

Section 0030
7:00 pm
Edison HS
Tu, June 12
Rm T80
Staff, instructor

DENTAL

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

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

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

Dental Assistant Comprehensive | Course HM01647
Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers. Tuition installment plan available by calling 703-658-2709. 15 sessions @ 6 hrs each.

$2059 Tuition
$55 User Fee
$165 Text: Essentials of Dental Assisting Pkg. 6th ed
$2279 Total Cost

Section 0030
12:00 pm
Plum Center
Su, June 10-October 14
Rm 119
Julia Johanning, instructor

Dentrix Basics | Course HM01646
Learn electronic records used in the dental office. Integration of office procedures such as scheduling and creating patient records with dental EMRs. Billing and coding for dental procedures will be introduced. Taught by experienced dental office personnel. 15 sessions @ 2.5 hrs each.

Preq: HM01645 Dental Office Administration Basics
Preq: HM01647 Dental Assistant Comprehensive

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

Section 0030
10:00 am
Plum Center
Sa, June 16-September 2212
Rm 205
Julia Johanning, instructor

GETTING STARTED IN HEALTHCARE

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

$99 Tuition
$99 Total Cost

Section 0030
2:00 pm
Plum Center
F, June 15
Rm 102
Mikhalevsky, instructor

Section 0031
6:30 pm
Pimmit Hills Ctr
Tu, July 17
Rm 115
Stevens, instructor

Section 0032
6:00 pm
Plum Center
Tu, August 14
Rm 116
Staff, instructor

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

$179 Tuition
$179 Total Cost

Section 0020
6:00 pm
Plum Center
M, May 21-June 25
Rm 112
Staff, instructor

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

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

Section 0030
6:30 pm
Plum Center
Tu, June 19-August 21
Rm 147
All, instructor
Career Exploration—Healthcare and Dental

**Administrative Medical Office Procedures | Course HM01620**

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

14 sessions @ 2.5 hrs each.

- $50 Tuition
- $12 User Fee
- $243 Text: *Medical Office Administration—A Worktext, 4th ed* ($106); *SimChart for the Medical Office 2017 Edition* ($139)
- $764 Total Cost

**Section 0030** 1:00 pm

Plum Center F, June 8-August 3

Rm 102 Samantha Robertson, NCMA, CBCS, instructor

**Certified Nurse Aide (CNA) Placement Test | Course HM01605**

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

- $29 Tuition
- $29 Total Cost

**Section 0030**

**Certified Nurse Aide (CNA) | Course HM01780**

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

Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test

- $1299 Tuition
- $0 Text: *Mosby’s Essentials for Nursing Assistants, 6th ed*
- $1299 Total Cost

**Section 0021** 8:30 am

Plum Center M W F, May 21-June 25

Rm 104 Susan Albert, RN MSN RN-BC, instructor

**Section 0030** 8:30 am

Plum Center M W F, July 9-August 10

Rm 147 Susan Albert, RN MSN RN-BC, instructor

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

Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments.

12 sessions @ 2.5 hrs each.

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

**Section 0021** 1:00 pm

Plum Center Tu, May 15-July 31

Rm 119 Brooke Koons BSN, instructor

**Section 0030** 9:30 am

Plum Center M Th, July 2-August 9

Rm 104 Law, instructor

**Clinical Medical Office Procedures—Part 2 | Course HM01616**

More complex skills for medical assistant: administration of medications, venipuncture, EKGs, and basic lab procedures. May take before Part 1. (Same textbook as Part 1), 11 sessions @ 2.5 hrs each.

- $390 Tuition
- $20 User Fee
- $142 Text: *Clinical Procedures for Medical Assistants, 9th ed*
- $552 Total Cost

**Section 0020** 6:30 pm

Plum Center F, May 11-July 27

Rm 119 Delcy Perez, AASMA, CMAA, instructor

**Section 0030** 9:30 am

Plum Center Tu F, July 3-August 10

Rm 104 Law, instructor

**Dialysis Technician Program | Course HM01777**

This 50-hour program provides knowledge and skills to seek entry-level position as a dialysis technician, working with kidney dialysis machines and monitoring patients undergoing dialysis. 4 class periods held at a dialysis facility for observation. Textbooks included in tuition. No tuition waivers. 20 sessions @ 2.5 hrs each.

- $1399 Tuition
- $100 User Fee
- $1499 Total Cost

**Section 0030** 6:30 pm

Pimmit Hills Ctr M Th, June 11-August 6

Rm 144 Staff, instructor

**EKG Interpretation | Course HM01614**

Students study indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations in cardiology will also be discussed. Class taught by cardiac nurse practitioner with more than 10 years experience.

Prereq: HM01616 Clinical Medical Office Procedures—Part 2

- $212 Tuition
- $169 Text:
- $142 EKG Interpretation ($10); EKG/EKG ($17)
- $381 Total Cost

**Section 0030** 6:30 pm

Plum Center W, July 11-August 1

Rm 140 Lorena Williams, APRN-BC, instructor

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

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

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

**Section 0030** 10:00 am

Plum Center Sa, July 14-July 28

Rm 119 Brooke Koons BSN, instructor

**Medical Insurance Billing | Course HM01951**

An introduction to health insurance and physician reimbursement for services provided. You will become familiar with the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The principles of medical billing related to proper claim form preparation, submission and payment processing and the follow up process will be learned.

This course is recommended for anyone who is preparing for a career or would like an understanding of a medical billing department at a physician’s office, clinic or similar position. 15 sessions @ 2 hrs.

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

**Section 0030** 5:30 pm

Plum Center F, June 8-September 14

Rm 104 Deicy Perez, AASMA, CMAA, instructor

**Medical Coding, Billing, and Reimbursement—Part 1 | Course HM01651**

First half of comprehensive coding course includes ICD-10/CPT coding for medical billing and reimbursement filing.

HM01600/1601 Medical Terminology or HM01604 Medical Terminology Test Out required prior to registration. 7 sessions @ 2.5 hrs each.

Prereq: HM01600 Medical Terminology With Anatomy—Part 1

Prereq: HM01601 Medical Terminology With Anatomy—Part 2

- $425 Tuition
- $13 User Fee
- $438 Text: *Step Medical Coding, ICD-10, CPT, HCPCS 2018* ($88)
- $889 Total Cost

**Section 0030** 9:30 am

Plum Center F, July 6-August 24

Rm 119 Samantha Robertson, NCMA, CBCS, instructor

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Follow us on Social Media!  
Twitter: @FCPS_ACE  
facebook.com/fcpsACE/
Medical Coding, Billing, and Reimbursement—Part 2 | Course HM01652
Advanced study of coding emphasizes linking codes for hospital and office billing. (Same texts as Part 1).
7 sessions @ 2.5 hrs each.
Prereq: HM01651 Medical Coding, Billing, and Reimbursement—Part 1
$425 Tuition
$5 User Fee
$430 Total Cost
Section 0020
Plum Center F, May 11-June 22
Rm 119
Samantha Robertson, NCMA, CBCS, instructor

Newborn and Postpartum Care | Course HM02100
Basic overview and evidence based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. Students receive certificate of completion upon successful completion of this course. 1 session @ 6 hrs. No discounts/waivers.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0020
Plum Center F, May 11-June 22
Rm 116
Schwartz, instructor

Pharmacy Technician—Fast Track | Course HM01929
Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. Now includes 70 hours classroom and 80 hours off site externship. No tuition waivers.
20 sessions @ 3.5 hrs each.
$1799 Tuition
$100 User Fee
$1899 Total Cost
Section 0030
Plum Center Sa, July 14
Rm 104
Staff, instructor

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

NEW
Pharmacy Technician Certification Board Exam Review | Course HM01932
Prepare to sit for the Pharmacy Technician Certification exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification exam with confidence. Successful completion of a Pharmacy Technician certification exam provides national recognition and certification status to boost your career options. Student must have completed an approved Pharmacy Technician Program. 2 sessions @ 5 hrs each.
Prereq: HM01659 Pharmacy Technician Program
Prereq: HM01929 Pharmacy Technician—Fast Track
$219 Tuition
$219 Total Cost
Section 0030
Plum Center Sa, August 11-August 18
Rm 147
Boerner, Instructor

Venipuncture Essentials | Course HM01933
Learn or refresh your knowledge of the basics of drawing blood. Course includes venipuncture principles and techniques, as well as hands-on practice on artificial arms and students. Current Hepatitis B vaccination documentation required at first class. Course designed for all levels of medical professionals who wish to add or improve venipuncture skills. 6 sessions @ 2.5 hrs each.
$460 Tuition
$20 User Fee
$500 Total Cost
Section 0030
Plum Center Sa, June 9-July 7
Rm 104
Ali, instructor

Meet the Health and Medical Team!

Lisa Mikhalevsky, BSN RN is a graduate of the University of Virginia School Of Nursing and has been working with the Health and Medical Programs for over 20 years. She started as an instructor for Medical Terminology and CPR/First Aid and has worked with multiple programs over the 10 years she has been with ACE administration, including the Business and Computer Training programs. Currently Lisa is the ACE Specialist, Work Readiness for the Health and Medical Program and oversees all the ACE certificate programs in addition to managing the Health and Medical Programs. Lisa and Karen together manage the ACE Twitter account (@ FCPS_ACE).

Karen Stevens, ATC has been interested in medicine for as long as she can remember. She graduated from Brigham Young University and started her career with a focus on lower extremity rehab for high school and recreational athletes. After taking time off to rear her four sons, she returned to the health field as an educator. She has been with the ACE Health and Medical Programs for ten years, as an instructor and program specialist. She currently manages the CPR and First Aid program while assisting with the Health and Medical Certificate Programs. Karen and her husband are embracing their status as recent “empty nesters”!

Dilma Munro, our Business Operations Assistant, has been with FCPS for over 20 years providing support in a variety of offices. Currently Dilma works with all the programs and specialists concentrating on the Health and Medical Programs. Dilma is the go-to person for our instructors for all classroom support and information requests. Originally from Brazil, Dilma is bilingual in Portuguese and English!
## Information Technology

### CERTIFICATION PREP

**A+: Troubleshooting Your Computer | Course CT01465**

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. 8 sessions @ 5.5 hrs each.

PreReq: CT02465 Basic PC Maintenance

$964 Tuition
$25 User Fee
$989 Total Cost

**Section 0030**

9:00 am
ACE Herndon Learning Center
Sa, July 7-August 25
Shahriyar Behbahani, Instructor

**Certified Information System Security Professional (CISSP) | Course CT01910**


$869 Tuition
$30 User Fee
$899 Total Cost

**Section 0030**

2:30 pm
Plum Center
M Tu W Th, June 11-June 28
Rm 110
Edward Gibson, Instructor

**Cisco Networking | Course CT01474**

Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing. Configure networks using RIPv, IGMP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 15 sessions @ 3.5 hrs each.

PreReq: CT01473 Network+

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

**Section 0030**

6:30 pm
ACE Herndon Learning Center
Tu Th, July 10-August 28
Rm 110
Shahriyar Behbahani, Instructor

**Network+ | Course CT01473**

Prepare for the Network+ exam under the expert guidance of a seasoned professional. With lecture, demonstration, and one session with hands-on practice, you will learn everything you need to know about networks and networking, design essentials, networking media, functions of network protocols, Ethernet, Token Ring, and WAN technologies. Purchase textbook separately, ISBN: 9781305090941. 11 sessions @ 3 hrs each.

PreReq: CT01421 Windows 7

$799 Tuition
$799 Total Cost

**Section 0030**

6:00 pm
Plum Center
M W, June 11-July 18
Rm 110
Edward Gibson, Instructor

**Windows 10: MCTS Prep Part 1 | Course CT01770**

Take the first step in preparing for the Microsoft® Certified Technology Specialist (MCTS) exam. You will be introduced to Windows 10, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. 8 sessions @ 3 hrs each.

$760 Tuition
$949 Total Cost

**Section 0030**

6:00 pm
Plum Center
Tu Th, July 10-August 14
Rm 110
Edward Gibson, Instructor

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

Complete the preparation for the Microsoft® Certified Technology Specialist (MCTS) Exam started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. (Same book used in Part 1). 8 sessions @ 3 hrs each.

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

**Section 0030**

2:30 pm
Plum Center
M Tu W Th, July 9-July 19
Rm 110
Edward Gibson, Instructor

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

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

$85 Tuition
$85 Total Cost

**Section 0030**

9:00 am
Plum Center
Tu, July 17
Rm 118
Mary Ann Smith, MOS, Instructor

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**COMPUTER BASICS**

**PC Basics | Course CT01416**

PC Basics is your window into the world of computing! For those desiring to learn more about the fundamentals of computers, this is the course for you. PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an internet browser. This is the prerequisite course for many IT courses. 2 sessions @ 3 hrs each.

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

**Section 0032**

6:00 pm
Pimmit Hills Ctr
Tu Th, July 10-July 12
Rm 116
Felecia Wilson, Instructor

**Windows—File Management | Course CT01402**

Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you!

You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques. Bring a flash drive to class. 1 session @ 3 hrs.

$79 Tuition
$79 Total Cost

**Section 0030**

6:00 pm
Pimmit Hills Ctr
M, June 11
Rm 123
Felecia Wilson, Instructor

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**Good course, perfect contents, very nicely presented. Very happy with the course, from registration part till the last. I really appreciate it; keep it up!**

Kamlendu N.

*Network+*
### DATABASE SYSTEMS

**MS Access—Basics | Course CT01449**
Examine the relational database design process and create a new MS Access database. Build tables and establish table relationships. Create forms, queries and reports. 2 sessions @ 3 hrs each.
Prereq: CT01449 MS Access—Basics
$143 Tuition
$26 Text: MS Access 2013: Part 1
$169 Total Cost

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<td>114</td>
<td></td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**MS Access—Intermediate | Course CT01450**
Create multiple MS Access tables; develop forms and subforms; build complex reports; and queries. Share data across applications by importing data into Access, exporting data to text files, and creating a mail merge.
2 sessions @ 3 hrs each.
Prereq: CT01449 MS Access—Basics
$143 Tuition
$26 Text: MS Access 2013: Part 2
$169 Total Cost

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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**Oracle Basics | Course CT01547**
Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SOL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. ISBN: 9780071801175. 8 sessions @ 3 hrs each.
$479 Tuition
$10 User Fee
$489 Total Cost

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<td>114</td>
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<td>Arabinda Banik MS, instructor</td>
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### 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.
Prereq: CT01462 Adobe Photoshop—Basics
$329 Tuition
$20 User Fee
$349 Total Cost

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<td>Woodson HS</td>
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<td>157</td>
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<td>Dr. Majid Imany, instructor</td>
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**Adobe Photoshop—Intermediate | Course CT01463**
This is a continuation of the basic course. Using new brush tools and basic pen tool techniques, students learn to create vector shapes and the use of advanced layering and layer styles. Students create a final project. 6 sessions @ 3 hrs each.
Prereq: CT01462 Adobe Photoshop—Basics
$329 Tuition
$20 User Fee
$349 Total Cost

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<td>205</td>
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<td>Dr. Majid Imany, instructor</td>
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### OFFICE PRODUCTIVITY

**Microsoft Office Proficiency Workshop | Course CT01285**
Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. May require outside study. This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MOS exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.
Prereq: CT01441 MS Excel—Basics
$483 Tuition
$16 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)
$499 Total Cost

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<td>202</td>
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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**Microsoft Office—Word/Excel for Support Professionals | Course BE01295**
Integrate MS Word and Excel for efficient input and retrieval of business communications. Use MS Word to create, edit, and format business letters, memos, information lists, agendas, etc. Use MS Excel to organize data in a proper spreadsheet layout. This is a great course to reinforce your use of office productivity software. Keyboarding expertise required. 2 sessions @ 6 hrs each.
$252 Tuition
$5 User Fee
$12 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide Word 2013 ($6)
$269 Total Cost

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<td>121</td>
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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**MS Excel—Basics | Course CT01441**
Learn to use Microsoft Excel 2013 to create, edit, and print worksheets. Perform worksheet calculations by learning the basics of formulas and functions. Modify the appearance of worksheets and manage workbooks. Basic computer knowledge required to be successful in this course. 4 sessions @ 3 hrs each.
$273 Tuition
$26 Text: MS Excel 2013: Part 1
$299 Total Cost

