ACE Classes https://aceclasses.fcps.edu **Fairfax County Public Schools**





Adult & Community Education















Welcome!









Hello Summer Learners!

ACE welcomes you to Summer term with a wide array stimulating online classes and in-person classes! Use our convenient QR code or link to access the fully detailed ACE electronic catalog on our website.

Summer is a great time to keep learning new skills whether for career building, sharpening existing skills, or to savior new life enrichening opportunities such as learning new culinary or language skills.

This summer we are launching a multitude of self-paced online classes, so you can learn from any where, any time, from any device! These classes are noted with "Self-Paced" in the title.

Happy Summer Learning!

Paul Steiner, ACE Administrator

System Requirements

For ACE Online classes: A computer and internet access with: Windows 7 or higher, or Mac OS X v 10.9 operating system; Screen resolution of 1280 x 720 or higher (1920 x 1080 pixels recommended); Chrome (latest versions), Microsoft Edge, Mozilla Firefox, or Apple Safari browsers; a minimum of 4 GB RAM; a computer camera and microphone.

If joining from a tablet or phone, be sure to download the free Google Meet app before class.

> For complete, up-to-date class offerings please go to http://bit.ly/2K9TEfp



For all other questions please email us: aceonline@fcps.edu

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)

The information in this catalog is current as of the print date

FCPS ACE COVID-19 health and safety protocols

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

ACE is continuing to plan on expanding in-person classes as soon as we are able to safely return to buildings.

Please check: https://aceclasses.fcps.edu for the latest on ACE course offerings.



ACE Refunds and Cancellations

Visit https://aceclasses.fcps.edu and select Request Refund option from the top headings.

Refund policy

For online courses that start on a specific date, your written refund request must be received two business days prior to the class start date. Special refund dates apply for Behind-The-Wheel classes.

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.

For complete information on refunds and other payment topics, please go to: https://aceclasses.fcps.edu







Make check payable to FCPS ACE

Look out for our convenient new asynchronous online classes that enable you to study at your own pace!

Business & Management



Starting Your Own Business

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but is also in keeping your business strategically focused. With the ACE Certificate Program (CE01053) you will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

It's time to follow your dreams!



Real Estate (BE01972)



Child Day Care (BE08099)



Pet Sitting Business (BE03020)



Arts & Crafts
Business
(BE03021)

For more information reach out to your Program Specialist at business@fcps.edu

- 1 Start with an Idea
- 2 Create a Business Plan
- Develop a Marketing Plan
- 4 Make it Legal
- 5 Do the Math
- 6 Obtain Financing
- 7 Create a Web Site
- 8 Develop your Staff
- 9 Go Social
- 10 Do your Taxes

Business & Management



Self-Paced Classes

Resume Writing Workshop (BE03510)

12 Steps to a Successful Job Search (BE03431)

Mastering Public Speaking (BE03500)

Efffective Business Writing (BE03014)

Project Management Fundamentals (BE03209)

Marketing your Non-Profit (BE03400)

ACE offers self-paced courses helping maximize productivity and balance flexibility of working from anywhere! Get up to speed, get the most done while working, and amaze your boss! These great options are just right to learn at your own pace. Get access to all course materials, including quizzes and final exam all at once to give ultimate flexibility to how you want to learn.



Online learning is revolutionizing higher education for the working adult. Thanks to online learning options, working adults can now further their education with minimal impact on their current lifestyle.

3 Advantages of Self-Paced Learning for Adults.

Flexibility

1

Course materials are always accessible online which means that students can learn anytime and from anywhere.

Lower total Costs

2

Online learning provides a more affordable pathway to education. There are usually no additional costs for course materials as the students are given access to these resources online.

Career Development

3

Self-paced courses are an excellent option for continuing professional development and give students an instant competitive advantage. Working adults find that the online courses make them better qualified for new roles which puts them in a strong position to increase their earning power.

Information Technology

Prove that you are the best!

Comp TIA Security +

From small businesses to large corporations, nearly every organization needs cybersecurity. With security being the fastest growing sector of the IT field, earning a CompTIA Security+ Certificate boosts your professional profile. The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA Security+ Certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing the Comp Security TIAx challenging SY0-501 exam. ACE helps you achieve your goals and prepare you for the certification exam in a flexible, online environment. What are you waiting for? Earn a cybersecurity certification, and prove that you are the best candidate for the job and have the skills needed to protect the organization from cyberattacks and threats.



