Let your journey begin with ACE!

https://aceclasses.fcps.edu
Welcome to Fairfax County Public Schools Adult and Community Education (FCPS ACE). ACE has provided over 60 years of excellence in education. 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. Let your journey begin 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.

“The great instruction. Greg was clear and concise and provided personalized advice given each student's project scope.”

ACE Student

Beginner’s Guide to Drywalling

“It was the most satisfying class I have ever taken. Came away so inspired and excited to take more courses in the future.”

Kathy Lewis

Delights of Asia: Classic Chicken Dishes from Hainan Province

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

Layout designer, Beth Godoy

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 help 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 ESL 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.

Trade and Industrial

Trade and Industrial 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 Trade and Industrial 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.
Register online at https://aceclasses.fcps.edu

Great class! Instructor went the extra ten miles to accommodate the needs of students. He has a very disciplined, yet flexible teaching style. Very productive use of my time.”

Glenn Daigon
Auto Mechanics—Beginning

48 Adult enrichment and special interest
Computer; creative and personal interest; culinary (professional chef instructors); general; do-it-yourself; emergency preparedness; floral design; knitting; nutrition; personal health matters; writing

55 K-12 classes
Driver education; study skills; test prep

SPECIAL INTEREST

57 Special events
Effective presentations and self-expression; genealogy; cinema series

58 Adult high school completion
Adult basic education; General Educational Development (GED)*; National External Diploma; Fairfax County Adult High School; Volunteer Learning Program

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

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.
Professional Workplace Skills and Training

Professional Development

Taking advantage of professional development opportunities is a requirement for one’s career progression in the highly competitive marketplace of Northern Virginia. To ensure success, you need to continually improve existing skills as well as acquire new ones. The ACE Professional Development series of courses is designed to build on current skills and provide new learning options. Check us out, and allow ACE to help you reach your potential.

Now more than ever...Lifelong learning is critical to success!

Office Etiquette | Course PR09001
It has been said that you don’t get a second chance at making a good first impression! Learn what is expected in the business world. Gain the edge that will set you apart. Civility, business dress, proper telephone technique, electronic communication, and written communication etiquette will not only help you make a great first impression, but will serve you in all aspects of business and social life. No discounts. 1 session @ 3 hrs.

$109 Tuition
$5 User Fee
$114 Total Cost

Microsoft Office Excel Workshop: Essential Skills | Course PR01201
Using MS Office Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. 1 session @ 4 hrs.

$143 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013
$159 Total Cost

Improv for Success Workshop | Course PR09050
Imagine a critical meeting or presentation with clients, teachers, your organization’s leadership, or with colleagues/classmates. You begin and your notes are not in the right order or you’re asked a question about a topic on which you didn’t prepare. What do you do? Panic? Stall for time? This two-hour, highly interactive workshop uses improvisational activities to help build more confidence in thinking on your feet and communicating in many situations. Experts agree that improvisation also helps to build skills in critical thinking, presentation, negotiation, articulating ideas, networking, team cohesion and collaboration, creativity...and much more. This is a fun and friendly environment to practice these skills and meet your own personal development goals. 1 session @ 2 hrs.

$99 Tuition
$99 Total Cost

GSA Schedules—Next Level | Course BE02001
This class is for current GSA contract holders. You will learn: when and how to report federal sales; to understand GSA Advantage. 1 session @ 2 hrs.

$89 Tuition
$10 User Fee
$99 Total Cost

Learning to Use Your iPad/iPhone Workshop | Course PR06001
Bring Your Own Device (BYOD) and learn to use your Apple iPad/iPhone. In this beginner class, students learn to use the features, apps, and settings, including iCloud, accessing mail, using the Internet, taking photos, and using typing shortcuts. 1 session @ 3 hrs.

$69 Tuition
$10 User Fee
$79 Total Cost

Microsoft Office Word Workshop:  Essential Skills | Course PR01101
Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features at time permits. 1 session @ 4 hrs.

$143 Tuition
$10 User Fee
$6 Text: Quick Source Guide Word 2013
$159 Total Cost

Microsoft Office Excel Workshop: Essential Skills | Course PR01201
Using MS Office Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. 1 session @ 4 hrs.