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<td>121</td>
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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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**MS Excel—Intermediate | Course CT01442**
Improve your Microsoft Excel 2013 worksheet capabilities by calculating data with advanced formulas and specialized functions. Create and edit macros, analyze data with pivot tables and charts, sort and filter data, create PivotTables and PivotCharts, analyze data using slicers, insert graphic objects into worksheets and customize and enhance the Excel environment by managing themes and creating templates. 4 sessions @ 3 hrs each.
Prereq: CT01441 MS Excel—Basics
$283 Tuition
$26 Text: MS Excel 2013: Part 2
$309 Total Cost

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<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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</table>

**MS Excel—Macro Workshop | Course CT01584**
Learn to use the Excel macro recorder and eliminate repetitive common spreadsheet tasks! Employ macros to consistently format worksheets and make calculations on recurring reports, even as the number of rows varies. Activate macros using a keyboard shortcut, toolbar button or an icon in a worksheet. Learn to enable the macro feature, set macro security levels, and store macros. 1 session @ 3 hrs.
Prereq: CT01441 MS Excel—Basics
$99 Tuition
$14 User Fee
$6 Text: Quick Source Guide Excel 2013 Advanced
$109 Total Cost

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Sa, June 23</td>
</tr>
<tr>
<td>114</td>
<td></td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
<td></td>
</tr>
</tbody>
</table>

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**Look for our fall catalog after July 30!**
Online registration for fall classes will begin July 27, and print catalogs will be mailed July 30.
MS Excel—Pivot Tables | Course CT01582
Pivot tables are the most powerful tool in Excel to get answers about your data. 30% lecture, 70% exercises, with opportunity for 1-on-1 with instructor. You will learn to analyze millions of cells to quickly see totals, ranges, and averages. Also learn why pivot tables work, how to slide the results into charts, and the traps that degrade efficiency. Prerequisite: basic knowledge of Excel. 1 session @ 3 hrs.
$99 Tuition
$15 User Fee
$6 Text: Quick Source Guide Excel 2013 Advanced
$120 Total Cost
Section 0030 12:30 pm
Plum Center  Sa, June 23
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Basics | Course CT01426
Master the use of this powerful e-mail management tool. You will learn to create, send, receive, reply, forward and print emails; attach a file to your message; manage messages with folders; schedule appointments and events; manage contacts; customize your messaging; and create address books and distribution lists. You will know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.
$243 Tuition
$26 Text: MS Outlook 2013: Part 1
$269 Total Cost
Section 0030 9:00 am
Plum Center  M W, July 23-August 1
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459
This is a great introduction to PowerPoint! Learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) are highly recommended. 4 sessions @ 3 hrs each.
$273 Tuition
$26 Text: MS Word 2013: Part 1
$299 Total Cost
Section 0030 1:00 pm
Plum Center  Tu Th, July 10-July 19
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

MS Word—Basics | Course CT01342
Empower yourself with these essential skills for the office. You will learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) are highly recommended. 4 sessions @ 3 hrs each.
$283 Tuition
$26 Text: MS Word 2013: Part 1
$309 Total Cost
Section 0030 3:00 pm
Plum Center  M W, July 16-July 18
Rm 117 Mary Ann Smith, MOS, Instructor

MS Word—Intermediate | Course CT01344
This course will help you go beyond the basics of word processing to enhance your Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats, and graphics. It will also help you create your own Microsoft Word efficiency tools to produce attractive and effective documents with less time and effort than you have ever needed before. Prerequisite: Word Basics or a working knowledge of the topics covered in that class. 4 sessions @ 3 hrs each.
Prereq: CT01342 MS Word—Basics
$319 Tuition
$12 User Fee
$58 Text: A Practical Guide to Fedora and RedHat
$389 Total Cost
Section 0030 6:30 pm
Plum Center  Tu Th, June 19-June 28
Rm 110 Michael NeSmith, BA, MCSE, instructor

Effective Software Testing | Course CT01691
Become a software test manager, not just a test engineer! Learn how software testing, when done properly, evaluates an attribute or capability of a program or system to determine if a program fulfills the required results. Upon course completion you will know how to determine the accuracy, reliability, usability, and integrity of various software projects. Purchase textbook separately, ISBN: 9780201794298. 8 sessions @ 3 hrs each.
Prereq: CT01492 Concepts of Programming
$474 Tuition
$5 User Fee
$479 Total Cost
Section 0030 7:00 pm
Plum Center  Tu Th, June 19-July 19
Rm 118 Arabinda Banik MS, instructor

I took this class to update my MS Office skills. Mr. Shewmaker showed us how to use the ribbon and numerous short cuts. For every exercise, he ensured everyone fully understood and was caught up with the exercises before proceeding. With my out of date Outlook background and Mr. Shewmaker’s class, I am quite fluent in using Office 2013 quite efficiently in my job. Y-E-A-A-A-H, Mr. Shewmaker!!

Pat R.
MS Outlook—Basics

CERTIPORT®
A Certiport® Microsoft Office Specialist (MOS)
2013 & 2016 Authorized Testing Center for:
Word
Excel
PowerPoint
Outlook
Access
OneNote
Word Expert Parts 1 & 2
Excel Expert Parts 1 & 2

Test vouchers available for purchase or bring your own.
Schedule test appointment by calling 703-658-2727 or by email acetech@fcps.edu.

Desktop Publishing with MS Word | Course BE01350
Produce flyers and brochures. Use WordArt, graphics, watermarks, text boxes, drop caps, etc. Some knowledge of Word and keyboarding expertise (35 wpm) required. Bring lunch. 1 session @ 6 hrs.
Prereq: CT01342 MS Word—Basics
$109 Tuition
$18 User Fee
$42 Text: Desktop Publishing with Word
$169 Total Cost
Section 0030 9:00 am
Pimmit Hills Ctr  W, August 1
Rm 116 Mary Ann Smith, MOS, Instructor

PROGRAMMING

Concepts of Programming | Course CT01492
Learn basic concepts and problem solving techniques used in most programming languages. Topics covered include: operators, boolean logic, memory and variables, control flow, data structures and objects. Students will learn how to write simple algorithms in pseudocode, a high level non-technical language. Lead-in course for Java 1. Must know basic math and computer skills. 6 sessions @ 3 hrs each.
$429 Tuition
$20 User Fee
$449 Total Cost
Section 0030 6:30 pm
L. Braddock SS  Tu Th, June 5-June 21
Rm H202 Tainiko Lowman, instructor

Linux Administration I | Course CT01659
This hands-on course covers the basics of Linux Administration. Several versions of Linux and UNIX are discussed, but the primary emphasis is on Red Hat Linux. Topics covered include installation issues, the shell, the Linux file system, Linux utilities and commands, an overview of Linux networking, and basic system administration tasks. Prerequisite is a basic knowledge of personal computers. 4 sessions @ 3 hrs each.
$319 Tuition
$12 User Fee
$58 Text: A Practical Guide to Fedora and RedHat
$389 Total Cost
Section 0030 6:30 pm
Plum Center  Tu Th, June 19-June 28
Rm 110 Michael NeSmith, BA, MCSE, instructor
### Introduction to Programming Using Python | Course CT02403

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

PreReq: CT01492 Concepts of Programming

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

### Test Automation | Course CT01692

Test automation is the use of special software to control the execution of tests and the comparison of actual outcomes with predicted outcomes. Learn what to automate and when to automate. To better achieve business goals, understand the critical factors to be considered in the planning and automation of projects. No discounts/ waivers. 8 sessions @ 3 hrs each.

PreReq: CT01691 Effective Software Testing

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

### HTML 3—Interacting With Your Website | Course CT01527

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

PreReq: CT01526 HTML 2—Enhancing Your Website

- $229 Tuition
- $229 Total Cost

### InDesign Workshop 101: Introduction | Course CT02140

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

PreReq: CT01525 HTML 1—Your First Website

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

### Web Design with Cascading Style Sheets 1 | Course CT01541

Tired of the usual HTML defaults? You already know the basics of coding; now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. Purchase textbook separately, ISBN 1118008189. 2 sessions @ 4.5 hrs each.

PreReq: CT01525 HTML 1—Your First Website

- $215 Tuition
- $10 User Fee
- $225 Total Cost

### Web Design with Cascading Style Sheets 2 | Course CT01542

You want to get your information out on the Web in a professional and pleasing format. You don’t want to spend all your time updating the look of every single page of the site when changes inevitably need to be made. Enter CSS (Cascading Style Sheets). Fully master this simple language to create clean web layouts and maintain the look of your site with ease. Purchase textbook separately, ISBN 1118008189. 2 sessions @ 4.5 hrs each.

PreReq: CT01541 Web Design with Cascading Style Sheets 1

- $254 Tuition
- $5 User Fee
- $259 Total Cost
Assorted Trades—Pro-series

Home Inspector Prelicensing Course | Course TI05354

Pre-Reqs: TI05348 Virginia Contractor’s Basic Business Course and TI05351 VA Contractor’s License Exam Prep.

Obtaining VA Trade and Contractor’s Licenses | Course TI05350

Prerequisites: TI05348 Virginia Contractor’s Basic Business Course.

Blueprint Reading | Course TI05358

Prerequisites: TI05350 VA Contractors License Exam Prep.

Appliance Repair Workshop | Course TI05593

Prerequisites: TI05350 VA Contractors License Exam Prep.

Nuts and Bolts of PMT Careers | Course TI05583

Prerequisites: TI05350 VA Contractors License Exam Prep.

Electrical Workshop: Maintenance and Repair | Course TI05587

Prerequisites: TI05350 VA Contractors License Exam Prep.

Electrical License Exam Prep | Course TI05417

Prerequisites: TI05350 VA Contractors License Exam Prep.

Virginia Contractors

It is a simple as ABC!

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

Please note that ACE also offers a number of business classes to help prepare you for success. See page 9.
Electrician Continuing Education | Course TI05275

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

$131 Tuition
$4 User Fee

$185 Total Cost

Section 0030 8:30 am
Plum Center Sa, June 23
Rm TR1 Black, instructor

Gas Fitter

Natural Gas Fitters Exam Prep | Course TI05399

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

$135 Tuition
$2 User Fee
$82 Text: 2015 International Fuel Gas Code

$219 Total Cost

Section 0030 6:30 pm
Plum Center Th, July 12-July 26
Rm TR3 Degges, instructor

Gas Fitters Continuing Education | Course TI05278

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

$55 Tuition
$2 User Fee
$32 Text: 2012 International Fuel Gas Code Updates

$89 Total Cost

Section 0030 11:45 am
Plum Center Sa, June 23
Rm TR2 McDonald, instructor

Section 0031 11:45 am
Plum Center Sa, July 28
Rm TR2 McDonald, instructor

Virginia Trade License Renewal—Guaranteed* to run

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

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

HVAC-R

Heating and Air Conditioning Systems | Course TI05582

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

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

$295 Total Cost

Section 0030 6:30 pm
Bryant Ctr W, June 27-August 1
Rm TR3 Degges, instructor

HVAC-R License Exam Prep—MC | Course TI05389

Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3 hrs each.

$426 Tuition
$11 User Fee
$82 Text: 2015 International Mechanical Code

$519 Total Cost

Section 0030 6:30 pm
Woodson HS Tu Th, July 10-August 2
Rm F120 Thomasian, instructor

HVAC-R Continuing Education | Course TI05276

Class fulfills 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.

$143 Tuition
$6 User Fee
$50 Text: 2012 International Mechanical Code Updates

$199 Total Cost

Section 0030 8:30 am
Plum Center Sa, June 23
Rm TR2 McDonald, instructor

Section 0031 1:00 pm
Plum Center Sa, July 28
Rm TR2 McDonald, instructor

Plumbing

Plumbing Workshop: Maintenance and Repair | Course TI05590

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

$243 Tuition
$53 User Fee

$315 Total Cost

Section 0030 6:30 pm
Pimmit Hills Ctr Th, June 28-July 26
Rm 158 McNaughton, instructor

Plumbing License Exam Prep—IPC | Course TI05397

This course is designed to prepare students for the journeyman or master’s exam. This course is also recommended for architects, engineers and plumbing professionals with advanced plumbing knowledge. Course will include review the most current plumbing regulations related to ADA compliance. 7 sessions @ 3 hrs each.

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

$435 Total Cost

Section 0030 6:30 pm
Woodson HS M, June 18-July 30
Rm G105 McNaughton, instructor

Plumbers Continuing Education | Course TI05277

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

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

$199 Total Cost

Section 0030 1:00 pm
Plum Center Sa, June 23
Rm TR2 McDonald, instructor

Section 0031 8:30 am
Plum Center Sa, July 28
Rm TR2 McDonald, instructor
Looking for apprenticeship trade classes?

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

Any person seeking credit from FCPS for previous training must take a Credit By Exam for each apprenticeship level for which they seek credit. These tests are limited and only given in August.

A Credit By Exam (CBE) is designed to give advanced placement credit to students with prior classroom theory training. CBEs are the only way to get credit for that prior classroom theory training. CBEs are optional; most exams take two hours to complete. Preregistration is required.

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

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

Apprentices transferring in from other schools must take the Credit By Exams to get credit for previous training IF they want an FCPS Certificate at Graduation.

State Apprenticeship Registration:

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

Upon completion of the multi-year program, all students receive an FCPS Completion Certificate. State registered apprentices also receive a State Apprenticeship Certificate for the Virginia Department of Labor and Industry upon successful completion of the full program. This certificate is nationally recognized however the course work varies from region to region. Apprentices transferring between regions need to take Credit-By-Exams to earn transfer credits IF they want an FCPS Certificate at graduation. Transfer students should speak to their employer as this may be very important to the employer.

Students taking only part of the program will receive only a transcript. Records are kept permanently and replacement transcripts will be available upon request. Students who later become a Virginia State Registered Apprentice can have any classes taken within five years applied to their official apprenticeship

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

Apprenticeship CBE

CREDIT BY EXAM (CBE)

CBEs are designed to give advanced placement to students with prior training and are the only way to get credit for prior training. CBEs are optional, and most exams take 3 hours to complete. CBEs are for completion of apprenticeship related instruction only.

Apprentices who want to take tests must do so before enrolling in courses. The tests will not be offered after classes begin. The tests will be graded immediately, and a course level will be recommended for enrollment. A minimum grade of 70 percent is required to pass any exam.

NO CELL PHONES ALLOWED. Bring government-issued photo ID and calculator to exam.

$150 Tuition
$150 Total Cost

Testing Site: Plum Center
Room: 122
Time: 5:30-8:30 pm

Note: You may have to purchase books when you pass a CBE. Book used in previous years may be required for the current year’s instruction.

Barbering CBE | Course AP08861
Section 0030 W, August 22
Section 0031 Th, August 30

Building Maintenance 1 CBE | Course AP08808
Section 0030 W, August 22
Section 0031 Th, August 30

Building Maintenance 2 CBE | Course AP08809
Section 0030 W, August 22
Section 0031 Th, August 30

Building Maintenance 3 CBE | Course AP08810
Section 0030 W, August 22
Section 0031 Th, August 30

Carpentry 1 CBE | Course AP08811
Section 0030 W, August 22
Section 0031 Th, August 30

Carpentry 2 CBE | Course AP08812
Section 0030 W, August 22
Section 0031 Th, August 30

Carpentry 3 CBE | Course AP08813
Section 0030 W, August 22
Section 0031 Th, August 30

Cosmetology CBE | Course AP08860
Section 0030 W, August 22
Section 0031 Th, August 30

Electricity 1 CBE | Course AP08815
Section 0030 W, August 22
Section 0031 Th, August 30

Electricity 2 CBE | Course AP08816
Section 0030 W, August 22
Section 0031 Th, August 30

Electricity 3 CBE | Course AP08817
Section 0030 W, August 22
Section 0031 Th, August 30

HVAC-R 1 CBE | Course AP08800
Section 0030 W, August 22
Section 0031 Th, August 30

HVAC-R 2 CBE | Course AP08801
Section 0030 W, August 22
Section 0031 Th, August 30

Optician 1 CBE | Course AP08838
Section 0030 W, August 22
Section 0031 Th, August 30

Optician 2 CBE | Course AP08839
Section 0030 W, August 22
Section 0031 Th, August 30

Plumbing 1 CBE | Course AP08845
Section 0030 W, August 22
Section 0031 Th, August 30

Plumbing 2 CBE | Course AP08846
Section 0030 W, August 22
Section 0031 Th, August 30

Plumbing 3 CBE | Course AP08847
Section 0030 W, August 22
Section 0031 Th, August 30

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Twitter: @FCPS_ACE
facebook.com/fcpsACE/
Assorted Trades—Do It Yourself

Auto Body Repair—Personal Repair and Refinishing | Course TI05323
Properly repair automotive body/collision elements through live hands-on training. Repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, and plastic filler repair. See enclosure online or on receipt. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc.). 10 sessions @ 4 hrs each.

