Fairfax County Public Schools
Adult & Community Education

ACE Online Classes

aceclasses.fcps.edu

Summer 2020

Fairfax County PUBLIC SCHOOLS
ENGAGE • INSPIRE • THRIVE

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ACE ADULT AND COMMUNITY EDUCATION

Your journey begins with ACE!

Hello Fairfax County Lifelong Learners!

Despite the recent challenges of COVID 19 we want you to know that FCPS ACE is still here and ready to provide you with a host of engaging courses and learning opportunities. Our dedicated FCPS ACE instructors and staff have worked hard to develop over 162 online courses offering for Summer 2020.

From the safety and comfort of your own home, you have the opportunity to build knowledge, interact with instructors and peers via Google Meet or Blackboard Collaborate. So, take a look at the new ACE streamlined online catalog and discover classes that boost professional skills, or provide personal enrichment during this time. You may not be able to leave the house, but you can still learn a new language, take an accounting class to sharpen current skills or support career growth or participate in writing creative fiction. Take advantage of this time and continue your learning with FCPS ACE.

As we all work through this new normal, we will continue to monitor the situation and if circumstances permit us to return to FCPS buildings, additional pop-up classes will be posted on our website. So please keep checking aceclasses.fcps.edu. We encourage you to connect with ACE on Facebook, Twitter, or LinkedIn for the latest updates on online and in-person courses.

All of us at FCPS ACE are wishing you a safe and healthy summer, we hope to see you online and in person very soon.

Thank you

Paul Steiner

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

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ACE Refunds and Cancellations.

Visit **aceclasses.fcps.edu** and select **Request Refund** option from top headings.

Refund policy

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

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

Register online—aceclasses.fcps.edu

VISA mastercard

Instructor-Led ACE Online classes

Instructor facilitates online classes that are scheduled with a specific date and time. The student will be able to actively participate in the session which includes live, direct communication with the instructor, during and after as needed.

Business and Management

Accounting for Non-Accountants
Course BE01277

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

Section 3010 6:00 pm - 9:00 pm
ACE Online Th, July 2-July 23
Chandran Pillai, CPA, instructor

Cost Accounting Basics | Course BE01255

Make accurate business decisions! Learn to control cost, monitor performance, and how to run business effectively and profitably.
5 sessions @ 3 hrs. each.
$359 Total Cost

Section 3010 6:00 pm - 9:00 pm
ACE Online Th, August 6-September 3
Chandran Pillai, CPA, instructor

Fast Track Bookkeeping and Accounting
Course BE01264

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

Section 3010 6:00 pm - 9:00 pm
ACE Online M W, July 20-September 7
Chandran Pillai, CPA, instructor

Fundamentals of Accounting—Part 1
Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, adjusting and closing entries; preparing financial statements; and payroll.
13 sessions @ 3 hrs. each.
$544 Total Cost

Section 3010 6:00 pm - 9:00 pm
ACE Online F, June 19-September 18
Chandran Pillai, CPA, instructor

Don't see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TEfp

QuickBooks Pro 2018—Level 1
Course CT01435

Perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. A general knowledge of accounting principles is required for this course.
7 sessions @ 3 hrs. each.
Prereq: BE01260 Fundamentals of Accounting--Part 1
$534 Total Cost

Section 3010 9:00 am - 12:00 pm
ACE Online Sa, August 15-September 26
Chandran Pillai, CPA, instructor

ENTREPRENEURSHIP/SMALL BUSINESS

Federal Income Tax for Small Business Owners
Course BE01275

Learn what the IRS considers business income, business expenses, gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses.
2 sessions @ 3 hrs each.
$286 Total Cost

Section 3010 6:00 pm - 9:00 pm
ACE Online Tu, July 7- July 28
Chandran Pillai, CPA, instructor

Coaching Skills for Everyday Life
Course BE01561

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

Section 3010 6:00 pm - 9:00 pm
ACE Online M, July 13-July 20
Sally Silberman, MBA, ACC, BCC, instructor

"Ms. Silberman was extremely thorough in presenting the valuable course content. The course was interactive and the hours flew by. I would definitely like to pursue Coaching."

ACE Student - Introduction to Coaching

Human Resources Management Fundamentals
Course BE01400

Study what constitutes human resources management and why is it essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations.
6 sessions @ 2 hrs. each.
$5 Text: *Human Resources Management Fundamentals*
$259 Total Cost (includes textbook fee)

Section 3010 6:00 pm - 8:00 pm
ACE Online M W, June 22-July 8
Gina Lynch, MA, MS, instructor

Maintaining a Positive Work Environment
Course BE01407

Maintain a positive workforce relation to assure maximum performance. Learn the essential aspects of appraising performance, maintaining proper discipline and the nature and value of effective communications.
6 sessions @ 2 hrs. each.
$5 Text: *Maintain a Positive Work Environment*
$239 Total Cost (includes textbook fee)

Section 3010 6:00 pm - 8:00 pm
ACE Online M W, July 13-July 29
Gina Lynch, MA, MS, instructor

NONPROFIT

Project Management for Nonprofits
Course BE01209

Learn the basic project management principles for success and details the five processes that make up the PM Life Cycle. Acquire the strategies for communication with stakeholders, cost management, and human resource management.
3 sessions @ 2 hrs. each.
$179 Total Cost

Section 3010 9:00 am - 11:00 am
ACE Online Sa, August 1-August 15
Melson Martis, MBA, PMP, CSM, instructor

PERSONAL FINANCE

How to Manage Your Personal Money
Course BE01102

Get ready to achieve your financial short and long-term goals by building your knowledge and ability to manage money. Learn personal finance strategies and tools that will set you on the path to financial freedom and stability for you and your family.
3 sessions @ 2 hrs. each.
$109 Total Cost

Section 3010 6:00 pm - 8:00 pm
ACE Online Tu, June 23-July 7
Evangeline Harris, MA, instructor

Section 3011 6:00 pm - 8:00 pm
ACE Online Tu, August 18-September 1
Evangeline Harris, MA, instructor

Information Technology

Basic PC Maintenance | Course CT02465

Keep your PC in top form! Learn how to install and upgrade hardware and software, do routine maintenance, and proper care. Must already be familiar with the Windows 7/10 operating system. This course will be offered online using live demonstrations.
5 sessions @ 2 hrs. each.
$269 Total Cost

Section 3010 10:00 am - 12:00 pm
ACE Online M W, June 15-June 29
Bryan Carvajal, instructor

Section 3011 10:00 am - 12:00 pm
ACE Online M Tu W Th F, August 3-August 7
Bryan Carvajal, instructor

GRAPHICS AND DESIGN

Adobe Illustrator Workshop | Course CT02160

Get ready to start to create beautiful graphics! Learn the basics of illustrator, how to create a logo and a simple vector illustration.
3 sessions @ 2 hrs each.
$159 Total Cost

Section 3010 10:00 am - 12:00 pm
ACE Online M Tu W, August 17-August 19
Mary Ann Smith, MOS, instructor

Graphics for the Web | Course CT01550

Bring the exciting vision of your website to life. Create banners, buttons, and background images using Photoshop Element to help make your website "pop" and stand out from the rest.
4 sessions @ 3 hrs. each.
$269 Total Cost

Section 3010 1:00 pm - 4:00 pm
ACE Online Sa, July 18-August 8
Dr. Majid Imany, instructor

Please note that all course materials including purchased books will be shared electronically. No printed resources will be available.