Certificate Prep 1 (CT03010)

This course covers the key terminology and concepts you need to know to ace the exam, in a condensed format for rapid reading. The course provides helpful study tools including games and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-501 exam,

Certificate Prep 2 (CT03011)

A continuation of Prep I, it's condensed in a format for rapid reading and provides helpful study tools, including games and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-501 exam, so you can leave the test center with your Comp Security+ passing score in hand.

CompTIA Advance Security Practitioner (CASP) - Voucher Included (CT03522)

The CASP certification is one of the most valuable vendor-neutral certifications in the security field. This online course will help you become proficient in many areas of technology, while also allowing you to stay vendor-neutral and not be tied to any one particular infrastructure.



CompTIA A+

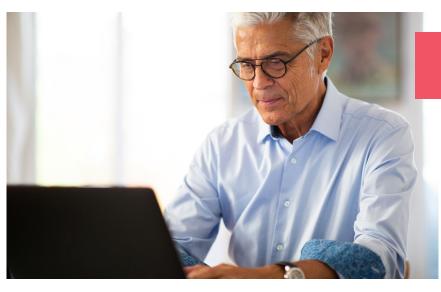
Time to roll up those sleeves and dive inside the personal computer. CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. Learn how things work, how to configure everything, and how to troubleshoot in real-world environments. Gain knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams. Classes now available In-person (CT01465) with limited seating and online Self-paced (CT03013, CT03014,CT03015).

For more information reach out to your Program Specialist at comptraining@fcps.edu

Information Technology

Microsoft Office Specialist

Earn a Microsoft Office Specialist(MOS) Certification with ACE. We are an authorized testing center with Certification prep courses and online testing available! Microsoft Office is one of the most widely used suites of productivity tools in the business world. It can earn a entry - level employee as much as \$16,000 more in annual salary. This is your chance to stand out, increase your job opportunity and level of proficiency.



Microsoft Excel 2016 Certification Training with Voucher (CT03517)

Learn to use Excel 2016 to create, modify, and format Excel worksheets, perform calculations, and print Excel workbooks. Progress to advanced formulas, work with lists, work with illustrations and charts, and advanced formatting techniques. Master advanced features of Excel and learn to work with pivot tables, audit worksheets, work with data tools, protect documents for collaboration with others, and work with macros. This course is online self paced and includes a voucher.

Microsoft Power Point 2016 Certification Training with Voucher (CT03518)

Learn how to format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Develop further skills by adding tables and charts to present data in a structured form. Use advanced techniques such as working with Masters and Special Effects within your presentations. This course is online self-paced and includes a voucher.



Microsoft Word 2016 Certification Training with Voucher (CT03519)

Create, edit, format, and print Microsoft Word documents and learn advance techniques such as drawing tools. Create and manage tables, and work with column layouts, working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents. This course is online self paced and includes voucher.

Health and Medical

ADVANCE YOUR CAREER WITH A CERTIFICATION



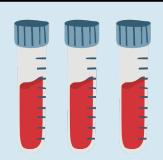
CCMA

Certified Clinical Medical Assistant

89% of employers require certification for medical assistants. (Source: 2020 Industry Oulook)

100% ONLINE

Self-Paced. Open enrollment. Exam voucher included. Most courses can be finished within 6-12 months.



CERTIFIED PHLEBOTOMY TECHNICIAN

A phlebotomist's main responsibilities include blood draws, preparing blood for testing, and verifying identities

Boost your professional credibility. **Demonstrate your commitment to** excellence. **Exceed industry standards.**

> Certified Clinical Medical Assistant (CCMA)

Certified Medical Administrative Assistant (CMAA)

Certified Billing and Coding Specialist (CBCS)

Certified EKG Technician (CET)

Certified Phlebotomy Technician (CPT)

Certified Pharmacy Technician (CPhT)

Certified Nurse Aide (CNA)

Emergency Medical Technician (EMT)

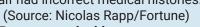
CET **CERTIFIED EKG TECHNICIAN**

Make a life-changing difference, helping people of all ages prevent and treat heart disease.

CEHRS

CERTIFIED ELECTRONIC HEALTH RECORDS

One in five people surveyed in 2020 by the Kaiser Family Foundation found a mistake in their EHR. Of those, nearly half had incorrect medical histories.



Become a valuable asset to your employer by stacking credentials.





NEW THIS SUMMER!

CERTIFIED PHYSICAL THERAPY AIDE

Physical Therapy Aide jobs will grow over 29% through 2029



CERTIFIED MEDICAL TRANSCRIPTIONIST

Learn proper transcription formatting & medical terminology. Practice transcribing real medical reports that include medical procedures/treatments; consultations; operative, pharmacology, and radiology reports; and death and discharge summaries.