$427 Tuition
$36 User Fee
$463 Total Cost
Section 0030 6:00 pm
Edison HS Tu, June 12-July 1
Rm H120 Floyd, instructor

Auto Mechanics—Beginning: Sunday Class | Course TI05311
Perform simple checks and repairs including changing oil, assorted filters, lights, and belts. Understand various systems, parts, and functions of your automobile to help diagnose and fix basic problems. All tools needed for class will be provided. Instructor will recommend tools students may consider purchasing. 2 sessions @ 6 hrs each.

$225 Tuition
$20 User Fee
$245 Total Cost
Section 0030 11:00 am
Hayfield SS Su, June 24-July 1
Rm TB1 Terrien, instructor

Auto Mechanics—Advanced | Course TI05313
This is a hands-on class. Study various systems and develop skills for tasks, diagnose, and perform repairs on your vehicle; learn what repairs are appropriate to do yourself. No major repairs. Assistance is available. Bring your project vehicle, any special tools, and necessary parts to the first class, if possible. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

$359 Tuition
$32 User Fee
$391 Total Cost
Section 0030 11:00 am
Hayfield SS Su, July 8-July 29
Rm 017 Terrien, instructor

Designing Your Dream Home | Course TI05148
Architect covers issues of design including the identification of space needs and functionality, site planning, and building concepts and gives an overview of technical topics such as energy efficiency, cost control, building codes, and construction. Students will be introduced to sources for dream home plans and methods of project delivery. 5 sessions @ 3 hrs each.

$239 Tuition
$10 User Fee
$249 Total Cost
Section 0030 6:30 pm
Pimmit Hills Ctr Tu Th, July 19-August 2
Rm 159 Pierce, instructor

Kitchen and Bath Design Seminar | Course TI05169
Review the major design aspects for modern kitchen and bath designs and basic code requirements, layout of fixtures and appliances for function based on available spaces. Discussion includes project considerations from cabinetry and hardware to selecting the right contractors. 1 session @ 3 hrs.

$75 Tuition
$4 User Fee
$79 Total Cost
Section 0030 6:30 pm
Pimmit Hills Ctr Tu, June 26
Rm 156 Pierce, instructor

Ceramic Tile | Course TI05165
Introduction to tile types, applications, basic tools, and skills. Demonstration and hands-on basics for kitchen and bathroom projects: tub and shower walls, bathroom and kitchen floors, counter tops and back splashes. Both demonstration and hands-on. 3 sessions @ 3 hrs each.

$183 Tuition
$32 User Fee
$215 Total Cost
Section 0030 6:30 pm
Pimmit Hills Ctr M, July 9-July 23
Rm TR3 Dominick, instructor

Auto Mechanics | Course TI05310
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 all 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.

$119 Tuition
$21 User Fee
$159 Total Cost
Section 0030 6:30 pm
Pimmit Hills Ctr M, June 18-July 2
Rm 158 Sickle, instructor

Beginner’s Guide to Plumbing | Course TI05206
Using a combination of lecture, board diagrams, and limited hands-on practice with models, students will learn the tools and techniques to perform simple repairs and maintenance to home plumbing systems. Topics include: “P” traps, sink strainers, shut-off valves, supply tubes, garbage disposals, and connecting and soldering pipe. See also TI05190. 1 session @ 4.5 hrs.

$119 Tuition
$30 User Fee
$149 Total Cost
Section 0030 8:30 am
Pimmit Hills Ctr Sa, June 23
Rm 158 Sickle, instructor

Beginner’s Guide to Drywalling | Course TI05208
Through lecture, board diagrams, and hands-on practice with models, students learn how-to tips and techniques for installing drywall; repairing cracks, nail pops, and feathering; covering stains; and painting. Students will also learn how to control that annoying drywall dust.

$115 Tuition
$30 User Fee
$145 Total Cost
Section 0030 8:30 am
Pimmit Hills Ctr Sa, June 16
Rm 158 Raiche, instructor

Home Inspectors' License
Do you want to be a home inspector?
In the Commonwealth of Virginia, you must complete an approved course before you can take the state licensing exam. ACE offers a class that is approved by the Department of Professional and Occupational Regulation (DPOR) to get you qualified.

Please see page 22 for Home Inspector Prelicensing (course TI05354).

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

Residential Electricity—The Basics | Course TI05199
Become familiar with electrical supplies and equipment (wires, boxes, outlets, switches, and breakers); stripping and connecting wire (terminals, wire nut, and splicing). See enclosure online or on receipt for tool list. 3 sessions @ 3 hrs each.

$254 Tuition
$41 User Fee
$295 Total Cost
Section 0030 8:30 am
Pimmit Hills Ctr Sa, June 30-July 14
Rm 158 Sickels, instructor

Permitting that Project | Course TI05186
The “who, what, where, why, and how” of construction permits in the Virginia metro area for both local counties and cities. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 3 hrs.

$59 Tuition
$59 Total Cost
Section 0031 8:30 am
Woodson HS Sa, June 9
Rm G111 Bookfor, instructor

Selecting a Contractor | Course TI05147
This is a revamped class designed to inform a student on the very specific requirements and options for finding the RIGHT contractor for their project. First two hours on the DPOR legal requirements for contract jobs and the second 2 hours dedicated the student’s specific project design. 1 session @ 4 hrs.

$105 Tuition
$4 User Fee
$109 Total Cost
Section 0030 8:30 am
Plum Center Sa, July 21
Rm TR3 Wilson, instructor

See page 47 for registration information.
VETERINARY STUDIES

Veterinary Hospital Visits and Basic Restraint | Course HM01982
Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting. 5 sessions @ 3 hrs each. Prereq: HM01980 Veterinary Terminology and Anatomy
$ 289 Tuition
Organization: 2 hrs.
$ 289 Total Cost
Section 0020 10:00 am
Plum Center Tu, May 15-May 31
Rm 119 Lanie Samonte Martin, AAS, LVT, BA, instructor
Section 0030 7:00 pm
Plum Center W, July 11-August 22
Rm 150 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Preventive Medicine for Dogs and Cats | Course HM01983
In-depth coverage of vaccines, legal requirements, and dentistry. Good for pet owners and veterinary students. No prerequisites. 7 sessions @ 3 hrs each.
$ 379 Tuition
$ 379 Total Cost
Section 0020 7:00 pm
Plum Center W, May 9-June 20
Rm 119 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981
Learn about blood cells and common parasites of our dogs and cats. Covers associated lab tests to detect these diseases. 3 sessions @ 4 hrs each, plus one session @ 2 hrs.
$ 269 Tuition
$ 25 User Fee
$ 294 Total Cost
Section 0030 10:00 am
Plum Center M, W, July 23-August 6
Rm 116 Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Terminology and Anatomy | Course HM01980
Basic terms used in animal hospitals amongst veterinary assistants, technicians, and doctors. Wonderful introduction into the veterinary medical field. No prerequisites. 5 sessions @ 4 hrs each, plus one session @ 2 hrs.
$ 419 Tuition
$ 419 Total Cost
Section 0030 10:00 am
Plum Center M, W, June 11-July 16
Rm 114 Lanie Samonte Martin, AAS, LVT, BA, instructor

PET CARE

How to Talk With Your Vet | Course HM01829
Veterinary appointments for your furry family members can sometimes be stressful and overwhelming and you may feel like you leave with more questions than you came in with. This class aims to help pet owners better prepare themselves so that they can make the most out of their appointment slot. Including, important questions to ask, clarifying common misconceptions, and things you can do to prepare before arriving for your appointment. A great class for those with varying levels of pet ownership experience! 1 session @ 3 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0020 12:00 pm
Plum Center Su, May 20
Rm 140 Kelsey Hart, BS MS DVM Candidate, instructor

Introduction to Pet CPR | Course HM01985
Your pet is unconscious, you are frantic to help, but what do you do? You can’t call 911. Let us teach you the guidelines for determining when a pet needs CPR and the basic steps to resuscitation. The variations between cats and dogs is included. No previous veterinary experience required. 1 session @ 3 hrs.
$ 59 Tuition
$ 59 Total Cost
Section 0020 9:00 am
Plum Center Su, May 20
Rm 112 Kelsey Hart, BS MS DVM Candidate, instructor

Dog Training Theory and Techniques | Course HM01634
Not getting the results you had expected from your previous dog-training efforts? Better understand how to get positive results and why past methods may not have worked. This class explains animal learning theory so is valuable for veterinary professionals. Taught by certified dog trainer and behaviorist. 1 session @ 3 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0020 6:30 pm
Pimmit Hills Ctr M, May 7
Rm 156 Carole Peeler, CPCT, CDBC, CNWI, instructor

Keeping Your Pet Healthy | Course HM01633
An ounce of prevention...especially true for pets! Keep your pet happy and healthy. Discuss basic pet health issues; dental care, grooming, nutrition, plus general warning signs. Receive tips for choosing a vet, boarding kennel, or pet sitter. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 2 sessions @ 2.5 hrs each.
$ 89 Tuition
$ 89 Total Cost
Section 0020 5:00 pm
Plum Center W, May 23
Rm TR4 Kelsey Hart, BS MS DVM Candidate, instructor

NEW

Reptiles as Pets: Choosing and Caring for Your Pet Reptile | Course HM01986
Cover the pros and cons of owning a reptile as a pet. Reptiles have unique needs. Learn helpful hints for caring for your pet and keeping them healthy and happy. 1 session @ 3 hrs.
$ 59 Tuition
$ 59 Total Cost
Section 0030 9:30 am
Plum Center Sa, July 7
Rm TBD Staff, instructor

NEW

Getting to Know Bearded Dragons | Course HM01987
Come meet a bearded dragon and learn about the breed’s intuitiveness plus how to care for them. “Beardies” make great pets, especially in households where family members have allergies to fur and feathers. Learn what’s myth and what’s true, how to spot a reliable breeder, how to build a safe environment and how to tell when your beardie is healthy. Taught by an experienced dragon owner and breeder. Care sheet will be provided in class. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0030 7:00 pm
Edison HS Tu, June 12
Rm B141 Thola, instructor

Interested in a medical certificate program?
Take your prerequisites early and be ready to start Fall of 2018!
See page 6 (Certificate Programs in Health Sciences) for list of prerequisites.
Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07121
If you own a small business, you know that you need a mobile app. Over 30% of traffic on the Internet now comes from mobile devices, and that number is growing. If you don’t have a mobile app, you’re missing out on a huge number of new customers. 12 Month Access to All Course Material. Course can be completed sooner based on your knowledge and expertise and time devoted to the learning and applying of the subject matter.
$149 Total Cost | Section 0030

Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112
Build iPhone, iPod and iPad apps like the pros. Start learning today with our comprehensive course for beginners and you’ll be on your way to app stardom. Xcode is Apple’s graphic user interface for creating iPhone, iPod and iPad apps, and there is nothing it can’t do. Whether you want to build apps for yourself or build apps for clients, Xcode is a must-have tool in your toolbox.
$229 Total Cost | Section 0030

IT Cloud Certificate Series | Course DL07219
Cloud Technology has exploded in the IT industry over the past few years, as virtualization and cloud computing continue to replace hardware and infrastructure. The emergence of cloud technology has removed infrastructure as a barrier to rapid scaling of applications. In the past, a substantial need for physical hardware created a roadblock for organizations needing to grow their infrastructure dramatically. Because of Cloud Technology, the IT industry is rapidly changing, and IT pros and aspiring IT professionals need a way to highlight their skills in this new arena. The IT Cloud Certificate Series includes three of the most popular cloud certification courses in the marketplace. There is one-year access from the start of the course. Complete as quickly as you care to.
$999 Total Cost | Section 0030

Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07114
Builds upon foundational Microsoft® Office 2007/2010 knowledge. Focuses on enhanced features to improve the way you manage, present and distribute data. Explore some of the new features such as Word’s ability to edit PDF files and Flash Fill in Excel. Bridge the gap from the version you know to this latest release. Students who purchase this course have unlimited access to course materials, 1 year post course completion and will automatically receive any updates or revisions specific to this course.
$129 Total Cost | Section 0020

Legal

Comprehensive Paralegal Program | Course DL01500
Paralegals can assist lawyers in the delivery of many basic services. A paralegal’s general knowledge about the American legal system and specific knowledge about civil and criminal law can enhance a paralegal’s value in the workplace. This six-course bundle of courses will set you up on the right career track. Instructor interaction and 24/7 access to on-line testing materials.
$99 Total Cost | Section 0030

Indices

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

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

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

Questions?
Please contact comptraining@fcps.edu
Need a High School Credential?  
GED and Adult High School

Classes Start August 28

703-503-6442  
start@fcps.edu

www2.fcps.edu/adulths/
Study English!

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

FCPS Adult ESOL classes are offered in four terms throughout the year. If you cannot take any of the classes listed here, our next classes begin in September 2018. Please contact our office closer to that time for dates, times, and locations of classes and testings.

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

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

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

For more information, call 703-658-2777.

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

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

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

No reservations are required for testing.

Please be prepared to pay for classes on same day (money order, credit card, or personal check).

Questions? Please call 703-658-2777.

Follow us on Twitter @ACE_AdultESOL
**Baking and Pastry Arts**

**Gluten Free Baking | Course HI06096**
Whether you are gluten-free yourself for dietary restrictions or life-style choice, or you are hosting a gluten-averse guest? Find out about delicious cakes, desserts and cookies that you can bake entirely wheatless. In this class we will prepare sweet treats so flavorful, nobody will ever guess that they are gluten-free. 1 session @ 3 hrs.

- $ 68 Tuition
- $ 27 User Fee
- $ 95 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- W, June 20
- Rm TBD

**Profileroles (Cream Puffs) & Eclairs Workshop | Course HI03931**
Learn to make delicious profiteroles and eclairs using a choux dough. Impress your family and friends when you bring a homemade French pastry to your next party! 2 sessions @ 3 hrs each.

- $ 94 Tuition
- $ 32 User Fee
- $126 Total Cost

**Section 0030**
- 10:00 am
- Plum Center
- Sa, June 23-June 30
- Rm TBD

**Knead to Know: Yeast and Quick Bread | Course HI06514**
In this class you will discover techniques and learn the science required to successfully make delicious yeast and quick breads. These skills will add that delicious moment to any meal. 1 session @ 4.5 hrs each.

- $ 72 Tuition
- $ 32 User Fee
- $104 Total Cost

**Section 0030**
- 9:30 am
- Plum Center
- Sa, July 21
- Rm TBD

**NEW**
**Russian Tips Cupcakes | Course HI03980**
Working with the intricate design of the “Russian Tips” doesn’t have to be complicated at all. Learn how to use them to create beautiful designs with beautiful flowers and leaves. These are cupcakes made to impress! Please Note: The instructor will communicate via email and advise on the ‘tips’ you should purchase prior to class. 2 sessions @ 3 hrs each.

- $ 89 Tuition
- $ 27 User Fee
- $116 Total Cost

**Section 0030**
- 6:30 pm
- Woodson HS
- W, July 11-July 18
- Rm J103

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**CULINARY ARTS**

**NEW**
**Cooking for College | Course HI03880**
Sending your kid to college and pretty sure he/she will starve? Or maybe you have found yourself newly single and have no idea how to cook for yourself? This class will give you the basics—pots, minimal ingredients, easy to follow recipes, and even microwave cooking! Appetizers, entrees, and desserts for the single eater will all be on the menu. Learn to read the recipes and not burn the house down. 1 session @ 4 hrs.