OFFICE PRODUCTIVITY

Excel Formulas and Functions
Course CT01444

Are you ready to go beyond the basics in Excel? Learn how to make calculations and obtain information the easy way by using count, if, VLookup, and text and date functions.
2 sessions @ 1.5 hrs each.
$139 Total Cost

Section 3010 1:00 pm - 2:30 pm
ACE Online Tu W, July 7-July 8
Mary Ann Smith, MOS, instructor

Section 3011 10:00 am - 11:30 am
ACE Online Tu W, September 22-September 23
Mary Ann Smith, MOS, instructor

Mastering Pivot Tables and Macros
Course CT01586

Take your Excel skills to the next level. Learn to analyze millions of cells to quickly see totals, ranges, averages and how to convert results into charts.
Prerequisite: Basic knowledge of Excel.
6 sessions @ 2 hrs. each.
Prereq: CT01441 MS Excel - Basics
$163 Total Cost

Section 3010 6:30 pm - 8:30 pm
ACE Online M W, July 13-July 20
Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Excel Workshop: Essential Skills | Course PR01201

Acquire the skills to create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart and use print options. 2 session @ 2 hrs each.
$159 Total Cost

Section 3010 10:00 am - 12:00 pm
ACE Online W Th, June 24-June 25
Mary Ann Smith, MOS, instructor

Section 3011 1:00 pm - 3:00 pm
ACE Online Tu W, August 11-August 12
Mary Ann Smith, MOS, instructor

MS Excel—Basics | Course CT01441

New to Excel? Create, edit, modify the appearance of a worksheet and perform calculations by learning the basics of formulas and functions.
6 sessions @ 2 hrs each.
$293 Total Cost (includes textbook fee)

Section 3010 6:30 pm - 8:30 pm
ACE Online M W, June 22-July 8
Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Basics | Course CT01426

Boost your productivity! Learn the key features on how to best set up and manage email, calendars, contacts, and task tools.
6 sessions @ 2 hrs each.
$253 Total Cost

Section 3010 6:30 pm - 8:30 pm
ACE Online Tu Th, June 16-July 2
Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459

Learn to create presentations from start to finish! Custom your presentation including text, images, shapes, charts, tables, and animation. Prerequisite: Basic experience with Windows.
3 sessions @ 2 hrs. each.
Prereq: CT01416 PC Basics
$153 Total Cost

Section 3010 10:00 am - 12:00 pm
ACE Online Tu W Th, June 2-June 4
Mary Ann Smith, MOS, instructor

MS Word—Basics | Course CT01342

Empower yourself with these essential skills for the office. Learn to create and edit personal and business documents. Apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers.
6 sessions @ 2 hrs. each.
$289 Total Cost

Section 3010 9:30 am - 11:30 am
ACE Online Tu Th, July 28-August 13
Wayne Shewmaker, MBA, MOS, instructor

Computer Classes
Coming this Fall

ACE ADULT AND COMMUNITY EDUCATION

Registration begins September 5, 2020

- Adobe Photoshop
- PC Basic
- MS Word
- Basic PC Maintenance
- InDesign Workshop
- MS Excel
- Create your own Small Business Website
- Windows 10 - File Management
- Excel Pivot and Macros
- MS Office Proficiency
- Mastering your Ipad
- and more...

Create Your Own Small Business Website
Course CT01545

Promote your small business and create a professional looking website using content management and publishing platforms.
4 sessions @ 3 hrs each.
Prereq: CT01416 PC Basics
$259 Total Cost

Section 3010 — 9:00 am - 12:00 pm
ACE Online — Sa, July 18-August 8
Dr. Majid Imany, instructor

HTML 1 - Your First Website | Course CT01525

Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required.
3 sessions @ 3 hrs. each.
$239 Total Cost

Section 3010 — 7:00 pm - 10:00 pm
ACE Online — Tu Th, June 16-June 23
Dr. Majid Imany, instructor

HTML 2—Enhancing Your Website
Course CT01526

Learn how to enter, organize information into tables and add a better browsing experience to your site with navigation bars, colors, and borders.
3 sessions @ 3 hrs. each.
Prereq: CT01525 HTML 1 - Your First Website
$239 Total Cost

Section 3010 — 7:00 pm - 10:00 pm
ACE Online — Tu Th, June 30-July 7
Dr. Majid Imany, instructor

InDesign Workshop 101: Introduction
Course CT02140

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

Section 3010 — 10:00 am - 12:00 pm
ACE Online — Sa, July 18-August 1
Bryan Carvajal, instructor

Section 3011 — 10:00 am - 12:00 pm
ACE Online — Sa, August 15-August 29
Bryan Carvajal, instructor

Web Design with Cascading Style Sheets 1 Course CT01541

CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites.
3 sessions @ 3 hrs. each.
Prereq: CT01525 HTML 1 - Your First Website
$229 Total Cost

Section 3010 — 7:00 pm - 10:00 pm
ACE Online — M W, July 13-July 20
Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 2
Course CT01542

Fully master this simple language to create clean web layouts and maintain the look of your site with ease.
4 sessions @ 3 hrs. each.
Prereq: CT01541 Web Design with Cascading Style Sheets 1
$269 Total Cost

Section 3010 — 7:00 pm - 10:00 pm
ACE Online — M W, August 5-August 17
Dr. Majid Imany, instructor

Healthcare and Dental

Medical Terminology With Anatomy Part 1 | Course HM01600

Learn anatomy, physiology, and terminology of body systems to build medical vocabulary to form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended.