$143 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013
$159 Total Cost

Microsoft Office Word Workshop: Pivot Tables | Course PR01220
Using MS Office Excel, turn raw Excel data into a summary table, apply filter criteria, move fields around with the click of a mouse. Add, rearrange, or remove columns, see instant totals, format the table, and add a chart. Other features will be discussed as time permits. 1 session @ 3 hrs.

$123 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013 Advanced
$139 Total Cost

Microsoft Office Word Workshop: Essential Skills | Course PR01101
Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features at time permits. 1 session @ 4 hrs.

$143 Tuition
$10 User Fee
$6 Text: Quick Source Guide Word 2013
$159 Total Cost

NEW BYOD—MacBook Tools and iPhone Backup | Course PR06003
Students will learn the basics of using the MacBook and software, including the use of Safari, iTunes, and iPhoto. Students will learn to access the photos stored on their iPhone via the MacBook and also to back up essential iPhone data to the computer. Students will need to bring their own MacBook. iPhone users will also need to bring their phone charger to class. 1 session @ 3 hrs.

$59 Tuition
$10 User Fee
$69 Total Cost

MS Office Outlook: Calendar, Meetings, and Tasks | Course PR01403
Using MS Office Outlook, learn to use the Outlook calendar features to create appointments and meetings; set permissions for calendar sharing; create tasks and assign tasks. 1 session @ 3 hrs.

$123 Tuition
$10 User Fee
$6 Text: Quick Source Guide Outlook 2013
$139 Total Cost

Microsoft Office Word Workshop: Pivot Tables | Course PR01220
Using MS Office Excel, turn raw Excel data into a summary table, apply filter criteria, move fields around with the click of a mouse. Add, rearrange, or remove columns, see instant totals, format the table, and add a chart. Other features will be discussed as time permits. 1 session @ 3 hrs.

$123 Tuition
$10 User Fee
$6 Text: Quick Source Guide Excel 2013 Advanced
$139 Total Cost

Quick Source Guide Outlook 2013
Quick Source Guide Excel 2013 Advanced
Quick Source Guide Word 2013
Quick Source Guide Word 2013 Advanced

Continue your studies this spring! Online registration for spring classes will begin February 24, and print catalogs will be mailed February 27.
Microsoft Office Word Workshop: Mail Merge Essentials | Course PRO1150
Using MS Office Word, learn to merge Word with an Excel list to create various labels, name tags, and business letters. Learn tips for creating and formatting tables and performing table calculations. Other features will be discussed as time permits. 1 session @ 3 hrs.

$123 Tuition
$ 10 User Fee
$ 6 Text: Quick Source Guide Word 2013 Advanced
$139 Total Cost
Section 0010 9:00 am
Plum Center M, February 13
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

MS Office PowerPoint Workshop: Slides, Transitions, and Animation | Course PRO5001
Using MS Office PowerPoint, create presentation slides using text, images, and video. Learn to apply transitions and animations and print handouts. 1 session @ 3 hrs.

$129 Tuition
$ 10 User Fee
$139 Total Cost
Section 0010 9:00 am
Plum Center F, January 27
Rm 114 Mary Ann Smith, MOS, instructor

Adobe Dreamweaver: Web Page Fundamentals | Course PRO01301
Using Adobe Dreamweaver, learn to create web pages using CSS styles and Div tags. Students need experience with the Windows operating system, file management and organization, and basic web page creation. 1 session @ 3 hrs.

$129 Tuition
$ 10 User Fee
$139 Total Cost
Section 0010 9:00 am
Plum Center M, February 13
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

Career Exploration

GENERAL

Find a Local, State, or Federal Job by Using the Internet | Course BE01395
Explore numerous web sites to find local, state, and federal jobs of interest. Learn tips and tricks of how to get where you would like to go. Determine eligibility requirements, examine application process, and establish follow-through procedures. Taught in a computer lab. 1 session @ 3 hrs.

$ 54 Tuition
$ 15 User Fee
$ 69 Total Cost
Section 0010 9:30 am
Pimmit Hills Ctr W, January 18
Rm 116 Rosalind Levy, Instructor

Blogging for Business | Course BE01916
Will a blog boost your business or just bog you down? When done correctly, a successful blog can bring attention to your business and attract new customers. Whether you want to create a new online presence or strengthen existing offerings, learn and practice easy-to-use techniques to drive visitors to your site with confidence. Taught in a computer lab by a marketing expert. 2 sessions @ 3 hrs each.
Prereq: BE01387 Social Media Networking
Prereq: CT01416 PC Basics

$109 Tuition
$ 10 User Fee
$119 Total Cost
Section 0010 7:00 pm
Edison HS Th, February 16-February 23
Rm B130 Sinclair-Robinson, Instructor

Government Contracting—GSA 101 | Course BE01995
$ 99 Total Cost
See page 4 for course information and schedule.