- $ 62 Tuition
- $ 42 User Fee
- $104 Total Cost

**Section 0031**
- 9:30 am
- Woodson HS
- Sa, July 14
- Rm J103

**Section 0030**
- 9:30 am
- Plum Center
- Sa, July 28
- Rm 115

**NEW**
**All Italian—Appetizers to Desserts | Course HI06519**
In Italy we know that food is one of the greatest pleasures of life. Learn to cook delicious Italian dishes starting from scratch. Combining simple ingredients, you will create meals the whole family will love. Onion focaccia, a flat oven-baked bread filled with onions and olives, chicken rolls, vegetable balls, apple cookies, pasta alla Norma, turkey and pumpkin balls, duchess potatoes, and almond cookies are the dishes we may be cooking. 2 sessions @ 3 hrs each.

- $ 99 Tuition
- $ 42 User Fee
- $141 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- W, July 11-July 18
- Rm 115

**NEW**
**Easy Italian Cooking | Course HI03952**
We will prepare a variety of Italian recipes. Combine spaghetti, eggs, pancetta, and cheese for a yummy spaghetti omelet. Also on the menu: marsala scallopini, sandy potatoes, coffee cookies, filled zucchini, lemon chicken balls, caramelized onion, and a pineapple tiramisu (summer dessert for adults and children).

- $ 99 Tuition
- $ 42 User Fee
- $141 Total Cost

**Section 0030**
- 10:00 am
- Plum Center
- Sa, July 7-July 14
- Rm 115

**NEW**
**Handmade Pasta | Course HI06424**
Your typical fresh, South Italy style pasta is made from a combination of semolina flour and water. After this class, you will be able to make pasta by yourself for your family and friends. Cavatelli and Sardinian gnocchetti along with sauces to accompany them. 1 session @ 3 hrs.

- $ 69 Tuition
- $ 37 User Fee
- $106 Total Cost

**Section 0030**
- 6:30 pm
- Plum Center
- F, June 29
- Rm 115

**Healthy and Delicious Thai Food | Course HI06409**
Enjoy preparing popular dishes such as Thai chicken coconut soup (Thom Kha Kai), panang curry with jasmine rice, drunken noodles, and tapioca dessert. Please bring container for leftovers. 1 session @ 3 hrs.

- $ 63 Tuition
- $ 42 User Fee
- $105 Total Cost

**Section 0030**
- 1:00 pm
- Plum Center
- Su, August 5
- Rm 115

**Quick & Easy Thai | Course HI06052**
Whether you are new to Thai cooking or a continuing student, create and enjoy quick, easy and delicious recipes. We’ll be preparing authentic dishes like Crispy Shrimp Wontons, Matsaman Curry Chicken, Meatball Noodle Soup, and Banana Spring Rolls for dessert. 1 session @ 3 hrs.

- $ 63 Tuition
- $ 42 User Fee
- $105 Total Cost

**Section 0030**
- 1:00 pm
- Plum Center
- Su, July 8
- Rm 115

**Thai Gourmet Kitchen | Course HI03893**
Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground chicken with rice, curry with bamboo shoots, sticky rice, coconut custard, and pad thai. All are seasoned to perfection and use fresh ingredients such as meat, chicken, seafood, and vegetables. 1 session @ 3 hrs.

- $ 62 Tuition
- $ 42 User Fee
- $104 Total Cost

**Section 0030**
- 10:00 am
- Plum Center
- Sa, June 16
- Rm 115

**Ultimate Sushi | Course HI03891**
Amaze your guests with your sushi making expertise! From delicious maki sushi, California rolls to tuna and salmon sashimi, different kinds of delectable sushi is a fun way to host a party and entertain family and friends. 2 sessions @ 3 hrs each.

- $ 93 Tuition
- $ 52 User Fee
- $145 Total Cost

**Section 0030**
- 1:00 pm
- Plum Center
- Su, June 17-June 24
- Rm 115

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Register early for our culinary classes so our chefs can head for the markets in time to prepare for the classes! Register today at http://aceclasses.fcps.edu.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Fee Details</th>
<th>Section Dates</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI05055</td>
<td>A Summer Feast from Italy</td>
<td>Devaki Das</td>
<td>$124 Total Cost</td>
<td>Section 0030</td>
<td>9:30 am</td>
<td>Plum Center</td>
<td>1 session @ 4 hrs.</td>
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<tr>
<td>HI05055</td>
<td>A Summer Feast from Italy</td>
<td>Devaki Das</td>
<td>$124 Total Cost</td>
<td>Section 0030</td>
<td>9:30 am</td>
<td>Plum Center</td>
<td>1 session @ 4 hrs.</td>
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<td>HI06412</td>
<td>Summer Low Country Shrimp Boil &amp; Shortcakes</td>
<td>Brady</td>
<td>$109 Total Cost</td>
<td>Section 0031</td>
<td>10:00 am</td>
<td>Plum Center</td>
<td>1 session @ 3 hrs.</td>
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<tr>
<td>HI06412</td>
<td>Summer Low Country Shrimp Boil &amp; Shortcakes</td>
<td>Brady</td>
<td>$109 Total Cost</td>
<td>Section 0031</td>
<td>10:00 am</td>
<td>Plum Center</td>
<td>1 session @ 3 hrs.</td>
</tr>
<tr>
<td>HI06420</td>
<td>Summer French Cooking</td>
<td>Fanny Gaston</td>
<td>$141 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>2 sessions @ 3 hrs each.</td>
</tr>
<tr>
<td>HI06420</td>
<td>Summer French Cooking</td>
<td>Fanny Gaston</td>
<td>$141 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>2 sessions @ 3 hrs each.</td>
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<tr>
<td>HI06432</td>
<td>Healthy &amp; Delicious French Cooking</td>
<td>Fanny Gaston</td>
<td>$199 Total Cost</td>
<td>Section 0031</td>
<td>10:00 am</td>
<td>Plum Center</td>
<td>1 session @ 3 hrs.</td>
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<tr>
<td>HI06432</td>
<td>Healthy &amp; Delicious French Cooking</td>
<td>Fanny Gaston</td>
<td>$199 Total Cost</td>
<td>Section 0031</td>
<td>10:00 am</td>
<td>Plum Center</td>
<td>1 session @ 3 hrs.</td>
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<tr>
<td>HI06440</td>
<td>Summer Soups</td>
<td>Brady</td>
<td>$90 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>3 sessions, 3 consecutive nights @ 3 hrs each.</td>
</tr>
<tr>
<td>HI06440</td>
<td>Summer Soups</td>
<td>Brady</td>
<td>$90 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>3 sessions, 3 consecutive nights @ 3 hrs each.</td>
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<td>HI06451</td>
<td>Cooking Basics 101</td>
<td>Brady</td>
<td>$141 Total Cost</td>
<td>Section 0031</td>
<td>10:00 am</td>
<td>Plum Center</td>
<td>3 sessions, 3 consecutive nights @ 3 hrs each.</td>
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<tr>
<td>HI06451</td>
<td>Cooking Basics 101</td>
<td>Brady</td>
<td>$141 Total Cost</td>
<td>Section 0031</td>
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<td>Plum Center</td>
<td>3 sessions, 3 consecutive nights @ 3 hrs each.</td>
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<td>HI06460</td>
<td>Cooking Basics for Young Adults</td>
<td>Brady</td>
<td>$141 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
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<td>2 sessions @ 3 hrs each.</td>
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<tr>
<td>HI06460</td>
<td>Cooking Basics for Young Adults</td>
<td>Brady</td>
<td>$141 Total Cost</td>
<td>Section 0030</td>
<td>6:30 pm</td>
<td>Plum Center</td>
<td>2 sessions @ 3 hrs each.</td>
</tr>
</tbody>
</table>

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

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

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

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

Introduction to Floral Design 1—Basic | Course HI03374

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

$254 Tuition
$ 15 User Fee
$269 Total Cost

Section 0030 12:30 pm
Plum Center Su, June 24-August 19
Rm 122 DeAnda, instructor

Floral Design 2—Basic | Course HI03375

Increase your knowledge and continue to improve your design skills with fresh flowers each week. Four new styles; round arrangement in a basket, elongated centerpiece, tropical floral arrangement, and European style arrangement; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.

$ 69 Tuition
$ 47 User Fee
$316 Total Cost

Section 0030 10:00 am
Woodson HS Sa, July 14-August 4
Rm E160 Mason, instructor

Foliage Arrangements | Course HI03459

Decorative greens make interesting and long-lasting floral arrangements. An assortment of decorative greens will be used to make two arrangements: one arrangement will be accented with seasonal flowers; the other will be accented with dried materials. Bring pruning clippers and floral shears to class. 1 session @ 3 hrs.

$ 69 Tuition
$ 47 User Fee
$116 Total Cost

Section 0030 10:00 am
Woodson HS Sa, June 16
Rm E160 Mason, instructor

See page 47 for registration information.

Personal and Creative Interest

Bridge Made Easy | Course HI03024

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

$254 Tuition
$ 15 User Fee
$269 Total Cost

Section 0030 12:30 pm
Plum Center Su, June 24-August 19
Rm 122 DeAnda, instructor

How to Become a YouTube Star | Course HI05115

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

$194 Tuition
$ 27 User Fee
$221 Total Cost

Section 0030 7:00 pm
L. Braddock SS Th, June 14-August 2
Rm H251 Kovacs, instructor

Finding Travel Deals for Business and Pleasure | Course HI03103

Travel can still be affordable if you know how to find the deals. In this fun, interactive class you will discover the best Internet sites for planning and booking your next vacation or business trip. Find out ways to use the Internet to become a more informed traveler and how to get the best price on hotels, last-minute travel, airfare, tours, cruises, car rentals, and much more. Finally, we will learn from each other about great travel destinations and get trip planning advice. 1 session @ 2.5 hrs.

$ 54 Tuition
$ 5 User Fee
$ 59 Total Cost

Section 0030 9:00 am
Plum Center Sa, June 16
Rm 148 Bruce Robertson, MS, SPHR, instructor

Getting Ready to Retire | Course HI06530

Getting Ready to Retire provides concrete suggestions, exercises, and discussions that help participants explore the important but overlooked non-financial challenges and opportunities of retirement, and make a happy and fulfilling transition. Topics covered include transition planning, daily activities, budgeting, health, and housing challenges. 1 session @ 4 hrs.

$ 80 Tuition
$ 5 User Fee
$ 85 Total Cost

Section 0030 9:00 am
Plum Center Sa, August 4
Rm 148 Desslounge/Moran, instructors

GENEALOGY

Beginning Genealogical Research in the 21st Century | Course HI04768

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

$150 Tuition
$ 5 User Fee
$155 Total Cost

Section 0030 7:00 pm
L. Braddock SS Th, July 12-August 2
Rm H216 Mason, instructor

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

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

$104 Tuition
$ 15 User Fee
$119 Total Cost

Section 0030 7:00 pm
Woodson HS Th, June 14-June 28
Rm G105 Dunfield, instructor

Land Records for Genealogical Research | Course HI04779

Land records often contain a great deal of genealogical information. The course will cover how land was originally divided by colonial, state and the federal government, what records were created, how to read and understand clues in deeds and how to plot a piece of land from a deed description 3 sessions @ 2.5 hrs each.

$120 Tuition
$ 5 User Fee
$125 Total Cost

Section 0030 7:00 pm
L. Braddock SS Th, July 12-July 26
Rm H214 Mason, instructor

Your German Ancestors | Course HI04789

More people have German ancestors than any other ethnic group. Discuss when, why and where they came. Look on their impact on America. Discuss where records are regarding your ancestor, both in America and Germany. 3 sessions @ 2.5 hrs each.

$108 Tuition
$ 5 User Fee
$113 Total Cost

Section 0030 7:00 pm
Woodson HS M, June 18-July 2
Rm G106 Dunfield, instructor

Your Irish Ancestors | Course HI04790

Discuss the history of Ireland and why the Irish came to America. Look at standard repositories and new records that have come on line regarding Irish Records. Discuss both Irish and Scottish-Irish Ancestors. 3 sessions @ 2 hrs each.

$108 Tuition
$ 5 User Fee
$113 Total Cost

Section 0030 7:00 pm
L. Braddock SS Th, July 12-July 26
Rm H211 Dunfield, instructor

See page 47 for registration information.
HISTORY

WHAT IF? A Historical Perspective | Course HI03081
Combining creative writing and alternate history (what would the world look like if events turned out differently), this class is perfect for history buffs and short story writers. Students have a chance to share their ideas and engage in group discussion with like-minded people.

4 sessions @ 2.5 hrs each
$129 Tuition
$7 User Fee
$134 Total Cost

Section 0030 6:30 pm
Plum Center W, July 11-August 1
Rm 112 Miller, instructor

World War II: A Military And Social History | Course HI04031
This course on WWII is designed for those interested in learning more about the war from a very broad perspective. Causes of WWII: explore the economic and political issues of each of the major countries engaged in the war. The Holocaust: its origins, organization and management within Germany. WWII in Europe: using a timeline as a chart, follow and discuss the major events of the war in Europe from initial fighting in 1939 through war's end in 1945. WWII in the Pacific: using a timeline as a chart, follow and discuss the major events of the war in Asia starting with Japanese invasion of China, continuing through attack on Pearl Harbor and finishing with surrender in 1945. The Home Front (USA): discussion will focus on activities and events, political, economic and social in the US during the war years. 20 Personalities of WWII: this final section will allow the participants to discuss individuals from the war. 4 sessions @ 2.5 hrs each.

$129 Tuition
$7 User Fee
$134 Total Cost

Section 0030 6:30 pm
Plum Center W, July 11-August 1
Rm 112 Miller, instructor

NEEDLE ARTS

Crochet Clinic | Course HI03303
Work on a current crochet project, plan out and start a new crochet project, or pick up a project again that you’d like to finish. Get advice on stitches, patterns, design and colors, exchange knowledge on resources, tools and tricks, and connect with others over the shared interest in handcrafting and fiber arts. All levels. Material: individual project, pattern, yarn, crochet hooks in several sizes, scissors. 4 sessions @ 3 hrs each.

$129 Tuition
$7 User Fee
$134 Total Cost

Section 0030 6:00 pm
Woodson HS W, July 11-August 1
Rm G107 Hofstetter, instructor

Essential Skills for Beginning Knitters | Course HI06540
Knit one, purl two; yes, it’s that easy to begin crafting your own creations. As we take you from yarn selection and pattern reading to casting on, you’ll be knitting, purling, doing increases and decreases, changing gauge, and then binding off so you will be ready to knit basic items using a pattern. Social knitting and the use of online support sites will be addressed. 4 sessions @ 3 hrs each.

$159 Tuition
$20 User Fee
$179 Total Cost

Section 0030 6:30 pm
Edison HS Tu, July 10-July 31
Rm B128 Molnar-Grabowski, instructor

NEW
Knit Your Socks | Course HI06031
Students will learn to knit socks from the cuff down, on double pointed needles. The focus of this class is the sock shaping and technique. A variety of interpretations will be explored as will a range of techniques. Materials to bring to class: 300 yards of light colored worsted weight yarn and size 7 or 8 double pointed needles. 4 sessions @ 3 hrs each.

$159 Tuition
$20 User Fee
$179 Total Cost

Section 0030 6:30 pm
Plum Center W, July 11-August 1
Rm 112 Miller, instructor

PHOTOGRAPHIC ARTS

Digital Photography Basics | Course HI03783
Do you want to step up from smart phone/point-and-shoot photography (for example Snapchat)? Learn more about the key principles of photography? Understand the basics of using a DSLR or M4/3rds camera? This course will cover common features of all of these cameras (plus lenses, storage, and post processing) and help you deepen your understanding of using them. It will lay the foundation to add to your digital photographic skills and capture better photos under a wider range of conditions. 2 sessions @ 2.5 hrs each.