Text not included, must purchase separately.
Quick and Easy Medical Terminology 9th ed.
$352 Total Cost

Section 0030 — 9:30 am - 12:00 pm
ACE Online — Tu, June 2-August 4
Cossio, instructor

Medical Terminology With Anatomy Part 2 | Course HM01601

Continue building medical vocabulary.
$349 Total Cost

Section 0030 — 7:00 pm - 9:30 pm
ACE Online — Th, June 4-August 6
Cossio, instructor

Due to the COVID-19 pandemic, NHA has implemented Live Remote Proctoring for most certification exams allowing candidates to test in their own home. Test dates will be available mid-May. If you have recently completed a program and are preparing to sit for an NHA exam, please contact healthmed@fcps.edu for more information.

Administrative Medical Office Procedures Course HM01620

Comprehensive online course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Hands-on practice on web-based simulated medical office electronic health record.

Text not included, must purchase separately.
Text: *Medical Office Administraton - A Worktext, 4th ed*
SimChart for the Medical Office 2019 Edition
$539 Total Cost

Section 0030 — 8:30 am - 11:00 am
ACE Online — Sa, May 30-August 29
Walter, instructor

Emergency Medical Technician—Basic Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. 10 hours off site in hospital or ambulance (required). Text provided. Minimum age 16 with pre-admission approval. No tuition waivers.
$1235 Total Cost

Section 0020 — 6:00 pm - 10:00 pm
ACE Online — M W, June 8-August 15
Staff, instructor

Check out page 13 for Medical Assistant, Dental Adminstrative Assistant, Phlebotomy and more!

Pharmacy Technician—Fast Track
Course HM01929

Introducing online, on-demand training modules in conjunction with classroom instruction. Training provides critical concepts to include medical terminology, common drugs and medical conditions, medication safety, pharmacy math, prescription ordering, processing and preparation. Placement test required. Meets ASHP/ACPE 2019 standards

Prereq: HM01607 Pharmacy Technician Placement Test
$1879 Total Cost

Section 0030 — 9:00 am - 1:00 pm
ACE Online — W, June 17-August 12
Pittman, instructor

The Alphabet Soup of Medicare
Course HM01928

Are you confused about Medicare? It's not only about the ABC's. There's also D and then there's Medical Supplement with its own host of lettered plans! Does Medicare pay for nursing home or long-term care? Prepare for your future or better understand the benefits you currently have.
$99 Total Cost

Section 0021 — 9:30 am - 11:00 am
ACE Online — W, June 3-June 10
Sharpe, instructor

Section 0030 — 7:00 pm - 8:30 pm
ACE Online — Tu, July 21-July 28
Sharpe, instructor

Self Care for the Care Giver:
The Art of Refueling | Course HM01919

Care for yourself while caring for someone you love. Discover and integrate new possibilities for replenishing your energy. Ideal for home caregivers, parents, adult children caring for parents and siblings, nurses, doctors, and all medical professionals. Ideal for home caregivers, parents, adult children caring for parents and siblings, nurses, doctors, and all medical professionals.
$65 Total Cost

Section 0030 — 10:00 am - 1:00 pm
ACE Online — Sa, July 25
Eileen Caroscio, CSC, RN, MSN, instructor

Autism Awareness | Course HM01960

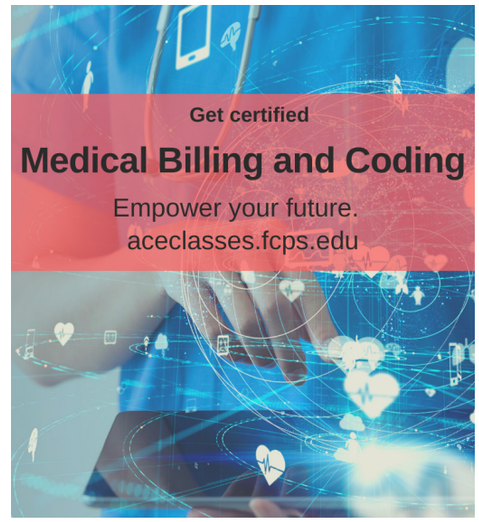
Learn characteristics, strategies to assist with social interaction, tips on making environment more "ASD" friendly, and ways to enhance communication. Relatives, neighbors, employers, babysitters are welcome. Course taught by autism specialist.
$ 65 Total Cost

Section 0020 — 10:00 am - 12:00 pm
ACE Online — Sa, May 30
Hammer, instructor

Medical Billing and Coding—Comprehensive
Course HM01950

Online course for medical billing, coding, payment and claim adjudication, general revenue cycle management and associated professions. Topics covered include basic medical terminology, the billing cycle, front end procedures, claim preparation and submission, account resolution, introduction to the coding systems (ICD10-CM, CPT, HCPC and ICD10-PCS), fraud and abuse, Medicare, Medicaid, commercial insurance and regulatory compliance. Not eligible for discounts.
$ 2525 Total Cost

Section 0030 — 7:00 pm - 10:00 pm
ACE Online — Tu Th, June 9-August 20
Crudup, 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.

Text not included, must purchase separately.
Text: *Essentials of Dental Assisting Pkg, 6th ed*
$310 Total Cost

Section 0030 — 10:00 am - 12:30 pm
ACE Online — Sa, May 30-August 8
Julia Johanning, instructor

Veterinary Studies and Pet Care

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.
$289 Total Cost

Section 0030 — 10:00 am - 12:00 pm
ACE Online — Tu, May 26-June 23
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Preventive Medicine for Dogs and Cats | Course HM01982

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

Section 0030 — 10:00 am - 12:00 pm
ACE Online — M, June 29-July 29
Lanie Samonte Martin, AAS, LVT, BA, instructor

Zoonotic Diseases, Ethics, Medical Asepsis
Course HM01984

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

Section 0030 — 10:00 am - 12:00 pm
ACE Online — M, August 3-September 14
Lanie Samonte Martin, AAS, LVT, BA, instructor

Veterinary Hospital Visits and Basic Restraint
Course HM01983

Visit two animal hospitals. Learn basic cat and dog handling for a clinical setting. Prereq: HM01980 Veterinary Terminology and Anatomy

Prereq: HM01981 Veterinary Parasitology, Hematology, and Wet Lab
$ 289 Total Cost

Section 0020 — 10:00 am - 10:45 am
ACE Online — F, July 10-July 31
Lanie Samonte Martin, AAS, LVT, BA, instructor

Assorted Trades—Pro-series

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

Not your typical house flipping seminar, no enticement to join someone's' team; just a pragmatic approach to understanding flipping by detailing the major risks and rewards. Instructor has flipped well over 100 houses as a passive investor, project manager, licensed Real Estate Broker General Contractor or property owner. Includes property acquisitions, project management, basic financing, budgets, selling, property design and how to handle major problems.
$230 Total Cost