Landlording | Course BE01186
Do you have difficult tenants? Are you considering renting out your home or purchasing investment property? Avoid problems. A lawyer will present your rights and responsibilities regarding leases, security deposits, maintenance, record keeping, and eviction. Learn how recent developments in Virginia landlord-tenant law affect you! Determine whether your rental(s) are exempt from the Virginia Residential Tenant Act. 1 session @ 2.5 hrs.

$ 89 Tuition
$ 4 User Fee
$ 93 Total Cost
Section 0010 7:00 pm
Woodson HS M, January 30
Rm G106 Kathleen McDermdott, JD, instructor

Section 0011 7:00 am
L. Braddock SS Sa, February 25
Rm A216 Kathleen McDermdott, JD, instructor

Section 0012 7:00 pm
Marshall HS Th, March 21
Rm D106 Kathleen McDermdott, JD, instructor

Virginia Principles of Real Estate | Course BE01972
Virginia real estate is a diverse market, with coastal homes, rural farmlands, and the bustling suburbs of Washington, DC. Professionals seeking a Virginia real estate license, must complete this DPOR approved 60 hour course in order to sit for state and national exams administered by PSI. No discounts or refunds. 20 sessions @ 3 hrs each or 15 sessions @ 4 hrs each.

$275 Tuition
$ 64 Text: Modern Real Estate Practice, 19th ed ($40); Virginia Real Estate Practice and Law, 10th ed ($24)
$339 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr W, January 23-April 3
Rm 155 Bill Hardin, CRB, Instructor

Section 0011 7:00 am
Pimmit Hills Ctr M Tu W Th F, March 6-March 24
Rm 155 Bill Hardin, CRB, Instructor

NEW

Introduction to Drones/Multirotors | Course BE08050
The world of drones and multirotors is exploding! Do you presently own or are you planning to purchase a multirotor/drone? This class helps you to identify the right unit to purchase and learn the basics of drone/multirotor components. Receive important information on Federal Aviation Administration (FAA) rules, privacy concerns, and opportunities to convert your hobby into a business venture. Recreational operators will learn exactly what is required to be legal and to fly efficiently and safely. This class does not include drone assembly or drone flights. 2 sessions @ 3 hrs each.

$ 84 Tuition
$ 5 User Fee
$ 89 Total Cost
Section 0010 7:00 pm
Marshall HS Tu Th, January 31-February 2
Rm C108 Christopher Sealey, ME, CSM, instructor

Section 0011 7:00 pm
Chantilly HS M W, March 20-March 22
Rm 144 Christopher Sealey, ME, CSM, instructor

Voice-Overs...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 0010 1:00 pm
Woodson HS Sa, March 11
Rm G113 Staff, Instructor

Section 0011 7:00 pm
Pimmit Hills Ctr Th, March 16
Rm 155 Staff, Instructor

SCHOOL CLOSINGS/DELAYS
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
## BUSINESS AND INFORMATION TECHNOLOGY

### RCPS Adult and Community Education Winter 2017

**Rm 154 Dr. Zell Rosenfelt, instructor**

Pimmit Hills Ctr Th, January 19-February 16

**Rm G113 Kathy Barber, MA, instructor**

Rm 116 Susan Kenney, instructor

Plum Center Tu W Th F, January 27-February 17

Rm G120 Lori Muhlstein, MPA, instructor

**Rm 153 Dr. Zell Rosenfelt, instructor**

Pimmit Hills Ctr Tu W Th F, January 27-February 17

Rm 116 Rosalind Levy, instructor

Edison HS W, January 30-February 8

**Rm 115 Kathy Barber, MA, instructor**

Woodson HS Tu W Th F, February 8-February 22

Rm 150 Bruce Robertson, MS, SPHR, instructor

**Rm 205 Wayne Shewmaker, MBA, MOS, instructor**

Plum Center Tu W Th F, February 21-March 24

Rm 110 Kathy Barber, MA, instructor

### OFFICE ASSISTANT

For a complete list of required and elective courses, see the Office Assistant Certificate Program information on page 7.