$99 Tuition
$20 User Fee
$119 Total Cost

Section 0030 10:00 am
Woodson HS Sa, June 22-July 13
Rm 115 Molnar-Grabowski, instructor

Shoebox Solutions—Family Archives From “Shoebox” to DVD! | Course HI04033
This is a creative multimedia, hands-on class. Class participants will have the opportunity to bring any and all of their family photos, 8mm film movie, old videotapes, albums, artwork, music and any sound recordings to class. Intent of the class is to review all kinds of personal family “treasures” and to develop a graphic storyboard as a basis for program organization. Media (photos, movies, videos, etc.) will be digitized in class and prepared for inclusion in a DVD program (DVD media disc) for easy and fun viewing and sharing. Possibilities for sharing include via internet services (many), USB devices, and DVD disc. 3 sessions @ 2.5 hours each.

$120 Tuition
$5 User Fee
$125 Total Cost

Section 0030 9:30 am
Woodson HS Th, July 10-July 31
Rm 115 Hunt, instructor

THE ARTS

ARCHITECTURE & DESIGN

At Home, In Home—Aging in Place | Course HI06502
Learn ways to create a home environment that is beautiful, safe, and suitable for all; both young and old. Main topics include principles of Universal Design with a focusing on kitchen and bathroom design. Instructor, Rebecca Hubler, is a certified Aging in Place Specialist as well as a professional member of the American Society of Interior Designers. 2 sessions @ 3 hrs each.

$108 Tuition
$7 User Fee
$115 Total Cost

Section 0030 6:30 pm
Pimmit Hills Ctr Tu, July 10-July 24
Rm 115 Hunt, instructor

Section 0031 6:30 pm
Pimmit Hills Ctr Th, August 2-August 16
Rm 123 Hunt, instructor

Interior Design | Course HI02054
Introduction to key principles of interior design that you can apply to enhance your living space. Make your home reflect your personal style and interests. Instructor, Rebecca Hubler, is a certified Aging in Place Specialist and a professional member of the American Society of Interior Designers. 4 sessions @ 3 hrs each.

$154 Tuition
$5 User Fee
$159 Total Cost

Section 0030 6:30 pm
Woodson HS Sa, June 16-June 23
Rm G111 Hubler, instructor

“
The class was amazing. Tom Conry was very knowledgeable, professional, and very personable. It was a great class!”

Arthur S.
Digital Photography Basics

Enrichment—Adult Enrichment Programs

FCPS Adult and Community Education Summer 2018

33
CINEMA

**NEW**

**Beyond Race and Gender | Course HI06522**
World Film explores racial and gender diversity in cinema: In *Aimee and Jaguar* a Nazi officer’s wife starts a passionate affair with a Jewish woman. Colin Firth gives the performance of his career in *A Single Man*, a story of love interrupted and its attendant isolation. *Moonlight* chronicles the self-discovery of a young black man. *Brokeback Mountain* presents two young men battling personal and societal obstacles to forge a lifelong connection. *Making Love* is a provocative tale of hidden desire within a marriage. *Call Me By Your Name* has “some of the most emotional moments in film history” (Esquire Magazine). No discounts or waivers. 5 sessions @ 3 hrs each.

$ 88 Tuition
$ 9 User Fee
$ 97 Total Cost

**Section 0010**
6:45 pm
Plum Center
Tu, July 10-August 7
Rm 112
LeBlanc, instructor

**Section 0011**
6:45 pm
Plum Center
Th, July 12-August 9
Rm 112
LeBlanc, instructor

**NEW**

**The JFK Assassination & Oliver Stone: Truth & Fiction | Course HI06529**
Author and researcher Don Jeffries analyzes the assassination of President John F. Kennedy, with special emphasis on Oliver Stone’s controversial, ground-breaking, 1991 film *JFK*. The Director’s Cut of Stone’s award-winning movie will be shown in its entirety. Learn about the myths and disinformation surrounding the assassination of President John F. Kennedy. The official story will be scrutinized, as well as all the evidence of conspiracy. Discover how the assassination impacted the decades that followed, its connection to other important events, and why it remains a significant issue in today’s political world. 1 session @ 4 hrs.

$ 64 Tuition
$ 5 User Fee
$ 69 Total Cost

**Section 0030**
9:30 am
Plum Center
Sa, August 4
Rm 112
Jeffries, instructor

MUSIC APPRECIATION

**Classical Music Appreciation | Course HI03768**
Baroque Era Plus Orchestral Excursion: This lecture-based course is packed with music history and listening to selections of the composers’ greatest hits. We will learn about the Baroque Era’s giants Bach, Handel, and Vivaldi, and many more. Plus, we will make plans to attend a concert together at Wolf Trap on the night of the last session. 2 sessions @ 2.5 hrs each, plus time for concert.

**Please note:** The cost of the ticket to Wolf Trap is not included and each student is responsible for their own ticket. The instructor will discuss the concert in class.

$125 Tuition
$ 15 User Fee
$140 Total Cost

**Section 0030**
10:00 am
Plum Center
Sa, July 21-July 28
Rm 112
Miller, instructor

WRITING AND PUBLISHING

**Beginning Creative Writing | Course HI06441**
Awaken your creativity and learn how to tap into it to write uniquely. Learn the value of reading as a writer and the basics of character development, dialogue/ attribution, show v. tell, and more. Short reading and writing assignments each week. Marketing and publishing discussed. Contact instructor with questions. 8 sessions @ 2 hrs each.

$204 Tuition
$ 5 User Fee
$209 Total Cost

**Section 0030**
10:30 am
Pimmit Hills Ctr
W, June 13-August 8
Rm 115
Page, instructor

**NEW**

**Creative Poetry on Your Fingertips | Course HI04020**
In this class we explore four different styles of poetry over four sessions. The styles are; Free verse, Narrative, SuFi, and Beat. We understand the writing process behind each style and the distinct differences in tone. As well as practice writing within each style every class. Writing poetry and sharing it (if the students want to) in a safe and constructive environment is an important process. We will also discuss the various ways in which one might publish their poetry and share their work with the world on their own. 4 sessions @ 2.5 hrs each.

$142 Tuition
$ 5 User Fee
$147 Total Cost

**Section 0030**
10:00 am
L. Braddock SS
Sa, July 7-July 28
Rm H220
Rafique, instructor

**NEW**

**Creative Non-Fiction on Your Fingertips | Course HI06505**
In this course, we will explore the non-fiction genre and learn the best ways for each individual to work within the genre. The class provides space for peer review and constructive feedback for anyone who wishes for a safe place to share their work. Students must have a notebook and something to write with every class to discuss techniques you can apply to your own writing. All students must be willing to write every class. Sharing writing with the whole class is not mandatory, but writing must be shared for critique—either with one classmate or with the Instructor. For further questions, please contact ACE and students will be forwarded to the instructor for questions regarding the class. 4 sessions @ 2.5 hrs each.

$142 Tuition
$ 5 User Fee
$147 Total Cost

**Section 0030**
10:00 am
L. Braddock SS
Sa, June 16-July 7
Rm TBD
Rafique, instructor

**Flash Fiction | Course HI04012**
Learn how to write complete, compelling fiction and nonfiction stories in 300 words and publish online and in print. Designed for the fast moving, short-attention-span online world in which we now live. Beginning or veteran writers, get in on this exciting, lucrative and fun way to write. Contact instructor with questions. 5 sessions @ 2 hrs each.

$ 162 Tuition
$ 7 User Fee
$ 169 Total Cost

**Section 0030**
10:30 am
Pimmit Hills Ctr
F, June 15-July 13
Rm 159
Page, instructor

**NEW**

**Playworking | Course HI04015**
Calling all Playwrights! Take your plays, in progress or finished, to a new level, with fellow playwrights “working out” each others’ scenes for blocking, dialogue, props, and more with the playwright directing. Funding and producing plays actively discussed and pursued. Contact instructor with questions. 8 sessions @ 2 hrs each.

$ 204 Tuition
$ 7 User Fee
$ 211 Total Cost

**Section 0030**
10:30 am
Pimmit Hills Ctr
M, June 11-July 30
Rm LIB
Page, instructor

**Writing Treasured Stories and Memories | Course HI04026**
Designed to help you identify stories you want to share with family, friends, or future generations. Exercises encourage using your creative skills (e.g., photography, music, drawing, voice recording) to enhance your stories. 3 sessions @ 2 hrs each

$ 106 Tuition
$ 5 User Fee
$ 111 Total Cost

**Section 0030**
10:00 am
Plum Center
Sa, July 28-August 11
Rm 122
Stawarski, instructor

**NEW**

**Writing for Publication | Course HI04036**
In this class, you will learn how to approach editors with article pitches, how to make your pitch as effective as possible and how to write an article for publication. Monetize your writing skills! This class is less about writing and more about how to successfully approach an editor and maximize your chances of getting a “yes” instead of a “no.” 2 sessions @ 2.5 hrs each.

$ 67 Tuition
$ 5 User Fee
$ 72 Total Cost

**Section 0030**
7:00 pm
L. Braddock SS
Tu, June 19-June 26
Rm H251
Kovacs, instructor

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World Language Questions

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

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

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

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

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

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

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

Foreign Language

AMERICAN SIGN LANGUAGE (ASL)

American Sign Language 100—Beginning 1 | Course FL02560

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

$ 292 Tuition
$ 3 User Fee
$ 40 Text: A Basic Course in American Sign Language, 2nd ed
$ 335 Total Cost

Section 0030
Pimmit Hills Ctr
Tu Th, June 19-July 19
Meets twice a week.
Rm LIB
Mohaghegh, instructor

Section 0031
Plum Center
Tu Th, July 10-August 9
Meets twice a week.
Rm TBD
Hall, instructor

Instructor Spotlight

New instructor: Lobna Shokry is a native speaker of Arabic. She holds a masters degree in Journalism and Mass Communication from the American University in Cairo, and she worked for years as a radio journalist based in Cairo before moving to the United States. An expert in Arabic phonetics and grammar, Lobna is passionate about Arabic language and culture and loves to share this passion with her students through a variety of materials including visual media.

ARABIC

Introduction to Arabic | Course FL02618

An introductory course to Modern Standard Arabic. You will be gradually introduced to Arabic sounds and writing systems. You will be introduced to the alphabet, vowels, some sight words, colors, days of the week and greetings. This foundation will help you make a smooth transition later on to start reading and writing simple sentences as well as understanding some colloquial dialects. Learn about language and culture through music, art, and fun activities. 10 sessions @ 2 hrs each.

$ 292 Tuition
$ 3 User Fee
$ 30 Text: Mastering Arabic 1, 3rd ed
$ 325 Total Cost

Section 0030
Plum Center
M Th, July 16-August 16
Meets twice a week.
Rm TR3
Shokry, instructor

Class logistics occasionally change after the catalog is printed. Check https://aceclasses.fcps.edu to confirm the location and start date of your class.
Arabic 120—Beginning Review | Course FL02625
Review alphabet, greetings, and useful expressions as you build vocabulary and practice conversational skills. For students with prior knowledge of the Arabic alphabet.
6 sessions @ 2 hrs each.
Prereq: FL02621 Arabic 100—Beginning 1
$175 Tuition
$3 User Fee
$30 Text: Mastering Arabic
$208 Total Cost
Section 0030 7:00 pm
L. Braddock SS Tu, July 3-August 7
Rm TBD Sadeq, instructor

CHINESE
Chinese Calligraphy | Course FL02636
Designed for students interested in Chinese language, culture, and art, this beginner-level class will introduce students to different styles of Chinese calligraphy such as: Oracle Bone Script, Seal Script, Clerical Script, and Regular Script. Students will also learn about the basic tools or “four treasures” of Chinese calligraphy. Proficiency in Chinese is not required but beneficial. 8 sessions @ 2 hrs each.
$295 Tuition
$13 User Fee
$308 Total Cost
Section 0030 7:00 pm
Plum Center M, June 4-July 23
Rm 150 To, instructor

Introduction to Chinese for Beginners | Course FL02630
This introductory course is perfect for those who have had no previous exposure to Chinese. Build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 8 sessions @ 2 hrs each.
$252 Tuition
$3 User Fee
$79 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$334 Total Cost
Section 0030 10:00 am
Plum Center Sa, June 16-August 4
Rm 116 Hung, Instructor

Chinese (Mandarin)—Beginning 1 | Course FL02631
Start communicating in Chinese. Emphasis on listening comprehension, standard Beijing pronunciation. Learn greetings and useful expressions in simple sentences. Introduction to writing Chinese characters. Instructor will supply writing materials. 8 sessions @ 2 hrs each.
$272 Tuition
$3 User Fee
$79 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$354 Total Cost
Section 0030 7:00 pm
Pimmit Hills Ctr Tu, June 12-July 31
Rm 144 Hung, Instructor

FRENCH
NEW
French 002—Tips & Tricks for Travelers to France | Course FL02670
Make the most of your vacation! Practice the basics of French pronunciation, learn simple vocabulary and expressions, master the “Magic Phrase” and talk about essentials like the Euro, transportation, emergencies, cafés, and more. Class conducted in English but with plenty of practice with le français. Share your travel plans with classmates and bring your questions! Students will receive a travel-sized guide covering the course material. 4 sessions @ 2 hrs each.
$115 Tuition
$10 User Fee
$125 Total Cost
Section 0030 1:00 pm
Plum Center W, June 13-July 11
Rm TBD Staff, instructor

NEW
French 100 Multi-Media—French Beginning 1 | Course FL03671
Begin speaking right away, progressing from simple vocabulary to full sentences and conversations. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate Internet activities. Internet access and email are required. For students with no prior exposure to French. Teacher will provide material. 10 sessions @ 2 hrs each.
$289 Tuition
$7 User Fee
$296 Total Cost
Section 0030 10:00 am
Plum Center M Tu W Th F, August 6-August 17
Rm 102 Antoons, Instructor

French Refresher Boot Camp | Course FL06514
Are you ready to learn French? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week of classes where you will build skills and gain confidence quickly, without stress! After this intensive week, you’ll be comfortably able to tackle an academic class at the appropriate level. A great introductory class for beginners. 5 sessions @ 2 hrs each.
$157 Tuition
$3 User Fee
$15 Text: Mastering French Grammar
$317 Total Cost
Section 0030 10:00 am
Plum Center M Tu W Th F, July 9-July 13
Rm TR4 Newsome, Instructor

French 100—Beginning 1 | Course FL02671
Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate text, CD, workbook, and Internet activities. Internet access and email are required. For students with no prior exposure to French. 12 sessions @ 2 hrs each.
$292 Tuition
$3 User Fee
$36 Text: Complete French
$334 Total Cost
Section 0030 7:00 pm
Plum Center Tu Th, July 3-August 9
Meets twice a week.
Rm 150 Molnar-Grabowski, Instructor

French 210—Encore! | Course FL02666
Où en êtes-vous? Review of basic grammar from French Beginning 1 and 2, listening comprehension exercises, vocabulary development and basic conversational practice. Significant pronunciation practice. For beginning students with one or two previous courses or the equivalent of one semester of college French. 6 sessions @ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2
$139 Tuition
$3 User Fee
$15 Text: Mastering French Grammar
$157 Total Cost
Section 0030 7:00 pm
Plum Center W, June 13-July 25
Meets twice a week.
Rm TBD Michelle Monk, Instructor

NEW
French 540—Revision | Course FL02679
Ce cours vous permettra de discuter des sujets quotidiens et des textes choisis du monde francophone. Revoir la grammaire selon le besoin. 6 sessions @ 2 hrs each.
Prereq: FL02681 French 500—Intermediate 1
$189 Tuition
$3 User Fee
$15 Text: Mastering French Grammar
$207 Total Cost
Section 0030 7:00 pm
Pimmit Hills Ctr M Th, July 23-August 9
Meets twice a week.
Rm LIB Hengel, Instructor

French 593—Juste pour parler | Course FL03793
Take a break from the summer doldrums and join a group of your fellow students in informal, unstructured conversation. We’ll talk about current events, past events, sports events, an event your dog may have won, whatever. Just to talk...Juste pour parler! A must if you want to improve your conversational skills. 4 sessions @ 2 hrs each.
$125 Tuition
$8 User Fee
$133 Total Cost
Section 0030 12:30 pm
Plum Center M, August 6-August 27
Meets twice a week.
Rm 112 Molnar-Grabowski, Instructor

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

NEW
Jump-Start Beginning German | Course FL06502
Have you always wanted to learn German, but you're a bit nervous about getting started? Or have you dropped out of a beginner class in the past, because the other students seemed to have a lot more experience? If so, this is the class for you! Starting from the very first simple words, you'll build skills and confidence fast in a high-energy, fun and supportive learning environment. At the end of two weeks, you'll feel comfortable speaking, reading and writing simple German sentences, and you'll be ready to start German 100 in the Fall. 4 sessions @ 2 hrs each.