Section 0031 — 5:30 pm - 8:30 pm
ACE Online — W, June 17-July 1
Bookfor, instructor

Section 0032 — 5:30 pm - 8:30 pm
ACE Online — W, July 29-August 12
Bookfor, instructor

Nuts and Bolts of PMT Careers Course TI05583

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field.
1 session 3 hrs. ***Section 0602 is free for FCPS high school students***
$ 109 Total Cost

Section 0602 — 5:30 pm - 7:00 pm
ACE Online — Tu, June 2-June 9
Bookfor, instructor

Section 0031 — 5:30 pm - 8:30 pm
ACE Online — W, July 8
Bookfor, instructor

Obtaining VA Trade and Contractor's Licenses Course TI05350

For anyone with little knowledge about where to begin in the Virginia trade licensing process. Discover how to get trade (Journeyman and Master's) and a contractors' license for Fairfax County and Virginia. Information applicable to general contracting, mechanical (HVAC), electrical, plumbing, and home improvement. 1 session @ 3 hrs.
$ 59 Total Cost

Section 0030 — 6:00 pm - 7:30 pm
ACE Online — W, May 27-June 3
Bookfor, instructor

Assorted Trades—Do It Yourself

Permitting that Project | Course TI05186

The "who, what, where, why, and how" of construction permits in the Virginia metro area for both local counties and cities. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 3 hrs.
$ 59 Total Cost

Section 0031 — 5:30 pm - 8:30 pm
ACE Online — Tu, May 19
Bookfor, instructor

Section 0032 — 5:30 pm - 8:30 pm
ACE Online — Tu, June 30
Bookfor, instructor

Section 0033 — 5:30 pm - 8:30 pm
ACE Online — Th, August 6
Bookfor, instructor

Culinary Arts

Meal Prepping 2020—Why Quarantine Time is the Best Time to Start | Course HI06416

Please join us for a virtual nutrition presentation by Heather Perrine. Heather is a culinary arts teacher to both students and adults in Fairfax County. She also owns a small catering company; specializing in healthy nutritious food for both individual weight loss and for families looking to save time and eat healthier. She will offer advice on why being quarantined is the perfect time to experiment with nutritious meal prep ideas that will help you save money, watch your waistline, and spend less time in the kitchen.
$41 Total Cost

Section 0031 — 11:30 am - 1:00 pm
ACE Online — Th, May 28
Perrine, instructor

Meatless Meals—Online | Course HI03810

Join Chef Perrine for ideas, tips, and tricks on workng meatless meals into your regular routine. This is an online demonstration class that you're sure to love!
$39 Total Cost

Section 0030 — 5:00 pm - 6:30 pm
ACE Online — Tu, May 19
Perrine, instructor

Section 0031 — 10:00 am - 11:30 am
ACE Online — Sa, June 13
Perrine, instructor

NEW

Keto/Paleo Cooking 101 | Course HI05020

Struggling with a new diet plan? Come get tips and tricks to make Keto or Paleo work for you! Reducing carbs can assist with weight loss, energy levels, insulin levels, inflammation, mental clarity and more! You'll learn healthy, whole food meal prep ideas to help keep you on track. Reducing carbs doesn't have to be boring!
$39 Total Cost

Section 0030 — 7:00 pm - 8:30 pm
ACE Online — W, May 27
Perrine, instructor

Section 0031 — 5:00 pm - 6:30 pm
ACE Online — M, June 29
Perrine, instructor

Genealogy

Beginning Genealogical Research in the 21st Century | Course HI04768

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

Section 0030 — 6:00 pm - 8:30 pm
ACE Online — M, June 29-July 20
Mason, instructor

DEATH! And its Many Records
Course HI04806

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

Section 0030 — 6:00 pm - 8:30 pm
ACE Online — W, June 24-July 1
Mason, instructor

Personal and Creative Interest

NEW
Cricut Design Space 101 | Course HI05066

Are you afraid to take your Cricut out of the box? Struggling to design exactly what you want? Come learn about welding, attaching, slicing, uploading SVGs and more! Bring your own device with Cricut Design Space pre-loaded.
$ 89 Total Cost

Section 0030 — 1:00 pm - 4:00 pm
ACE Online — W, July 8
Staff, instructor

NEW
Essential Oils 101 | Course HI05002

Learn the basics of essential oils and how they can keep you and your family healthy!
$ 99 Total Cost

Section 0030 — 6:00 pm - 8:00 pm
ACE Online — W, June 17
McNeely, instructor

NEW
Essential Oils and Kids | Course HI05005

Ever wonder if essential oils can really help your child focus? Or calm down? Or levitate? Alright, they can't get your kids to levitate, but come learn all of the benefits of using essential oils on kids- from babies to teens!
$ 99 Total Cost

Section 0030 — 10:00 am - 12:00 pm
ACE Online — Sa, June 27
McNeely, instructor

WRITING AND PUBLISHING

Creative Fiction on Your Fingertips
Course HI04028

'Creative Fiction At Your Fingertips!' is a writing course intending to help anyone who wants to write fictional stories, books, plays, etc. explore the genre. In this class you will discuss a number of different fictional works, and understand the different techniques used by different writers from all over the world. You will learn to use whatever techniques work for you, and have time in class to work on writing that you want to work on. Whether it be a short story, or a full length novel, if you're interested in writing Fiction, this is the class for you. 6 sessions @ 2.5 hours each.
$234 Total Cost

Section 0030 — 10:00 am - 12:30 pm
ACE Online — Sa, June 20-August 1
Rafique, instructor

NEW
Storytelling: Painting Pictures with Words
Course HI04026

If a picture paints a thousand words can you paint a picture with a thousand words? We all have stories to tell. What's your story? The storytelling listener actively creates images and characters in his or her mind, and in a sense becomes the co-creator of the story. In this course we will cover basic elements of stories (e.g., character, setting, plot, conflict, and resolution) and focus on using imagery to communicate stories. We will discuss strategies used by storytellers to draw the audience into the story without getting side tracked in too many details. Participants will get writing exercises in class as well as homework assignments to share in the second and third weeks. 4 sessions @ 2 hours each
$141 Total Cost

Section 0031 — 10:00 am - 12:00 pm
ACE Online — Th, May 21-June 11
Stawarski, instructor

NEW
Writing Treasured Stories and Memories
Course HI04166

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

Section 0030 — 10:00 am - 12:00 pm
ACE Online — Tu, June 16-June 30
Stawarski, instructor

"I have been taking French courses for 4 years with different teachers. Leslie Grabowski is the best based on the facts that she understands the goals and the needs of each student. Excellent teacher who promotes positive attitude and the joy of learning the French language."