#### Keyboarding | Course CT01417

Continue your journey in PC basics by learning proper keyboarding techniques. No more pecking for keys! This class will improve your keyboarding speed while learning from an online software app and other classroom practices. 9 sessions @ 2 hrs each.

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<th>Instructor</th>
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<tbody>
<tr>
<td>0010</td>
<td>5:00 pm</td>
<td>Dr. Zell Rosenfelt, instructor</td>
</tr>
<tr>
<td>0011</td>
<td>10:00 am</td>
<td>Lisa Rosenberger, instructor</td>
</tr>
<tr>
<td>0012</td>
<td>7:00 pm</td>
<td>Lisa Rosenberger, instructor</td>
</tr>
<tr>
<td>0013</td>
<td>9:00 am</td>
<td>Lisa Rosenberger, instructor</td>
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</table>

**$239 Tuition**

**$15 User Fee**

**$29 Tuition**

**$5 Text:** RCPS CT01417 PC Basics Keyboarding

**$29 Total Cost**

### ADMINISTRATIVE ASSISTANT

For a complete list of required and elective courses, see the Administrative Assistant Certificate Program information on page 7.

#### Business English Essentials II | Course BE01053

As we advance from speaking in words and phrases, we progress to clauses and sentences. In Level II, we emphasize this communications growth by discussing and practicing the use of clauses (independent, dependent, noun, adjective, and adverb) to form sentences and by creating simple, compound, complex, and compound-complex sentences. We also learn the rules and apply them in the following grammatical areas: subject-verb agreement, pronoun-antecedent agreement, and pronoun case. 5 sessions @ 3 hrs each.

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<tr>
<td>0010</td>
<td>7:00 pm</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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<tr>
<td>0011</td>
<td>9:00 am</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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<tr>
<td>0012</td>
<td>7:00 pm</td>
<td>Susan Kenney, instructor</td>
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**$229 Tuition**

**$1 User Fee**

**$109 Total Cost**

### MS Outlook—Basics | Course CT01426

Master use of this powerful e-mail management tool. You’ll learn to create, send, receive, reply, forward and print e-mails; 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’ll know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.

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<tr>
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<td>5:00 pm</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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<tr>
<td>0011</td>
<td>10:00 am</td>
<td>Wayne Shewmaker, MBA, MOS, instructor</td>
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<tr>
<td>0012</td>
<td>7:00 pm</td>
<td>Susan Kenney, instructor</td>
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</table>

**$229 Tuition**

**$1 User Fee**

**$29 Total Cost**

### Résumé and Interview Clinic | Course BE01393

Find that Dream Job! Get straightforward advice in job hunting. We’ll cover all aspects of finding and keeping a good job including how to locate jobs, the role of the Internet in the employment process, résumé and cover letter preparation, interviewing skills, obtaining great professional references, background investigations, job offer evaluation, salary negotiations and tips for career success. This class is appropriate for all job seekers regardless of your experience. Bring a copy of your résumé to the first class. Session three will be in a computer lab where the instructor will help all students finalize their résumés. 3 sessions @ 2.5 hrs each.

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<tr>
<td>0010</td>
<td>9:30 am</td>
<td>Rosalind Levy, instructor</td>
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**$99 Tuition**

**$10 User Fee**

**$109 Total Cost**

### Business Etiquette I | Course BE01904

It has been said that you do not get a second chance at making a good first impression! Learn what is expected in the business world. Gain the edge that will set you apart. Civility, business dress, proper telephone technique, electronic communication, and written communication etiquette will not only help you make a great first impression, but will serve you in all aspects of professional and personal life. 2 sessions @ 3 hrs each.

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<tr>
<td>0010</td>
<td>12:30 pm</td>
<td>Dr. Zell Rosenfelt, instructor</td>
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</table>

**$99 Tuition**

**$8 User Fee**

**$12 Total Cost**

### MEDICATION 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 irreversible cycle of conflict? Do you become angry or frustrated dealing with difficult people? 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.