$115 Tuition
$ 3 User Fee
$118 Total Cost

Section 0030
Pimmit Hills Ctr
Rm 156
Th, June 14-July 5

Section 0031
Pimmit Hills Ctr
Rm 159
W, July 11-August 1

Section 0032
Pimmit Hills Ctr
Rm LIB
Anderson, A, instructor

German 310 “Wiederholen Sie!” | Course FL02697
Review and improve your German grammar and sentence structure. Expand vocabulary, practice conversational skills and continue developing your pronunciation skills to boost your confidence in speaking. Instructor will provide material. 6 sessions @ 2 hrs each.
Prereq: FL02703 German 300—Beginning 3

$189 Tuition
$ 3 User Fee
$192 Total Cost

Section 0030
Plum Center
Rm 148
Tu, July 24-August 28
Long, instructor

Intermediate German Grammar Boot Camp | Course FL06503
Intensive review to improve your German grammar. 5 sessions @ 2 hrs each.
Prereq: FL02703 German 300—Beginning 3

$157 Tuition
$ 3 User Fee
$160 Total Cost

Section 0030
Pimmit Hills Ctr
Rm TBD
M Tu W Th, July 23-July 30
Gainey, Instructor

NEW
German 410 “Cross the Bridge From Beginner to Intermediate” | Course FL06301
Finished taking the Beginner classes but want to improve your foundation before moving to the Intermediate class? This class is the perfect bridge. Continue practicing basic skills to solidify your knowledge of grammar, expand your vocabulary, and gain confidence speaking and reading. Material will be provided by the instructor. 7 sessions @ 2 hrs each.
Prereq: FL02704 German 400—Beginning 4

$219 Tuition
$ 3 User Fee
$222 Total Cost

Section 0030
7:15 pm
Plum Center
Th, July 19-August 30
Long, instructor

ITALIAN

Introduction to Italian for Beginners and Travelers Part 1 | Course FL02766
This course is for those who have not had any or very little exposure to Italian. Survival language skills will help you take your first steps to learning this wonderful language. This class will also benefit those who are planning a trip to Italy. Emphasis is on traveler’s vocabulary. 10 sessions @ 2 hrs each.

$272 Tuition
$ 3 User Fee
$ 31 Text: Learn Italian The Fast and Fun Way, 4th ed
$306 Total Cost

Section 0030
L. Braddock SS
Tu Th, July 10-August 9
Meets twice a week.

RM H251
Oddo, instructor

NEW
Italian 310—Per non dimenticare | Course FL02759
Review grammar, build vocabulary, and practice beginning conversation. For students with two or three previous courses or equivalent of one or two semesters of college Italian. 6 sessions @ 2 hrs each.
Prereq: FL02773 Italian 300—Beginning 3

$189 Tuition
$ 3 User Fee
$ 42 Text: Complete Italian
$234 Total Cost

Section 0030
12:30 pm
Pimmit Hills Ctr
M Th, July 23-August 9
Meets twice a week.

Hengel, instructor

RUSSIAN

NEW
Russian 120—Review Special for Beginners | Course FL02845
Practice communicating in the present tense, review how to express yourself in Russian using the basic grammar. 6 sessions @ 2 hrs each.
Prereq: FL02835 Russian 100—Beginning 1

$179 Tuition
$ 3 User Fee
$ 27 Text: Russian—Complete Course: The Basics
$209 Total Cost

Section 0030
7:00 pm
Pimmit Hills Ctr
Th, June 21-July 26
Rm 115
Reissaus, instructor

SPANISH

Spanish Language Boot Camp | Course FL06513
Are you ready to learn Spanish? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week where you will build skills and gain confidence quickly, without stress! After this intensive class, you’ll be comfortably able to tackle an academic class at the appropriate level.

Section 30: 4 sessions @ 2.5 hrs each.
Section 31: 5 sessions @ 2 hrs each.

$157 Tuition
$ 6 User Fee
$ 9 Text: Spanish Among Amigos
$172 Total Cost

Section 0030
10:30 am-1:00 pm
Plum Center
Tu W Th F, July 24-July 27
Rm 150
Roberts, instructor

Section 0031
1:00 pm-3:00 pm
Plum Center
M Tu W Th F, August 27-August 31
Rm 150
Roberts, instructor

NEW
Spanish Language Boot Camp—Advance Level | Course FC06400
Este curso te ayudará a fortalecer la gramática del español y facilitará tus habilidades de conversación. 5 sessions @ 2 hrs each.

$169 Tuition
$ 3 User Fee
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$187 Total Cost

Section 0030
10:30 am
Plum Center
M Tu W Th F, August 27-August 31
Rm 115
Roberts, instructor

“I highly recommend Frau Long due to her energy and enthusiasm with the course. She’s always trying to help her students become fluent German speakers.”

Carl C.
German 100—Beginning 1
Spanish 050 for Healthcare Providers | Course FL02875
Communicate directly in Spanish to reduce guess-and-stress as you raise your effectiveness as a care-giver to the growing Spanish-speaking population. Course content includes language and cultural communication geared specifically to healthcare professionals with little or no previous exposure to Spanish. 10 sessions @ 2 hrs each.
$272 Tuition
$ 3 User Fee
$275 Total Cost

Section 0030 12:30 pm
Plum Center Tu, July 10-August 9
Meets twice a week. Williams, instructor

Spanish 100—Beginning 1 | Course FL02861
Learn useful expressions and basic skills to start conversing in the present tense. Pronunciation will be enforced. Memorize new vocabulary, verbs, and expressions. For new students with little or no previous exposure to Spanish. 12 sessions @ 2 hrs each.
$292 Tuition
$ 3 User Fee
$ 41 Text: Complete Spanish ($22); Complete Spanish Step-By-Step ($19)
$336 Total Cost

Section 0030 10:00 am
Plum Center Tu, July 10-August 16
Meets twice a week. Williams, instructor

Section 0031 1:00 pm
Pimmit Hills Ctr M W F, July 9-August 3
Meets 3 times a week. Estevez, instructor

Section 0032 7:00 pm
L. Braddock SS Tu, June 12-July 19
Meets twice a week. Rios, instructor

Section 0033 7:00 pm
Plum Center W, June 6-August 29
Meets twice a week. Williams, instructor

Section 0034 7:00 pm
Bryant Ctr M W, June 20-August 1
Meets 2 times a week. Munoz-Landron, instructor

Section 0035 7:00 pm
Pimmit Hills Ctr Tu, June 19-July 26
Meets twice a week. Munoz-Landron, instructor

Spanish 200—Beginning 2 | Course FL02862
Increase knowledge and application of the present tense while developing comprehension skills. Practice conversation, grammar, and irregular verbs. Students will be introduced to additional verb tenses. 12 sessions @ 2 hrs each.
Prereq: FL02861 Spanish 100—Beginning 1
$292 Tuition
$ 3 User Fee
$41 Text: Complete Spanish ($23); Complete Spanish Step-By-Step ($19)
$336 Total Cost

Section 0030 7:00 pm
L. Braddock SS Tu, June 12-July 19
Meets twice a week. Munoz-Landron, 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
$292 Tuition
$ 3 User Fee
$ 22 Text: Complete Spanish
$317 Total Cost

Section 0030 7:00 pm
L. Braddock SS Tu, June 5-July 12
Meets twice a week. Correa Ibarra, instructor

Spanish 420—Beginning 4 Review and Conversation | Course FL02864
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
$292 Tuition
$ 3 User Fee
$ 15 Text: Ultimate Spanish Review & Practice, 3rd ed
$310 Total Cost

Section 0030 10:00 am
Plum Center W F, July 11-August 10
Meets twice a week. Williams, instructor

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

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World Languages (K-6)

GLOBAL PLUS

NEW

Global Plus Summer Camp—Grades 3-5 (Half Day) | Course GP09118

Grab your passports and explore the world with the Global Plus Summer camp 2018. Students will get a chance to experience a foreign language and culture followed by a culinary arts class. Children grades 3-5 will participate in creative, fun, hands-on engaging activities and tasty culinary experiences. Age appropriate discussions about kitchen and equipment safety will take place to ensure a positive and safe experience for students. Class size is limited to no more than 12. Camp curriculum is designed for grades 3 to 5. 5 sessions @ 4 hrs each.

$310 Tuition  
$ 45 User Fee  
$355 Total Cost

Section 0002 9:00 am  
Plum Center  M Tu W Th F, June 25-June 29  
Rm 122  Staff, instructor

Section 2018 9:00 am  
Plum Center  M Tu W Th F, August 6-August 10  
Rm 150  Gaston, instructor

NEW

GP Spanish Introduction/Refresher—Grades 1-3 | Course GP07713

Is your child interested in learning Spanish or do they need a refresher in Spanish basics? Come and join us for this week long camp and capture the perfect time for your student to be exposed to a new language. Course will cover basics of grammar, vocabulary and provide a great foundation to Spanish during this fun no-pressure week! Small class size taught by experienced enthusiastic teachers! Grades 1-3; 5 sessions @ 3 hrs each.

$169 Tuition  
$ 25 User Fee  
$194 Total Cost

Section 0001 9:00 am  
Plum Center  M Tu W Th F, August 6-August 10  
Rm TBD  Staff, instructor

NEW

GP Spanish Introduction/Refresher—Grades 4-6 | Course GP07746

Is your child interested in learning Spanish or do they need a refresher in Spanish basics? Come and join us for this week long camp and capture the perfect time for your student to be exposed to a new language. Course will cover basics of grammar, vocabulary and provide a great foundation to Spanish during this fun no-pressure week! Small class size taught by experienced enthusiastic teachers! Grades 4-6; 5 sessions @ 3 hrs each.

$169 Tuition  
$ 20 User Fee  
$189 Total Cost

Section 0001 9:00 am  
Plum Center  M Tu W Th F, August 6-August 10  
Rm TBD  Staff, instructor

LANGUAGE KICK-START SUMMER CAMPS FOR MIDDLE SCHOOL

French Kick-start—For Middle Schoolers | Course GS04678

Are you ready to learn a foreign language in high school? Having trouble deciding on which foreign language to take? Just need to review foreign language basics? We are here to kick-start your language learning! In this fun, educational week, students will learn the basics including vocabulary, grammar, pronunciation, culture and more. Small class size provides supportive atmosphere to help build skills and gain confidence! Class is taught by a native speaker! 5 sessions @ 3 hrs each.

$ 229 Tuition  
$ 20 User Fee  
$ 249 Total Cost

Section 0001 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H216  Newsome, instructor

Section 0002 1:00 pm  
Plum Center  M Tu W Th F, August 6-August 10  
Rm 102B  Staff, instructor

Section 0003 9:00 am  
Plum Center  M Tu W Th F, June 25-June 29  
Rm 140  Reiff, instructor

Section 0001 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H215  Roberts, instructor

Section 0002 9:00 am  
Plum Center  M Tu W Th F, August 6-August 10  
Rm 102B  Reiff, instructor

Spanish Kick-start—For Middle Schoolers | Course GS07678

Are you ready to learn a foreign language in high school? Having trouble deciding on which foreign language to take? Just need to review foreign language basics? We are here to kick-start your language learning! In this fun, educational week, students will learn the basics including vocabulary, grammar, pronunciation, culture and more. Small class size provides supportive atmosphere to help build skills and gain confidence! Class is taught by a native speaker! 5 sessions @ 3 hrs each.

$ 229 Tuition  
$ 20 User Fee  
$ 249 Total Cost

Section 0003 9:00 am  
Plum Center  M Tu W Th F, June 25-June 29  
Rm 140  Reiff, instructor

Section 0001 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H215  Roberts, instructor

Section 0002 9:00 am  
Plum Center  M Tu W Th F, August 6-August 10  
Rm 102B  Reiff, instructor

FLEX CAMPS

Foreign Language Experience Camp is a world language introduction/enrichment camp for current grades 1 to 5. Through stories, games, activities, food, crafts, and music, children start to experience a world language and its cultures. Students will learn basic foreign language vocabulary and phrases and will gain an understanding of other cultures and countries. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hours each.

$ 169 Tuition  
$ 25 User Fee  
$ 194 Total Cost

Chinese FLEX Camp | Course SC13071

Section 0716 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H219  Staff, instructor

French FLEX Camp | Course SC13061

Section 0723 2:30 pm  
L. Braddock SS  M Tu W Th F, July 23-July 27  
Rm H214  Staff, instructor

German FLEX Camp | Course SC13081

Section 0723 2:30 pm  
L. Braddock SS  M Tu W Th F, July 23-July 27  
Rm H214  Elsisi, instructor

Sign Language FLEX Camp | Course SC13041

Section 0709 2:30 pm  
L. Braddock SS  M Tu W Th F, July 9-July 13  
Rm H227  Elsisi, instructor

Section 0723 2:30 pm  
L. Braddock SS  M Tu W Th F, July 23-July 27  
Rm H211  Tyra, instructor

Spanish FLEX Camp | Course SC13051

Section 0625 2:30 pm  
L. Braddock SS  M Tu W Th F, June 25-June 29  
Rm H215  Staff, instructor

Section 0716 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H220  Fajardo, instructor

IMMERSION CAMPS

Attending a Language Immersion camp can improve a child’s language skills as campers absorb the culture of the country by participating in language learning group activities, playing favorite games and sports, and learning about dances, songs and cooking. These language camps operate on the principle of total immersion (language spoken throughout class), which allows the campers to hear the language at all times. PARTICIPANTS SHOULD ALREADY HAVE BASIC UNDERSTANDING OF THE LANGUAGE. Designed for current grades 1 to 5. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$ 169 Tuition  
$ 25 User Fee  
$ 194 Total Cost

Chinese Language Immersion Camp | Course SC33071

Section 0709 2:30 pm  
L. Braddock SS  M Tu W Th F, July 9-July 13  
Rm H219  Staff, instructor

German Language Immersion Camp | Course SC33081

Section 0716 2:30 pm  
L. Braddock SS  M Tu W Th F, July 16-July 20  
Rm H227  Elsisi, instructor

Japanese Language Immersion Camp | Course SC33091

Section 0625 2:30 pm  
L. Braddock SS  M Tu W Th F, June 25-June 29  
Rm H214  Kurimoto, instructor

Spanish Language Immersion Camp | Course SC33051

Section 0723 2:30 pm  
L. Braddock SS  M Tu W Th F, July 23-July 27  
Rm H213  Fajardo, instructor
SUMMER CAMPS—ELEMENTARY

Chess Tips and Strategies Camp | Course SC03040
The Chess Tips and Strategies Camp is appropriate for all levels of chess players—from the very beginner to the very experienced. Campers will be grouped according to skill level. Master players will teach tips and strategies with friendly competitions throughout the camp. The goal of the camp is for campers to learn but in a fun relaxed environment. Current grades 1 to 6. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. 5 sessions @ 3 hrs each.

$170 Tuition
$170 Total Cost

Section 0625 2:30 pm
L. Braddock SS
Rm H213
Hart, instructor

Section 0702 2:30 pm
L. Braddock SS
Rm H213
Hart, instructor

Section 0709 2:30 pm
L. Braddock SS
Rm H213
Hart, instructor

Section 0716 2:30 pm
L. Braddock SS
Rm H213
Hart, instructor

Computer Graphics Camp for Grades 3 to 5 | Course SC03090
Children are digital natives who seek to learn more! This camp is designed to provide students in current grades 3 to 5 with hands-on sessions in fields such as page layout and design, web development, illustration and many other aspects of computer graphics. Exposing elementary students to software and teaching them some basic skills will hopefully jump start and encourage their interest in computer graphics and the desire to learn more on their own. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hrs each.