ACE Student - French 680 Conversation Review

Foreign Language

ARABIC

Introduction to Arabic | Course FL02618

An introduction to Modern Standard Arabic. You will learn Arabic sounds and writing systems, as well as the alphabet, vowels, and basic everyday vocabulary. As you develop this foundation, you will be introduced to language and culture through music, art, and other activities. 10 sessions @ 2 hrs each.
$314 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, June 9-August 11
Shokry, instructor

Arabic 100—Beginning 1 | Course FL02621

This course is for students with prior knowledge of the Arabic alphabet and writing system. You will learn how to talk about yourself, start a simple conversation in Arabic, and read and write simple sentences.
10 sessions @2 hrs each.
$314 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — W, July 1-September 2
Shokry, instructor

Arabic 200—Beginning 2 | Course FL02622

Continue to build your vocabulary and communicative skills to navigate through a variety of common situations. Learn about language, and culture through interactive and audiovisual instruction.
10 sessions @ 2 hrs each.
$314 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Th, May 28-July 30
Shokry, instructor

FRENCH

French Refresher Boot Camp | Course FL06514

Are you ready to learn French? Or perhaps interested in reviewing the basics? Join us for a fun and supportive week of classes where you will build skills and gain confidence quickly. A great introductory class for beginners. 5 sessions @ 2 hrs each.
$198 Total Cost

Section 0030 — 10:00 am - 12:00 pm
ACE Online — M Tu W Th F, June 1-June 5
Molnar-Grabowski, instructor

Section 0031 — 10:00 am - 12:00 pm
ACE Online — M Tu W Th F, July 20-July 24
Molnar-Grabowski, instructor

NEW

French 100—Beginning 1 | Course FL02671

Develop your conversation skills, progressing from simple vocabulary to full sentences. Instruction will focus on speaking, with supporting exercises.
12 sessions @ 2 hrs each
$314 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, June 2-August 18
Weimerskirch, instructor

Section 0031 — 6:00 pm - 8:00 pm
ACE Online — Th, June 11-August 27
Antoons, 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. 8 sessions @ 2 hrs each.
Prereq: FL02672 French 200--Beginning 2
$261 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, June 9-July 28
Antoons, instructor

French 320—Beginning 3 Conversation and Review | Course FL02675

A review of verb tenses introduced in French--Beginning 1-2 and 3. Focus on present, past tense and future tense. Considerable directed, situational conversation, vocabulary review, and practice helps boost confidence in extemporaneous speaking.
10 sessions @ 2 hrs each.
$314 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, July 28-September 29
Molnar-Grabowski, instructor

French 600—Conversation, lecture et revisions Course FL02686

This course offers structured grammar review and guided conversation with the opportunity for casual discussions. 12 sessions @ 2 hrs each.
$347 Total Cost

Section 0030 — 12:30 pm - 2:30 pm
ACE Online — M, June 1-August 17
Molnar-Grabowski, instructor

NEW

College prep. for French Students Course FL02663

For French students getting ready for college and need to review what they learn in high school.
4 sessions@2hrs each.
$159 Total Cost

Section 0030 — 1:00 pm - 3:00 pm
ACE Online — Tu, June 9-June 30
Molnar-Grabowski, instructor

Section 0031 — 1:00 pm - 3:00 pm
ACE Online — W, June 10-July 1
Molnar-Grabowski, instructor

Section 0032 — 1:00 pm - 3:00 pm
ACE Online — Th, July 9-July 30
Molnar-Grabowski, instructor

GERMAN

NEW

German—Basic conversation Course FL02697

Do you have a good foundation in German grammar but lack experience conversing? This is the perfect opportunity to practice, improve, and gain confidence.
Lasst uns anfangen! 8 sessions @ 2 hrs
$218 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, June 2-July 21
Long, instructor

"Frau Long is both creative and organized, using varied teaching techniques, including visual, spoken and written, teacher explanation, and small group work."

ACE Student
German 200

ITALIAN

Introduction to Italian for Beginners and Travelers Part 1 | Course FL02766

This course 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.
10 sessions @ 2 hrs each.
$308 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Th, June 4-August 6
Politano, instructor

Italian 100—Beginning 1 | Course FL02771

Learn the basics of starting to converse in the present tense. For beginning students with little or no previous exposure to Italian. 10 sessions @ 2 hrs each.
$307 Total Cost

Section 0030 — 6:30 pm - 8:30 pm
ACE Online — Tu, June 16-August 18
Oddo, instructor

Italian 200—Beginning 2 | Course FL02772

Practice conversing about every day subjects and learn to converse about past events. 10 sessions @ 2 hrs each.
$306 Total Cost

Section 0030 — 10:00 am - 12:00 pm
ACE Online — M, June 8-August 10
Bucelli, instructor

Section 0031 — 6:30 pm - 8:30 pm
ACE Online — W, June 17-August 19
Oddo, instructor

Italian 420—Beginning Conversation Course FL02770

Practice conversation and expand vocabulary to boost your confidence in extemporaneous speaking. Instructor will review grammar as needed. 10 sessions @ 2 hrs each.
$318 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — W, June 10-August 12
Bucelli, instructor

SPANISH

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

For those who have little or no exposure to Spanish. Survival language skills will help you take your first steps in learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each
$305 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Th, June 18-August 20
Rosendi, instructor

Introduction to Spanish for Beginners and Travelers Part 2 | Course FL02849

Get ready for your trip with this continuing course for beginners or those who need a refresher. Also learn about being more (culturally) aware of the diversity of cultures in Spanish speaking countries from historical Mexico to vibrant Argentina.10 sessions @ 2 hrs each.
$305 Total Cost

Section 0030 — 7:00 pm - 9:00 pm
ACE Online — Tu, June 9-August 11
Rosendi, instructor

Spanish 100—Beginning 1 | Course FL02861

Spanish 100 is an online introductory course for beginners. It will establish a foundation and promote future success in Spanish learning for the next levels.
12 sessions@2hrs each.
$318 Total Cost

Section 0030 — 11:00 am - 1:00 pm
ACE Online — M, June 1-August 17
Rios, instructor

Section 0031 — 7:00 pm - 9:00 pm
ACE Online — M, June 1-August 17
Rios, instructor

NEW

Spanish 101—Review Special for Beginners Course FL02851

Review "ser/estar" and "tener" and other grammar points cover in Spanish 100. 5 sessions @ 2 hrs each.
$148 Total Cost

Section 0030 — 11:00 am - 1:00 pm
ACE Online — W, May 27-June 24
Rios, instructor