FOR MORE INFORMATION

healthmed@fcps.edu https://aceclasses.fcps.edu



Health and Medical

ONLINE Instructor-led Programs

Medical Billing and Coding (HM01950)

Medical Administrative Assistant (CE01004)

Medical Terminology Part 1 (HM01600) Medical Terminology Part 2 (HM01601) Administrative Medical Office Procedures (HM01620)



HYBRID Programs

Pharmacy Technician Training (HM01659)

Veterinary Assistant (CE01050)

Veterinary Terminology and Anatomy (HM01980)
Parasitology, Hematology and Wet Lab (HM01981)
Veterinary Preventative Medicine (HM01982)
Veterinary Hospital Visits and Basic Restrain (HM01983)
Zoonotic Diseases, Ethics, Medical Asepsis (HM01984)



CNA Placement Test (HM01605)
Certified Nurse Aide - CNA (HM01780)
Certified EKG Technician (HM01614)
Certified Phlebotomy Technician (HM05002)
Heartsaver CPR AED First Aid (HM01625)

IN-PERSON Programs

Certified Nurse Aide - CNA (HM01780)

Dental Assistant (HM01647)

CPR AED First Aid (HM01625)

Basic Life Support - BLS (HM01697)











TRADES CONTINUING EDUCATION CEUS AT HOME & ONLINE Electrical Plumbing, HVAC and More!

Electrician CE (TI05275)

Comprehensive, three-hour review of the 2014 National Electric Code (NEC) changes. Class fulfills the continuing education requirement for electricians holding either journeyman or master license in the Commonwealth of Virginia.

Gas Fitters CE (TI05278)

Comprehensive, one-hour review of the 2015 International Fuel Gas Code changes. Class fulfills the continuing education requirement for gasfitters holding either journeyman or master license in the Commonwealth of Virginia.

HVAC CE (TI05276)

Comprehensive, three-hour review of the 2012 International Mechanical Code changes. Class fulfills the continuing education requirement for HVAC-R/mechanical technicians holding either journeyman or master license in the Commonwealth of Virginia.

Plumber CE (TI05277)

Comprehensive, three-hour review of the 2015 International Plumbing Code changes. Class fulfills the continuing education requirement for plumbers holding either journeyman or master license in the Commonwealth of Virginia.

Excellent class! Instructor was very friendly and knowledgeable.

ACE Student - Electrical Work shop - Maintenance and Repair

Trade and Industry

Summer learning just got cooler with an ACE self-paced class.

Any time | Any place | Any device



Welder Technician (TI05221)



Electrician Residential (TI08071)



Toolmaker (TI05858)



LEED Leadership Energy/Environment (TI08080)

HVAC/R Technician (TI08001)



Foundations of Plumbing (TI08100)





HVAC/R Technician Certified (TI08011)



Manual Machinist (TI08231)

Electrician Technician (TI08070)



Optician Certification Training (TI08091)



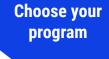
Trade and Industry



Your Property Maintenance Career (PMT) starts here

aunch your career today for less than \$2,000! Property Maintenance
Technicians are in high demand, not only in Northern Virginia, but
nationwide. This certificate program is designed to teach you everything
you need to know to be successful in the field. Start with any of the seven
required courses below and work your way through the courses. Most students
finish in less than 18 months.





- Door Locks Workshop: Installation, Maintenance, and Repair (TI05595)
- Drywall/Painting/Waterproofing Workshop (TI05581)



Enroll in your class

3 Plumbing Workshop: Maintenance and Repair (TI05590)



- 4 Electrical Workshop: Maintenance and Repair (TI05587)
- Heating and Air Conditioning Workshop (TI05582)



- 6 Appliance Repair Workshop (TI05593)
- Nuts and Bolts of PMT Careers (TI05583)



What are you waiting for?

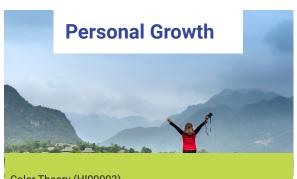


Adult Enrichment

Invest in yourself this summer!

Try one of ACE's new self-paced classes and open the door to a whole host of new interests. There's something for everyone. Best of all you can do a class in your own time and whenever it's convenient. Self enrichment is just a click away!