$219 Tuition
$229 Total Cost

Section 0625 2:30 pm
L. Braddock SS
Rm H212
Staff, instructor

Section 0709 2:30 pm
L. Braddock SS
Rm H212
Staff, instructor

Section 0716 2:30 pm
L. Braddock SS
Rm H212
Staff, instructor

Creative Writing Camp | Course SC03030
Students will learn how to write a story with their own idea as well as collaborating with other students to write a group story. Through activities and games they will learn how to paint a picture with words. As they are having fun using their imaginations, they will learn how to write good sentences filled with details. Grades 3 to 6. Call 703-658-1201 to register and request a 10% discount for two students in the same family. 5 sessions @ 3 hrs each. Section 0702 will be 4 sessions @ 3 hrs each (July 4 holiday) and will be discounted by 20%.

$160 Tuition
$170 Total Cost

Section 0625 2:30 pm
L. Braddock SS
Rm H211
Goodman, instructor

Section 0702 2:30 pm
L. Braddock SS
Rm H211
Goodman, instructor

Section 0709 2:30 pm
L. Braddock SS
Rm H211
Goodman, instructor

Section 0716 2:30 pm
L. Braddock SS
Rm H211
Goodman, instructor

Culinary Adventures Camp | Course SC03010
Cooking is fascinating to most children. Students will learn that healthy and nutritious choices can also mean delicious. They will explore the world through foods and experience a variety of engaging, active, FUN hands-on activities, cooking, and eating. Class will also include age appropriate discussions about kitchen and equipment safety, handling food safely, and the importance of food presentation. Class size is limited to 12. Curriculum designed for current grades 3 to 5. Call 703-658-1201 to register and request a 10% discount (per student) for two students in the same family. Camp is 5 sessions @ 3 hours each. Section 0702 is 4 sessions @ 3 hours each (July 4 holiday) and will be discounted by 20%.

$225 Tuition
$255 Total Cost

Section 0625 2:30 pm
L. Braddock SS
Rm C174
Mason, instructor

Section 0702 2:30 pm
L. Braddock SS
Rm C174
Mason, instructor

Section 0709 2:30 pm
L. Braddock SS
Rm C174
Staff, instructor

Section 0716 2:30 pm
L. Braddock SS
Rm C174
Staff, instructor

Section 0723 2:30 pm
L. Braddock SS
Rm C176
Staff, instructor

NEW

Physics Camp One | Course SC03100
Do you have a child in grades 3-6 who is interested in physics, building things, or knowing how things work? This camp is an introduction to the fundamental principles of physics—such as magnetism, power, light, and sound—using various experiments and an explanation of the underlying concepts. These include building an airplane, making a volcano, and building a steamboat. 5 sessions @ 3 hrs each. Call 703-658-1201 to register and request a 10% discount (per student) for 2 students in the same family.

$219 Tuition
$229 Total Cost

Section 0625 2:30 pm
L. Braddock SS
Rm H227
Obando Munoz, instructor

"My daughter LOVED the class. She wanted to come back for a second week!"

Parent of ACE Student

Culinary Adventures Camp
Cooking for Teens, One Step Further | Course SS06815

As a continuation of our ‘Cooking class for Teens’ series, this class is a perfect way to further hone skills of budding chef at home! We use different cooking techniques delve deeper into food chemistry and scientific principles behind foods we love! Make delicious quiches, gourmet grilled cheese sandwiches, summer soups, sauces, stews and bake mouth watering desserts like pots de crème with chocolate to clafoutis with fresh summer fruit. This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who are comfortable in the kitchen and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$249 Tuition
$ 40 User Fee
$289 Total Cost

Section 0015 2:30 pm
L. Braddock SS M Tu W Th F, July 16-July 20
Rm C176 Das, instructor

Introduction to Filmmaking | Course SS08002

Interested in filmmaking? If you’ve never enrolled in a film course, here’s a great opportunity—we’ll start with studying the history of film (from the silent to the talkies), as well as cinematic analysis. We’ll also create storyboards, learn screenplay format, and other techniques of cinema (i.e. editing, lighting, camera angles, etc.). By the final class, you’ll be presenting your own short film project. 5 sessions @ 3 hrs each.

$249 Tuition
$ 40 User Fee
$289 Total Cost

Section 0015 2:30 pm
L. Braddock SS M Tu W Th F, July 16-July 20
Rm C176 Das, instructor

Leadership Skills for Teens | Course SS08001

Open to students in grades 8-11, inspires today’s youth the opportunity to develop leadership skills essential to their success in the 21st century. Introduction to the fundamentals of leadership and designed to give students the understanding of their unique leadership strengths and objectives. Opportunity to learn through readings, exercises, and discussions. 5 sessions @ 3 hrs each.

$239 Tuition
$ 15 User Fee
$275 Total Cost

Section 2122 2:30 pm
L. Braddock SS M Tu W Th F, July 2-July 6
Rm H212 Hedenberg, instructor

Section 2121 2:30 pm
L. Braddock SS M Tu W Th F, July 23-July 27
Rm H212 Hedenberg, instructor

Fundamental Skills of Algebra | Course SS07646

Covers order of operation, algebraic properties, real numbers, scientific notations, equations, slope, absolute value, and quadratic equations. Appropriate for current 6th in advanced math and current 7th graders. 10 sessions @ 2 hrs each.

$255 Tuition
$ 30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th ed ($15)
$285 Total Cost

Section 1100 2:30 pm
L. Braddock SS M Tu W Th F, July 21-July 25
Rm H250 Staff, instructor

Fun Physics for Teens | Course SS08005

Are you interested to learn more about the forces that govern the universe? This camp is an introduction to many interesting topics that arise in physics courses, and includes numerous hands-on experiments and demonstrations. We will explore fundamental topics such as 2D and 3D kinematics, the 4 forces of the universe, energy and power, electricity, and electromagnetism—and will also be briefly introduced to advanced topics such as space-time theory, cosmology, and quantum physics. Camp will be part lecture/demonstration, and part hands-on experiments that will introduce student to collecting reliable data and analyzing it—while reinforcing important concepts learned during lecture. Experiments include building circuits and other fun activities! 5 sessions @ 3 hrs each.

$260 Tuition
$ 15 User Fee
$275 Total Cost

Section 0010 2:30 pm
L. Braddock SS M Tu W Th F, July 16-July 20
Rm H226 Obando Munoz, instructor

Section 0020 2:30 pm
L. Braddock SS M Tu W Th F, July 23-July 27
Rm H226 Obando Munoz, instructor

Introduction to Pre-Calculus | Course SS07653

Course begins with a review of algebra, equations and functions and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 10 sessions @ 2 hrs each.

$251 Tuition
$ 28 Text: Precalculus—Crash Course ($13); Precalculus Workbook ($15)
$279 Total Cost

Section 1100 2:30 pm
L. Braddock SS M Tu W Th F, July 2-July 13
Rm H216 Staff, instructor

Effective Study Skills for Teens (Grades 6-9) | Course SS07624

Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.

$211 Tuition
$ 18 Text: Effective Study Skills for Teens Workbook
$229 Total Cost

Section 1100 2:30 pm
L. Braddock SS M Tu W Th F, July 9-July 13
Rm H250 Staff, instructor

Section 1200 2:30 pm
L. Braddock SS M Tu W Th F, July 16-July 20
Rm H228 Staff, instructor

Section 1300 2:30 pm
L. Braddock SS M Tu W Th F, July 23-July 27
Rm H215 Staff, instructor

Computer Graphics for Teens | Course SS06890

This camp is designed to provide students with hands-on sessions in fields such as 3D modeling, page layout and design, web development, illustration, and many other aspects of computer graphics. By the end of the class, students will know how to make an animated 3D demo program, while also understanding the basic principles of how realistic computer images are generated. 5 sessions @ 3 hrs each.

$239 Tuition
$239 Total Cost

Section 1100 2:30 pm
L. Braddock SS M Tu W Th F, July 9-July 13
Rm H201 Staff, instructor

Section 1200 2:30 pm
L. Braddock SS M Tu W Th F, July 23-July 27
Rm H202 Staff, instructor

An Introduction to Cooking for Teens | Course SS06810

This class is a perfect way to introduce your budding Junior Chef to different cooking techniques. From learning to make perfect creamy scrambled eggs, gourmet French toast, cakes, soups, stews to fresh cakes, we not only cook yummy eats using different cooking techniques but delve deeper into the scientific principles behind foods we love! We use fresh and seasonal produce so we eat the food we love and it’s good for us! This class is perfect for the gourmet in your family who would love to take a spin around the world without ever having to take out their passport! This course is well suited for teens who have a passion for good food and have some culinary experience and skill. Grades 7-11. 5 sessions @ 3 hrs each.

$249 Tuition
$ 40 User Fee
$289 Total Cost

Section 0010 2:30 pm
L. Braddock SS M Tu W Th F, July 9-July 13
Rm C176 Das, instructor

Section 0012 2:30 pm
L. Braddock SS M Tu W Th F, July 23-July 27
Rm TBD Gaston, instructor

Physics Camp Two | Course SC03200

Do you have a child in grades 3-6 who is interested in physics, building things, or knowing how things work? This camp is an introduction to the fundamental principles of physics—such as energy, electricity, chemical reactions, and electromagnetism—using various experiments and an explanation of the underlying concepts. These include building a battery, circuits, electromagnet, and volcano. 5 sessions @ 3 hrs each. Call 703-658-1201 to register and request a 10% discount for two students in the same family.

$219 Tuition
$ 20 User Fee
$239 Total Cost

Section 0709 2:30 pm
L. Braddock SS M Tu W Th F, July 9-July 13
Rm H227 Obando Munoz, instructor
Jumpstart: TJ Test Prep | Course TX04001
The Jumpstart Thomas Jefferson Test Prep course is offered to students in grades 6-8 desiring admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction emphasizes the Mathematical Quant-Q and ACT-Aspire Reading and Science test. Course participation constitutes neither admission nor acceptance to TJHSST. Applying to TJHSST is a separate process. Strong math and verbal skills are highly recommended. 10 sessions @ 2.5 hrs each. Materials are included. Reduced tuition is not available.

$342 Tuition
$57 Text: Non-Negotiable Skills, Level 1 ($37): TJ Math Test Prep Workbook ($20)
$399 Total Cost

Section 1100
2:30 pm  L. Braddock SS  M Tu W Th F, June 25-July 6
Rm H251 Staff, instructor

Study Skills
Effective Study Skills for Teens (Grades 6-9) | Course SM07624
Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.

$211 Tuition
$18 Text: Effective Study Skills for Teens Workbook
$229 Total Cost

Section 2020
9:00 am  Plum Center  Sa, June 30-July 28
Rm 148 Staff, instructor

Section 2030
9:00 am  Pimmit Hills Ctr  M Tu W Th F, July 9-July 13
Rm 206 Staff, instructor

Section 2040
9:00 am  Centreville HS  M Tu W Th F, July 16-July 20
Rm 17 Staff, instructor

Section 2050
9:00 am  Plum Center  M Tu W Th F, July 23-July 27
Rm 141 Staff, instructor

Section 2060
1:00 pm  Plum Center  M Tu W Th F, August 6-August 10
Rm 116 Staff, instructor

Fundamental Skills of Algebra (Grades 6-8) | Course SM07646
Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 10 sessions @ 2 hours each.

$255 Tuition
$30 Text: Fundamental Skills of Algebra 1 Workbook ($15); Painless Algebra, 4th ed ($15)
$285 Total Cost

Section 2020
8:30 am  Plum Center  Sa, July 7-August 4
Rm 206 Staff, instructor

Section 2030
9:00 am  Plum Center  M Tu W Th F, July 23-August 3
Rm 148 Staff, instructor

Section 2040
12:30 pm  Plum Center  M Tu W Th F, August 6-August 10
Rm 102 Staff, instructor

Introduction to Geometry (Grades 8-11) | Course SM07650
Strengthen math skills for SOLs while reviewing algebraic concepts. Explore properties of triangles, quadrilaterals, lines, angles, polygons, and the vocabulary for Geometry. 10 sessions @ 2 hours each.

$265 Tuition
$20 Text: Barron’s E-Z Geometry
$285 Total Cost

Section 2020
1:00 pm  Plum Center  Sa, July 7-August 4
Rm 148 Staff, instructor

Section 2040
12:30 pm  Plum Center  M Tu W Th F, July 23-July 27
Rm 148 Staff, instructor

Section 2030
6:30 pm  Plum Center  M Tu W Th F, July 23-August 3
Rm TBD Staff, instructor

Introduction to Pre-Calculus (Grades 10-12) | Course SM07653
Course begins with a review of Algebra, equations and functions and their derivatives. Students are introduced to trigonometry, vectors, matrix algebra, and sequence and series. 10 sessions @ 2 hours each.

$251 Tuition
$28 Text: Painless Algebra $15; Painless Geometry $15
$279 Total Cost

Section 2020
5:00 pm  Plum Center  M Tu W Th F, July 30-August 3
Rm 141 Staff, instructor

Online Test Prep
ACT Preparation—ONLINE | Course SM08200
The fall college application deadlines are fast approaching! Register now for this self-directed online ACT preparation course that uses the Cambridge Educational Services curriculum and guides you through the major subject area of English, Mathematics, Science, and Reading. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for 4 months.

$449 Total Cost
Visit https://aceclasses.fcps.edu to register!
SAT Preparation—ONLINE | Course SM08100
Raise your SAT scores as college applications are right around the corner! This self-directed, online course uses the Cambridge Educational Services® curriculum and guides you through SATs critical reasoning, mathematics, and writing questions. Learn proven methods for dealing with each type of question; plus receive test-simulation exercises in all test areas. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months. $469 Total Cost
Visit https://aceclasses.fcps.edu to register!

SAT Score Booster—ONLINE | Course SM09500
Boost your SAT score with this introductory web based score booster course. Course includes two SAT practice tests with drills for English and Mathematics. Students receive five months of access anytime, anywhere, on any Internet ready device! Consider signing up for the full ACE SAT course just prior to taking the SAT exam. $219 Total Cost
Visit https://aceclasses.fcps.edu to register!

Test Prep

PSAT Test Preparation | Course SM07000
The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students’ confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Courses are taught by FCPS teachers endorsed in the content area that they are teaching. 10 sessions @ 2 hours each.

$342 Tuition
$ 73 Text: Victory for the PSAT Tests, 5th ed
$415 Total Cost

Section 2020
Plum Center 9:00 am S, July 7-August 4
Rm 147 Staff, instructor

Section 2030
Centreville HS 10:00 am M Tu W Th F, July 16-July 20
Rm 19 Staff, instructor

Section 2040
Pimmit Hills Ctr 10:00 am M Tu W Th F, July 23-July 27
Rm 211 Staff, instructor

Section 2050
Plum Center 10:00 am M Tu W Th F, August 6-August 10
Rm 122 Staff, instructor

SAT Test Preparation | Course SM08000
This course prepares students for the NEW SAT exam which began in March 2016. Students will review, concepts, and format needed for the NEW SAT. This course covers five math and five verbal sessions at 2 hours each. The total length of the class is 20 hours.

$536 Tuition
$ 73 Text: Victory for SAT, 12th ed
$609 Total Cost

Section 2020
Plum Center 1:00 pm Su, July 8-August 5
Rm 150 Staff, instructor

Section 2030
Pimmit Hills Ctr 10:00 am M Tu W Th F, July 9-July 13
Rm 200 Staff, instructor

Section 2035
Centreville HS 9:30 am M Tu W Th F, July 16-July 20
Rm 3 Staff, instructor

Section 2040
Woodson HS 6:30 pm M Tu W Th F, July 23-August 2
Rm TBD Staff, instructor

SAT Preparation—ONLINE | Course SM08100
Raise your SAT scores as college applications are right around the corner! This self-directed, online course uses the Cambridge Educational Services® curriculum and guides you through SATs critical reasoning, mathematics, and writing questions. Learn proven methods for dealing with each type of question; plus receive test-simulation exercises in all test areas. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months. $469 Total Cost
Visit https://aceclasses.fcps.edu to register!