Section 0031 — 7:00 pm - 9:00 pm
ACE Online — W, July 1-July 29
Rios, instructor

Spanish 200—Beginning 2 | Course FL02862

Spanish 200 is an online introductory course for beginners, and it will establish a strong foundation and promote future success in Spanish learning for the next level. The detailed practice and online activities will strongly develop the four essential skills of learning Spanish - listening, speaking, reading, and writing. This is a self paced class with weekly virtual meetings. Students will learn possessive adjectives and pronouns, present tense conjugation of verbs, demonstrative adjectives, negation and irregular verbs.
12 sessions@2hrs each
Prereq: FL02861 Spanish 100--Beginning 1
$317 Total Cost

Section 0030	7:00 pm - 9:00 pm
ACE Online	Th, May 21-August 6
Smith, instructor	
Section 0031	11:00 am - 1:00 pm
ACE Online	Th, June 4-August 20
Rios, instructor	
Section 0032	7:00 pm - 9:00 pm
ACE Online	Th, July 2-September 17
Rios, instructor	

Spanish 003—Conversation for Beginners Course FL02858

Hablemos! Let's talk: a short guide to start and hold a conversation in Spanish (beginners and intermediate) practice with questions words. Family/ likes and dislikes/ sports and movies will be some of the topics.
10 sessions@2hrs each
Prereq: FL02862 Spanish 200--Beginning 2
$285 Total Cost

Section 0030	12:30 pm - 2:30 pm
ACE Online	Sa, May 30-August 8
Peralta Rocha, instructor	

"The instructor (Peralta Rocha) was outstanding. She has a passion for teaching her students. This is the best class I have ever taken through Adult Education."

ACE Student - Spanish 100

College Prep. for Spanish Students Course FL02852

For Spanish students getting ready to go to college and need to review what they learned in high school.
$161 Total Cost

Section 0030	3:00 pm - 5:00 pm
ACE Online	M, June 1-June 22
Rosendi, instructor	
Section 0031	3:00 pm - 5:00 pm
ACE Online	M, June 29-July 20
Rosendi, instructor	
Section 0032	3:00 pm - 5:00 pm
ACE Online	M, July 6-July 27
Rosendi, instructor	

Spanish 330—Beginning 3 Review and Conversation | Course FL02859

A review course to reinforce, grammar, vocabulary, verbs and everything else learned in the previous classes.
10 sessions @ 2 hrs each.
$294 Total Cost

Section 0030	6:00 pm - 8:00 pm
ACE Online	F, June 5-August 14
Peralta Rocha, instructor	

Spanish 510—Refresher Intermediate Course FL02854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.
$323 Total Cost

Section 0030	7:00 pm - 9:00 pm
ACE Online	Tu, May 19-July 21
Smith, instructor	

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. 5 sessions @ 2 hrs each.
$189 Total Cost

Section 0030	11:00 am - 1:00 pm
Level 1 Basic	
ACE Online	M Tu W Th F, July 27-July 31
Roberts, instructor	
Section 0031	11:00 am - 1:00 pm
Level 2, Intermediate	
ACE Online	M Tu W Th F, August 10-August 14
Roberts, instructor	
Section 0032	11:00 am - 1:00 pm
Level 3 Advance	
ACE Online	M Tu W Th F, August 24-August 28
Roberts, instructor	

Self-Paced Online

A combination of instructor and self-directed content conducted classes, online and/or via email.
Programs allow students to work at their own pace, completing their classes within a designated timeframe.

Instructions

Step 1—Register and make payment with ACE

- Visit: aceclasses.fcps.edu
- Type course name or number into search tool
- Select your class and complete registrations by making payment to ACE

Step 2—Complete class enrollment

- Visit: www.coursecatalog.com/fairfax
- Search for the course, select date and proceed to check out.
- Select **enroll** and then confirm

Note: The start date is a **PLACEHOLDER.** You can start your class any time. Access to the course will be provided within 2-3 business days of Step 2.
For more information please go to ***www.coursecatalog.com/fairfax***

INFORMATION TECHNOLOGY

NEW

Amazon Web Services Certified Solution Architect Associate | Course DL07356

Armed with theory, examples and quizzes, newbies as well as experienced developers can use this course to either learn AWS or brush up their skills on the system. From basics such as introduction to cloud computing, security, IAM, as well as more difficult concepts such as AWS Object Storage and CDN, managing databases and content delivery - this guide has got you covered.
20 contact hours.
$649 Total Cost

AWS & Docker Essentials | Course DL07451

This program will get you up to speed on leveraging the AWS and Docker platforms. Learn you all you need to know about Storage, S3, CloudFront, networking, software deployment, DevOps, and so much more!
36 contact hours.
$649 Total Cost

Basics of Marketing with Social Media Course DL07395

Set up the right marketing for your business! Learn how to create a Google account, set up a Twitter account, getting your Twitter house in order and why Facebook for your business? 10 contact hours.
$199 Total Cost

Become a Professional Python Programmer Course DL07352

The Python Programming Professional bundle is designed to get you up to speed with all the major skills you need right now. Learn in your own time and at your own pace with instructor led demonstrations and visual presentations that allow you to develop skills based on real world scenarios.
40 contact hours.
$1299 Total Cost

Begin to Build Android Apps Within an Hour. No Coding Required! | Course DL07115

Build your first Android app using the Android App Inventor platform. In this course, you will learn not only the technical side of app building, but also the creative design process and how to quickly and easily get your app ready for any Android App marketplace, including Google Play. 36 Contact Hours.
$209 Total Cost

Cisco CCNA and CCNP Training Course DL07240

Cisco Certifications bring valuable, measurable rewards to network professionals, their managers, and the organizations that employ them. This bundle will give you the skills needed to master the CCNA and CCNP suite of certifications. 200 contact hours.
$1199 Total Cost

CISSP Certified Information | Course DL07045

This official CISSP course, developed by ITU in conjunction with (ISC)2, provides you with the knowledge and skills to pass the CISSP certification exam. After passing the certification you'll have the ability to manage, operate, develop and plan an effective network security infrastructure. 40 contact hours.
$699 Total Cost

Comp TIA A+ Network and Security | Course DL07280

If you plan on obtaining several CompTIA certifications, this bundle is the way to go. By the time you complete A+ Network+, and Security+ you will have the skills and credential you to advance your IT career in many directions. Includes Interactive Hands-On Lab Environment.
100 contact hours
$899 Total Cost

NEW

Game Development with Unity & Blender Course DL07450

Build your own video games from scratch using Unity & Blender! Go from video game development beginner to master with this program. Get introduced to Unity and Blender and begin coding your own 2D and 3D games in no time. Learn the secrets to animation, texturing, modeling, lighting, sounds, and so much more!
40 contact hours.
$649 Total Cost