Color Theory (HI09003)

Get Funny! (HI09005)

Listen to Your Heart & Success Will Follow (HI09010)

Blogging and Podcasting for Beginners (HI09017)



Writeriffic - Creativity Training for

Writers (HI04167)

Beginner's Guide to Getting Published (HI09000)

How to Make Money From Your Writing (HI09007)

Writing the Fantasy Novel



Secrets of Better Photography (HI03745)

Travel Photography for the Digital Photographer (HI03792)

Discover Digital Photography (HI09004)

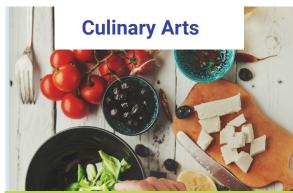
Photographing Nature with Your Digital Camera (HI09012)



Growing Plants for Fun and Profit (HI09006) Start Your Own Edible Garden (HI09014)



Certificate in Mindful Relationships (HI09002)



Certificate in Food, Nutrition Health (HI09001)



Introductory Classes for Beginners

Great classes for those who wish to take the first step in learning a language.

Intro to Arabic	(FL02618)
Intro to Italian Beg/Travelers	(FL02766)

Beginning 1

For beginners who have never studied the language or learned it so long ago that they have forgotten.

ASL 100	(FL02560)
French 100	(FL02671)
German 100	(FL02701)
Italian 100	(FL02771)
Japanese 100	(FL02785)
Korean 100	(FL02800)
Russian100	(FL02835)
Spanish100	(FL02861)
Turkish Basics 1	(FL02896)

Review 100

Spanish 101 (FL02851) review special for beginners

Beginning 2

If you have taken Part 1 or have experience with the language, this is your level.

ASL 200	(FL02562)
French 200	(FL02672)
German 200	(FL02702)
Italian 200	(FL02772)
Japanese 200	(FL02786)
Spanish 200	(FL02862)

Beginning 3

If you have taken Part 2 or the equivalent of one semester of college language and feel comfortable with all aspects of the present tense, this is your level.

ASL 300	(FL02563)
French 300	(FL02673)
German 300	(FL02697)
Italian 300	(FL02773)
Japanese 300	(FL02787)
Spanish 300	(FL02863)

World Languages

Hello Summer Language Learners!

ACE World Language Department continues to serve our community and to provide a variety of online classes to meet everyone's needs. This summer try one of ACE's new self-paced language options and open the door to a whole host of new interests. There's something for everyone. Best of all you can take a class in your own time and whenever it's convenient. The world is just a click away!

Please visit us at https://bit.ly/20dTFUm to see a complete and detailed listing.

Registering for a language class?

Students are encouraged to register at least four days prior to the start date. If the class already has started and you still want to register or have a question about which class to take please contact language@fcps.edu.

- For ACE Foreign/Sign Virtual classes, teachers will send an invitation the day prior to the class.
- Material Requirement: Access to a computer with good audio and good video connection is requested.
- ◆ Time Requirements: Depending on student ability and interest, students will usually devote a maximum of 2 - 3 hours per week completing class activities.
- Books: ISBN will be provided, students will have to order their own books.
- ♦ For additional questions please contact Fanny Gaston, the program specialist, at language@fcps.edu or call 571-230-8103
- ♦ For general registration questions please call **703-658-1201**

NEW - Convenient Affordable Self-Paced Classes!

Did you know that Foreign languages can boost your career?





Beginning 4

If you have taken Part 3 and feel comfortable with the present and conversational past tenses, this is your level. Expand your comprehension and improve your grammar.

Arabic 400	(FL02624)
French 400	(FL02674)
Spanish 400	(FL02864)

Review for 400 level

French 420 (FL02676) German 410 (FL06301)

Beginning 5

If you have taken Part 4 and are ready to converse in the language this is your level.

ASL 500	(FL02571)
French 500	(FL02861)
German 500	(FL02709)

Review for 500 level

Intermediate and Review: If you have completed the four beginning language courses or the equivalent of one full year of college in the language, this is your level. Review grammar and practice speaking.

Italian 510-Intermediate 1 (FL02775)

Beginning 6 "Conversation"

If you have taken Part 5 and want to continue practicing the language, this is your level.

French 600 (FL02686) Italian 600 (FL02781)

Please go to the link below to check the complete listing of World Language classes:

https://bit.ly/20dTFUm

World Languages

More Self-Paced Options!







Spanish in the Classroom (FL09050)



Speed Spanish (FL09060)

Spanish Summer Boot Camps!

Monday to Friday 11 am to 1 pm

Spanish Language Boot Camp (FL06513-A030) Basic Level (100); 7/26—7/30

Spanish Language Boot Camp (FL06513-A031) Intermediate Level (200-300); 8/9—8/13

Spanish Language Boot Camp (FL06513-032) Advance Level (400 plus); 8/23-8/27 Ruth Roberts does a great job and I have never felt more comfortable in any language class. She is friendly, relaxed and has a great sense of humor. She challenges the students well.