SAT Score Booster—ONLINE | Course SM09500
Boost your SAT score with this introductory web based score booster course. Course includes two SAT practice tests with drills for English and Mathematics. Students receive five months of access anytime, anywhere, on any Internet ready device! Consider signing up for the full ACE SAT course just prior to taking the SAT exam. $219 Total Cost
Visit https://aceclasses.fcps.edu to register!

Test Prep

PSAT Test Preparation | Course SM07000
The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students’ confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Courses are taught by FCPS teachers endorsed in the content area that they are teaching. 10 sessions @ 2 hours each.

$342 Tuition
$ 73 Text: Victory for the PSAT Tests, 5th ed
$415 Total Cost

Section 2020
Plum Center 9:00 am S, July 7-August 4
Rm 147 Staff, instructor

Section 2030
Centreville HS 10:00 am M Tu W Th F, July 16-July 20
Rm 19 Staff, instructor

Section 2040
Pimmit Hills Ctr 10:00 am M Tu W Th F, July 23-July 27
Rm 211 Staff, instructor

Section 2050
Plum Center 10:00 am M Tu W Th F, August 6-August 10
Rm 122 Staff, instructor

SAT Test Preparation | Course SM08000
This course prepares students for the NEW SAT exam which began in March 2016. Students will review, concepts, and format needed for the NEW SAT. This course covers five math and five verbal sessions at 2 hours each. The total length of the class is 20 hours.

$536 Tuition
$ 73 Text: Victory for SAT, 12th ed
$609 Total Cost

Section 2020
Plum Center 1:00 pm Su, July 8-August 5
Rm 150 Staff, instructor

Section 2030
Pimmit Hills Ctr 10:00 am M Tu W Th F, July 9-July 13
Rm 200 Staff, instructor

Section 2035
Centreville HS 9:30 am M Tu W Th F, July 16-July 20
Rm 3 Staff, instructor

Section 2040
Woodson HS 6:30 pm M Tu W Th F, July 23-August 2
Rm TBD Staff, instructor

TJHSSST Admissions Test Prep Summer Seminar | Course TX03000
Open to students who will enter grade 8 in the 2018-2019 school year and wish to prepare for the entrance exam. Students should have strong mathematical reasoning and problem-solving skills appropriate to viable candidacy for admission. Taught by endorsed teachers, Instruction emphasizes the Mathematical Quant-Q and ACT-Aspire Reading and Science test. Course participation constitutes neither admission nor acceptance to TJHSSST. Applying to TJHSSST is a separate process. This course is 15 hours of Math and Science and 10 hours of Verbal for a total of 25 hours over 10 sessions. Materials are included, Reduced tuition is not available. Transportation is the responsibility of the parent/guardian.

$351 Tuition
$ 68 Text: Non-Negotiable Skills, Level 2 ($48); TJ Math Test Prep Workbook ($20)
$ 419 Total Cost

Section 2010
Plum Center 1:00 pm Su, July 1-July 29
Rm 148 Staff, instructor

Section 2020
Pimmit Hills Ctr 9:30 am M Tu W Th F, July 9-July 13
Rm 211 Staff, instructor

Section 2030
Centreville HS 9:30 am M Tu W Th F, June 17-June 20
Rm 18 Staff, instructor

Section 2040
Woodson HS 9:30 am M Tu W Th F, July 23-July 27
Rm TBD Staff, instructor

Section 2050
Plum Center 9:00 am M Tu W Th F, August 6-August 10
Rm T4 Staff, instructor

Section 2060
Plum Center 3:00 pm M Tu W Th F, August 6-August 10
Rm T4 Staff, instructor

Driver Education

CLASSROOM DRIVER EDUCATION

Classroom Driver Education | Course DE09352
Classroom driver education analyzes tasks an individual must perform while operating a motor vehicle. No scheduled classes may be missed. State-required hours and course content must be completed. The student must be 15 years of age by the first day of classroom driver education. 12 sessions @ 3 hrs each.

$259 Tuition
$259 Total Cost

Section 2015
West Potomac HS 3:30 pm M Tu W Th F, May 31-June 15
Rm TBD Strother, instructor

Section 0010
L. Braddock SS 8:00 am M Tu W Th F, June 25-July 13
Rm TBD Digby, instructor

Section 0020
L. Braddock SS 8:00 am M Tu W Th F, July 16-August 3
Rm TBD Digby, instructor

Section 2025
Plum Center 6:30 pm M Tu W Th F, July 16-July 31
Rm T4 Booth, instructor

Section 2030
Plum Center 1:30 pm M Tu W Th F, July 30-August 14
Rm T4 Shiffer, instructor

BEHIND-THE-WHEEL DRIVER TRAINING

Lessons cover skills needed to drive in residential, rural, city and freeway settings. This course includes administration of the DMV approved road test. Students must have completed classroom driver education or be enrolled in the classroom phase with FCPS prior to the first behind-the-wheel class. Courses meet for seven school days and depart from most high schools. Be on time and bring your valid Virginia permit!

Classes fill quickly. Register early for your first choice. You must provide a valid Virginia learner’s permit, proof of classroom enrollment, and a signed parent permission form to the driving instructor on the first day of class. Course required for licensing up to age 19. 7 sessions @ 1 hour, 45 minutes each.

Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

$ 329 Tuition
$ 329 Total Cost

May 14-22
May 23-June 1
June 4-12
June 13-21
June 20-28
June 29-July 9
July 10-18
July 19-27
July 30-August 7
August 8-16
August 17-24
August 27-September 5
September 6-14

PARTNERS FOR SAFE TEEN DRIVING

Partners for Safe Teen Driving | Course DE08500
This is the 90-minute parent-teen traffic safety presentation that is required by state law as part of the juvenile licensing. This presentation is for home-schooled, private-school, and FCPS students. Both student and their parent/guardian must attend; parent/guardian must present a valid driver’s license. 1 session @ 1.5 hrs. IMPORTANT: NEED TO ARRIVE ON TIME AS NO ONE IS ADMITTED AFTER THE PRESENTATION BEGINS!

$ 30 Tuition
$ 30 Total Cost

Section 0010 7:30 pm Plum Center M, July 30
Rm 150 Booth, instructor

Section 2015 5:00 pm Plum Center M, August 13
Rm 122 Shiffer, instructor

For up-to-date information about the driver education program, follow us on Twitter @ACE_Driver_ed
## Index

### A
- A+ | 18
- Adobe | 19, 21
- Accounting | 5
- Accommodations | 46
- Administrative assistant | 4
- Adult high school completion | 28
- Air conditioning | 23
- Alzheimer's disease | 12
- American sign language | 35
- Animal studies | 26
- Apprenticeship | 24
- Arabic language | 35, 36
- Auto care and repair | 25
- Autism awareness | 13

### B
- Baking and pastry arts | 30
- Blueprint reading | 22
- Builders license prep | 22
- Building maintenance | 22-25
- Business and Management | 8-11

### C
- Certificate programs and test-outs | 4-7
- Certified nurse aide | 16
- Child care provider | 5
- Chinese language | 36
- Cinema (Film) | 34
- Communications
  - Speaking | 8
  - Writing | 8, 34
- Computer support technician | 5
- Computers (see information technology)
- Construction trade training | 22-25
- Continuing education (trade licenses) | 23
- Contracting | 22
- Cooking | 30-31
- Crochet | 33
- CPR | 13-14
- Culinary arts | 30-31

### D
- Database design | 6, 19
- Dental careers | 6, 15
- Dialysis technician | 16
- Do It Yourself | 25
- Driver Education | 43
- Drywall | 22, 25

### E
- Electrical/electricity | 22, 23, 25
- EKG technician | 16
- Email | 20
- Emergency medical technician | 16
- Employment centers (one-stop) | 3
- English for speakers of other languages | 29
- English for the workplace | 7
- Executive assistant | 5

### F
- Film (Cinema) | 34
- Financial planning | 11
- First aid | 13-146
- Floral design | 32
- French language | 36

### G
- GED | 28
- Genealogy | 32
- German language | 37

### H
- Healthcare and dental | 12-17
- Heating and air conditioning | 23
- High school completion | 28
- History | 33
- Home repairs | 22-25
- Hospital registration clerk | 16
- House and home
  - Floral design | 32
  - Home design/improvement | 25, 33
  - Human resources management | 5, 10
  - HVAC | 23

### I
- Information technology
  - A+ | 18
  - Adobe | 19, 21
  - Certification prep | 18
  - Computer basics | 13
  - Computer graphics | 19
  - Computer support technician | 5
  - Database design | 6, 19
  - Email | 20
  - Keyboarding | 27
  - Microsoft® office applications
    - Access, Excel, Office, Outlook, PowerPoint, Word | 19-20
  - Networking | 18
  - Oracle, PL/SQL | 19
  - Programming | 20-21
  - Web design | 6, 21
  - Windows 10 | 18
- Interior design | 33
- Italian language | 37

### K
- Keyboarding | 27
- Kids and teens | 39-43
- K-6
  - Language camps | 39-40
  - Summer camps | 39-41
  - Driver education | 43
  - Language camps | 39
  - Online classes | 42-43
  - SAT test prep | 42-43
  - Study skills | 42
  - Summer camps | 41-42
  - TJ admissions test prep | 42, 43
- Test prep | 43
- Knitting | 33

### L
- Languages (see world language or sign language)
- Legal | 27
- Licensing prep (trades) | 22-23
- Locations | 45

### M
- Management practices | 5, 10
- Marketing | 11
- Medical/medical careers | 12-17, 26
- Medical transcription | 28
- Mental health first aid | 14
- Music appreciation | 34

### N
- Needle arts | 33
- Networking, computer | 18
- Newborn and postpartum caregiver | 17
- Nonprofit organization development | 5, 11
- Nurse aide | 16

### O
- Office assistant | 4
- Online courses | 27-28, 42-43
- Oracle and database design | 6, 19

### P
- Paralegal | 27
- Patient care technician | 6
- Payment plans | 46
- Pharmacy technician | 17
- Photographic arts | 33
- Plumbing | 23, 25
- Programming | 20-21
- Property maintenance technician | 7

### R
- Real estate | 10
- Registration | 47
- Résumé clinic | 8
- Russian language | 37

### S
- SAT test prep | 42-43
- School closings | 45
- Sign language (ASL) | 35
- Small business | 6, 90
- Spanish language | 37, 38
- Student services: accommodations, course selection assistance, payment plans, and underage waiver request | 46

### T
- TJ admissions test prep | 42, 43
- Trades and industry | 22-25

### U
- Underage waiver request | 46

### V
- Veterinary pursuits | 28
- Virginia trade license renewal | 23

### W
- Web design | 6, 21
- Workplace training | 7
- World languages and culture | 35-38
  - Arabic | 35, 36
  - Chinese | 36
  - French | 36
  - German | 37
  - Italian | 37
  - Russian | 37
  - Spanish | 37, 38
- Writing and publishing | 34

### Clases en español
- Heartsaver AED CPR en español | 15
- Heartsaver CPR, AED and first aid | 15
- Mental health first aid in Spanish | 15
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. Information about closings is communicated in these ways:

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

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

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

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

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

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

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

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

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

You authorize us to collect a $35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check: full name, street address, and phone numbers.

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

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 35.

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

ACE WELCOMES ALL
ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disabilities Act, contact Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier). ACE will make every attempt to provide reasonable accommodations; however, failure to request an accommodation within the specified time frame may limit our ability to fulfill your request. Call 703-658-2709 or email educationalcounseling@fcps.edu.

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

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


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

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

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

REFUNDS
Traditional Classes
You will automatically receive a refund when a class is full or canceled.

For any other refunds or cancelations, your written request must be received by 5:00 pm EST, three business days prior to the class start date. You may obtain a refund request form from www.fcps.edu/registration/adult-and-community-education-registration (scroll down to "Forms") OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

Refund requests may be emailed, mailed, or faxed:
acerefundrequest@fcps.edu
Adult and Community Education, Dept. F
6815 Edsall Road
Springfield, VA 22151
703-658-2748 - fax

Driver Education Classes
Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

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

A $15 withdrawal fee is assessed for each refund (applies to ALL classes—traditional, driver education, and online). Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.
## Summer 2018 Registration Form

### Five Ways to Register

**ONLINE**  
Register anytime by visiting [https://aceclasses.fcps.edu](https://aceclasses.fcps.edu)

**PHONE**  
703-658-1201  
Monday–Friday, 9 am–5 pm

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

**IN PERSON**  
Visit Plum Center. (Check office hours below.)

### Customer Service

Phone: **703-658-1201** (M-F, 9 am–5 pm)  
FAX: **703-658-1251**  
E-mail: aceonline@fcps.edu

**PLUM CENTER**  
6815 Edsall Road  
Springfield, VA 22151

**CENTER WILL BE CLOSED:**  
M, May 28  
W, July 4

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section No.</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Course Title</th>
<th>Tuition Fee</th>
<th>Text Fees</th>
<th>User Fee</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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- I am a first-time registrant  
- male  
- female  
- Check if change of address

- I’d like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities.  
  I have added $ _______________ to my total.

---

ACE Participant ID Number

First Name | MI | Last Name
---|---|---

Street Address | APT # | City | State | Zip Code
---|---|---|---|---

Home Phone | Business Phone | E-MAIL ADDRESS  
Sign up for ACE classes e-mail updates.

**PAYMENT METHOD** (check one):  
- MasterCard  
- VISA  
- Check (Make check payable to FCPS ACE; include home address and phone number.)

Card Number | Expiration Date (Month, Year)
---|---

Cardholder’s Signature

Cardholder’s Address/Phone Number (If different from above)

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Directions to FCPS locations are available at [http://www.fcps.edu](http://www.fcps.edu)
**Look for these classes and more inside!**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Summer Feast from Italy</td>
<td>31</td>
</tr>
<tr>
<td>Celebration Flowers in a Margarita Glass</td>
<td>32</td>
</tr>
<tr>
<td>Creative Poetry on Your Fingertips</td>
<td>34</td>
</tr>
<tr>
<td>Easy Italian Cooking</td>
<td>30</td>
</tr>
<tr>
<td>French 002—Tips &amp; Tricks for Travelers to France</td>
<td>36</td>
</tr>
<tr>
<td>French 100 Multi-Media—French Beg. 1</td>
<td>36</td>
</tr>
<tr>
<td>Fun Physics for Teens</td>
<td>41</td>
</tr>
<tr>
<td>German 410 &quot;Cross the Bridge From Beginner to Intermediate&quot;</td>
<td>37</td>
</tr>
<tr>
<td>Getting to Know Bearded Dragons</td>
<td>26</td>
</tr>
<tr>
<td>Global Plus Summer Camp</td>
<td>39</td>
</tr>
<tr>
<td>Home Inspector Prelicensing Course</td>
<td>22</td>
</tr>
<tr>
<td>Introduction to Essential Oils:</td>
<td></td>
</tr>
<tr>
<td>What are They and How They Work</td>
<td>13</td>
</tr>
<tr>
<td>Protect Your Joints</td>
<td>13</td>
</tr>
<tr>
<td>Reptiles as Pets: Choosing and Caring for You Pet Reptile</td>
<td>26</td>
</tr>
<tr>
<td>Russian 120—Review Special for Beginners</td>
<td>37</td>
</tr>
<tr>
<td>Summer French Cooking</td>
<td>31</td>
</tr>
<tr>
<td>Summer Fun With Bacon</td>
<td>31</td>
</tr>
<tr>
<td>Summer Soups</td>
<td>31</td>
</tr>
<tr>
<td>Knit Your Socks</td>
<td>33</td>
</tr>
<tr>
<td>Playworking</td>
<td>34</td>
</tr>
<tr>
<td>Language Kick-start Camps for Middle School</td>
<td>39</td>
</tr>
<tr>
<td>USA Jobs and Medicine</td>
<td>15</td>
</tr>
</tbody>
</table>

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Support the ACE Training and Scholarship Foundation! The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the Adult Community Education (ACE) program in Fairfax County Public Schools (FCPS). Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

Visit [www.ace-foundation.org](http://www.ace-foundation.org)