NEW

Google G-Suite Essentials (2016) Course DL07449

This engaging program is designed for business users, educators, students, and knowledge workers in a variety of roles and fields who have a basic knowledge of office-productivity applications and who want to be able to use Google Apps to create, manage, store and share various types of files for personal or professional use.
3 contact hours.
$ 99 Total Cost

IT Cloud Certificate Series | Course DL07219

Cloud Technology has exploded in the IT industry over the past few years as virtualization and cloud computing continue to replace hardware and infrastructure. Because of Cloud Technology, the IT industry is rapidly changing, and IT pros and aspiring IT professionals need a way to highlight their skills in this new arena. The IT Cloud Certificate Series includes three of the most popular cloud certification courses in the marketplace.
60 Contact Hours.
$899 Total Cost

IT Cybersecurity Certificate Series Course DL07216

With visual demonstrations & multimedia presentations based on real life scenarios this course provides you with the knowledge and skills to pass the CISSP certification exam, after which you will have the ability to manage, operate, develop and plan an effective network security infrastructure. 100 contact hours.
$1300 Total Cost

NEW

Machine Learning and Artificial Intelligence
Course DL07391

This Machine Learning & Artificial Intelligence bundle will teach you the skills used to master both theory and practice. Learn how to install Python, and then use it to perform sentiment analysis, build a recommendation system, and so much more with this self-directed program.
40 contact hours.
$139 Total Cost

Microsoft Office 2016—Levels 1, 2, 3
Course DL07266

Using Visual Demonstrations & Multimedia Presentations you will learn beginner, intermediate & advanced levels for Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint and Microsoft Word.
120 contact hours
$795 Total Cost

Social Media & Digital Marketing 101
Course DL07432

Need help in creative marketing ideas for your business? Learn the power of social media and how to setup your business Facebook page, use Facebook groups to generate leads and live video topics. We take a step-by-step look at setting up each part of your page to its max. 20 Contact Hours.
$169 Total Cost

Starting You Own YouTube Channel
Course DL07412

You simply do not have to be a video creating expert to be able to grow a following on YouTube. In this course we will be covering a wide variety of topics. From the fundamentals of creating your YouTube.
10 contact hours.
$299 Total Cost

Don't see a class that you want to take? New classes are continually added, so please check for updated course offerings at: http://bit.ly/2K9TEfp

The Best Online Typing Course
Course DL02880

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

The Complete Web Developer Package
Course DL07125

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

WordPress Essentials for Business
Course DL07162

Learn by doing as we build out an actual website for a client. Explaining and demonstrating key concepts along the way, such as themes, plugins, widgets, images, and more.
24 contact hours
$149 Total Cost

Assorted Trades—Pro-series

Comprehensive Appliance Repair
Course DL07500

Learn the tools & basic mechanical knowledge needed to install, maintain, and repair AC units, refridgerators, dishwashers, washing machines and clothes dryers. This is designed for all levels. Upon completion, students will have the knowledge to start their own appliance business and have an in-demand skill set.
$1299 Total Cost

DOT Hazardous Materials Transportation
Course DL02102

Provides training for Hazardous materials (hazmat) to individuals who Loads, unloads, or handles hazardous materials and will include the following: Marks, labels, prepares containers, drums, or packaging for transportation of hazardous materials, prepares hazardous materials shipping papers for transportation, is responsible for safety of transporting hazardous materials.
$195 Total Cost

Hazard Communication (Hazcom)
Course DL02105

This course is designed to assist both employers and employees in learning about work hazards and how to protect themselves. To protect those workers exposed to hazardous chemicals in all industrial sectors, the Federal Government established the OSHA Hazard Communication Standard (HCS), also known as the "right to know" law. This standard is based on a simple concept: that employees have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working
$ 75 Total Cost

Hazardous Waste Management
Course DL02103

An overview of hazardous waste management laws and regulations, a guide to complying with the myriad of hazardous waste regulations including how to recognize hazardous wastes, how to manage waste correctly on site, how to properly select, label and mark waste containers, how to prepare shipments for transport to treatment, storage and disposal facilities, and how to properly keep records for compliance and enforcement.
$199 Total Cost

HVAC Technician | Course DL07393

The HVAC Technician Course prepares you for entry-level employment as an HVAC Technician. HVAC Technicians work as mechanics and/or installers. The HVAC technician training includes theory, electrical, and diagnostics covering commercial refrigeration, gas heat, heat pumps, and air conditioning
$2495 Total Cost

NATE Core Air Conditioning and Heat Pumps
Course DL07394

This is a comprehensive study course for HVAC Technicians interested in passing your NATE Core certification exam. Students will have full access to the Core, Air Conditioning and Heat Pump Course content. Course Materials are NATE study guides recognized by industry testing and certification organizations (Sold separately).
$1295 Total Cost

OSHA - 8 Hour HAZWOPER Refresher Course DL02121

This course is intended to assist in satisfying the annual training requirement of the Hazardous Waste Operations and Emergency Response (HAZWOPER) rule, found in Title 29 of the Code of Federal Regulations Part 1910.120. The standard was specifically developed to protect workers that may be exposed to hazardous waste at uncontrolled hazardous waste sites and at EPA licensed waste treatment, storage and disposal facilites; as well as workers responding to emergencies involving hazardous materials (such as spills).
$179 Total Cost

OSHA Safety Training | Course DL07255

The Mandatory subject area in the OSHA series will cover electrical safety, environmental awareness, fall protection, fire safety and prevention, industrial facility safety, industrial signage, lockout/tagout, PPE, and walking/working surfaces. The modules in the Safety subject area begin by providing an overview of common industrial facility hazards and protective systems, including the areas of a facility where these hazards may be encountered. These modules also introduce fire and electrical safety practices, as well as discuss topics such as hazardous communications, lockout/tagout, industrial signage, and personal protective equipment.
$99 Total Cost

Principles of Home Inspection Course DL01200

This online course offers aspiring home inspectors a basement-to-chimney guide to the modern inspection profession. For every major house system, this course explains the component problems, their practical implications, and the inspection strategies for finding them. Access to video instruction hundreds of detailed technical illustrations, color photographs, interactive exercises, progress quizzes, and comprehensive exams, this is the most complete home inspection course on the market.
$1259 Total Cost

Water and Wastewater Treatment Course DL07254

An overview will provide students a general description of water treatment processes, industrial applications, as well as the advantages and disadvantages of water treatment. Raw, Basic and Advanced purification topics will be covered. Each module is 30 minutes self-paced, and uses graphics, animations, videos and written content to hit on all modalities of learning
$ 99 Total Cost