Thank you, Professora Ruth!

ACE Student - Spanish Language Boot Camp - Intermediate



Here's what students are saying about ACE language classes!

Even before retiring from my medical profession, I had been yearning to take up foreign language studies. One day, I stumbled on an ACE catalog, and walla!

I picked up the phone and registered for a beginner class in French. This provided a jump-start to a wonderful learning experience not only in French, but in Italian, Spanish and German, as well. I can't say enough of my teachers.

Their courses are comprehensive, well rounded, organized and motivating. In short, par excellence!



K-12 Driver Education



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

Now offering **Partners for Safe Teen Driving** (DE08500) \$30

Behind-The-Wheel Driver Training Summer 2021

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

May 17-25 May 6-14 May 26-June 4 June 7-14 July 15-23 July 7-14 July 27-Aug. 4 Aug. 5-13 Aug. 17-Sept. 3 Sept. 8-16

\$329 Total Cost

Does your student have:

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

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



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

Classroom Driver Education (DE09353)

If you are currently a 9th grade student with FCPS or eligible to take classroom driver education as part of FCPS 10th grade physical education, then you are NOT permitted to take this class. This class is for private school, homeschooled, FCPS 11th and 12th graders, and FCPS students who were unsuccessful in completing the classroom driver education as part of Health and PE 10. No scheduled classes may be missed. State-required hours and course content must be completed. Location - Plum Center.

July 8-22 July 26-August 9

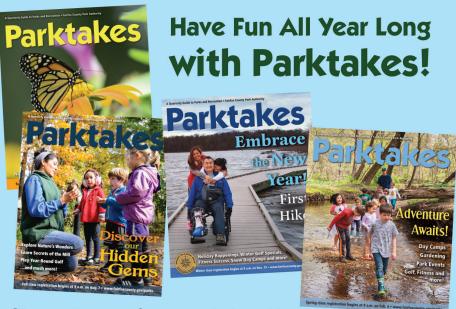
\$269 Total Cost

DMV Learner Permit Testing for FCPS Students (DE09996) -\$15

NEW: Adult Learners Permit Test (DE09998) — \$25

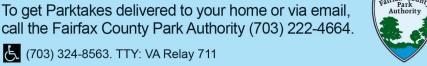
Need translation assistance when registering?





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

call the Fairfax County Park Authority (703) 222-4664.



Summer Class



What do I need to do?

Complete the form at: https://tinyurl.com/summer21reg

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

All new students must be tested before registering for classes.

Testing Starts June 14, 2021

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

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



Adult English (ESOL) Classes

Online Adult English (ESOL) Classes

Develop the English language skills that you need while you work with topics relevant for your life. Our 5 week summer term starts July 6

Beginning, intermediate and advanced level adult English classes

Class times and costs:

Mornings: 9:30-11:45 am Tuesday, Wednesday, Thursday \$100.00

Evenings: 7:00-9:15 pm Monday and Wednesday \$75.00

Did you know?

Our classes are a great value for the price? For less than \$3.50 an hour, you receive

- O A professional teacher
- Individualized feedback
- Instruction tailored to your needs



To request more information about ESOL classes and testing go to https://tinyurl.com/summer21reg

In-person Adult English (ESOL) Classes

Develop English language skills in classes at Plum Center (6815 Edsall Rd, Springfield, VA 22151). All FCPS safety protocols will be observed. All students will be required to wear masks. Limited spaces available. Our 5 week summer term starts July 6.

Beginning, intermediate and advanced level adult English classes

Class times and costs:

Mornings: 9:30-11:45 am Tuesday, Wednesday, Thursday \$100.00

Evenings: 7:00-9:15 pm Monday and Wednesday \$75.00

*Textbooks

Students will receive information on how to buy their textbooks.

Do you still have questions? Email us at esol@fcps.edu

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

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PERMIT NO. 6378

We want to hear from **YOU!**

Please consider following the QR code to a short survey.

We value your feedback.



ECRWSSEDDM
POSTAL CUSTOMER

4 Ways to Learn Share your

Teach for ACE! In-person Classroom Live Instructor

- Online with Live Instructor (Synchronous)
- O Distant Learning Self-Directed
- Blended Learning



Access
the complete
ACE
Catalog

ACE is looking for instructors in all content areas email your resume: ACEJOBS@fcps.edu





Passion!

Register at https://aceclasses.fcps.edu Don't Wait! Register Today