Medical

Bloodborne Pathogens | Course DL01010

This online course meets OSHA's Bloodborne Pathogens Standard (29CFR 1910.1030). Covers definitions of bloodborne pathogens, modes of transmission, universal precautions, engineering and work practice controls, exposure control plans, hepatitis B vaccinations, and other information needed to ensure worker safety. 4 Contact Hours.
$189 Total Cost

Clinical Medical Assistant with Clinical Externship | Course DL07311

Learn routine administrative tasks and clinical skills: receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management. Class includes basic patient setup for triage care and taking medical histories, recording vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting the physician during the exam. Upon successful completion, students are eligible for the Certified Clinical Medical Assistant Exam (CCMA), Certified EKG Technician (CET) Exam, and the Phlebotomy Technician Exam (PBT) by American Society of Clinical Pathology. Contact hours - 450 and Externship hours - 160
$3995 Total Cost

Dental Administrative Assistant Certificate Program | Course DL01035

Learn basic dental anatomy, charting, terminology, communication skills, clinical and information records management, dental insurance processing, financial arrangements, bookkeeping procedures, and computerized dental systems. Text sold separately.
Contact hours: 75
$1099 Total Cost

Hemodialysis Technician Training Online with Externship | Course DL07315

Online course highlights organs and function of the renal system, renal failure/ESRD, uremia, psychosocial aspects of renal failure, infection control and standard precautions, procedural clinical proficiency, extracorporeal circuit, water treatments, and how to use and maintain dialysis equipment. Contact healthmed@fcps.edu for additional requirements prior to scheduling externships. 350 Contact Hours.
$3495 Total Cost

HIPAA Privacy Training & Certification Program Course DL01240

Learn how to administer the federally-mandated HIPAA Privacy rules and earn a "Certified HIPAA Privacy Administrator" designation. This online, self-paced course qualifies for 8 hours of PHR/SPHR re-certification credits.
8 Contact Hours.
$429 Total Cost

NEW

Introduction to Medical Law and Ethics Course DL07498

This online, self-paced course introduces students to legal and ethical issues related to health care and provides an overview of the laws and professional requirements that regulate the delivery of health care, including HIPAA, the Patient's Bill of Rights and standard of care. 40 Contact Hourss
$299 Total Cost

Phlebotomy Technician Training Online with Externship | Course DL07384

Includes 60 hours of online lectures/exercises, 100 hours of externship to include 100 successful, unaided blood collections including venipunctures and skin punctures. Students are trained to collect, transport, handle and process blood and other specimens for laboratory analysis. National certification exams are not included. The national certification examinations require students to have a high school diploma or GED. Contact healthmed@fcps.edu upon completion for testing options. 160 Contact Hours.
$3495 Total Cost

PPE—Personal Protective Equipment Course DL01879

Course covers proper care, use and inspection of PPE to align with OSHA mandates. Reviews OSHA Standards/ Inspections. Learn how to conform to safe work practices and which PPE is commonly associated with industrial sites. Course of study is self-paced. Students retain access for one year from the date of enrollment.
$ 99 Total Cost

Professional Writing and Communication

Introduction to Grant Writing
Course DL07290

This course will set you up with the skills and tools necessary to enter the field of grant writing. It will cover the fundamental elements of a grant proposal such as the objectives, problems addressed, methodology, evaluation and assessments, budget and cover letter, as well as the members involved.
30 contact hours.
$349 Total Cost

Persuasive Writing—How to Get Instant Results | Course DL07492

Correct grammar and flawless sentence structure are certainly essential for effective communication; however, to get the attention of those you need to move, convince, or impress, you need to add finesse and strategy to your writing projects. 35 contact hours.
$149 Total Cost

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

Review the basic building blocks of good writing: understanding parts of sentences and speech, ensuring sentence completeness, and conquering common problems with subjects, verbs, and pronouns. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.
10 Contact Hours.
$189 Total Cost

Writers at Work: A Review for Professional Part 2: Perfecting Your Punctuation
Course DL07273

Correct punctuation is essential to good, clear writing. Part II of the review covers punctuation, providing a practical understanding of punctuation. Weekly units teach the use of commas, semicolons, apostrophes, colons, quotation marks, and parentheses. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring. 10 Contact Hours.
$189 Total Cost

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

Capture and keep your reader's attention by using clear and concise sentences that create a coherent and eloquent message. Learn additional strategies to create effective email that increases your productivity. Readings and exercises help reinforce your understanding of the concepts. The instructor is available at all stages of the course for tutoring.
10 Contact Hours.
$189 Total Cost

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

Ensure the tone of your document is appropriate, positive, and professional. Master parallel writing structure to create sentences and bulleted lists that flow smoothly. Demonstrate your competence to readers by eliminating problems with commonly confused and misused words. 10 Contact Hours.
$189 Total Cost

BEHIND-THE-WHEEL SUMMER 2020

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

Does your student have:

- A valid Virginia learner's permit?
- District 8 classroom completion card?

Behind-The-Wheel instruction is provided at most FCPS high schools all summer long. Classes include the Commonwealth of Virginia final road skill test.

COST: $329

JUNE 15-24 **JULY 27-AUG 4**
JUNE 25-JULY 2 **AUG 5-13**
JULY 6-14 **AUG 17-25**

Please Note: Course schedules are dependent on approval from VDOE and FCPS to resume Driver Education instruction.

Partners for Safe Teen Driving:
Looking to fulfill the Virginia juvenile licensing requirement of attending a 90 minute parent/teen presentation?
$30 TOTAL COST

- **FALLS CHURCH HS: JUNE 25TH 6:30 PM - 8:00 PM**
- **THOREAU MIDDLE: JULY 9TH 6:30 PM - 8:00 PM**
- **MCLEAN HS: JULY 16TH 6:30 PM - 8:00 PM**
- **SOUTH LAKES HS: JULY 23RD 6:30 PM - 8:00 PM**
- **WEST SPRINGFIELD HS: JULY 30TH 6:30 PM - 8:00 PM**

FCPS ACE Adult ESOL

Continue pursuing your English language goals!

Learn English with us from home this summer.

**Meet online with teachers and other students.
Complete work at home to practice your reading,
listening and writing kills.**

Call 703-658-1274 or email esol@fcps.edu
after June 1, 2020 for more information
on summer classes in July and August.

Plan for Fall 2020.
We plan to offer our regular schedule of classes at locations across Fairfax County starting September/October 2020.

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

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