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<tr>
<td>0010</td>
<td>7:00 pm</td>
<td>Eric Assur, MA, instructor</td>
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**$29 Tuition**

**$10 User Fee**

**$139 Total Cost**
Certificate Programs in 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 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 MS PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each. Prereq: BE01052 Business English Essentials I

Required Courses
- CE01016 | Certificate Prog. Registration & Fee ($50): 38
- CT01462 | MS Excel—Intermediate: 17
- BE01053 | Business English Essentials II: 6
- BE01061 | Office Communication Skills: 7
- BE01088 | Dealing w/Difficult People—Conflict and Mediation Skills: 6
- BE01904 | Business Etiquette I: 6
- BE01393 | Résumé and Interview Clinic*: 6

Electives (3 required)
- CT01449 | MS Access—Basics: 17
- PR01701 | MS Office OneNote Workshop: —
- CT01459 | MS PowerPoint—Basics: 17
- BE01380 | MS Publisher: —
- BE01600 | HR Management Fundamentals: 6
- BE01066 | Effective Public Speaking: 6
- BE01420 | Business Ethics I: —
- BE01513 | Essential Managerial Skills for HR Practices: 11

*Not required if previously taken.

EXECUTIVE ASSISTANT

For a complete list of required and elective courses, see the Executive Assistant Certificate Program information above.

Accounting for Non-Accountants | Course BE01277

Accounting for non-accountants is the must-have course for all who have never taken an accounting class, are mystified by accounting language, and have no clue about balance sheets, income statements, or statements of cash flows. Whether you own a business, plan on starting one, or need to brush up on accounting, this is the course for you. No discounts, 4 sessions @ 3 hrs each.

- $229 Tuition
- $7 User Fee
- $13 Text: Accounting for Non-Accountants, 3rd ed
- $249 Total Cost

Section 0010
- 7:00 pm
- Marshall HS: 7:00 pm
- Section 0011
- Tu, January 17-February 21
- Tehani Lopes Matthews, instructor
- Section 0012
- Tu, March 14-March 21
- Robert Wise, instructor

Event Planning | Course BE01886

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

- $87 Tuition
- $2 User Fee
- $89 Total Cost

Section 0010
- 7:00 pm
- Plum Center: 7:00 pm
- M W, March 20-March 29
- Rm 205: Wanda Patt, CPA, QB Pro Advisor, instructor

Introduction to Project Management | Course BE01204

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

- $239 Tuition
- $50 User Fee
- $289 Total Cost

Section 0010
- 8:00 am
- Pimmit Hills Ctr: 8:00 am
- Dr. William S. Boddie, PMP, CISSP, instructor

QuickBooks Pro 2015—Level 1 | Course CT01435

QuickBooks Level 1 teaches you how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards anyone working with data entry in QuickBooks. A general knowledge of accounting principles is required for this course. Purchase textbook separately. ISBN: 9781111421770, 7 sessions @ 3 hrs each.

Required Courses Page
- CT01350 | MS Excel—Advanced: 17
- CT01435 | Quickbooks Pro 2015—Level 1: 14
- CT01445 | MS Excel—Intermediate: 17
- CT01585 | MS Excel Shortcuts and Tricks: 17
- BE01760 | Applied Marketing for Small Businesses: 8
- BE01513 | Essential Managerial Skills for HR Practices: 11

Electives (3 required)
- BE01204 | Introduction to Project Management: 12
- BE01407 | Maintaining a Positive Work Environment: —
- BE01410 | HR Law Overview: 10
- BE01860 | Introduction to Public Relations: —
- CT01435 | Quickbooks Pro 2015—Level 1: 14
- CT01445 | MS Excel—Advanced: 17
- CT01585 | MS Excel Shortcuts and Tricks: 17
- BE01760 | Applied Marketing for Small Businesses: 8
- BE01513 | Essential Managerial Skills for HR Practices: 11

$434 Tuition
- $25 User Fee
- $459 Total Cost

Section 0010
- 7:00 pm
- Pimmit Hills Ctr: 7:00 pm
- Tu Th, January 14-February 14
- Rm 116: Wanda Patt, CPA, QB Pro Advisor, instructor

QuickBooks Pro 2015—Level 2 | Course CT01436

QuickBooks Level 2 teaches you how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards anyone working with data entry in QuickBooks. A general knowledge of accounting principles is required for this course. Purchase textbook separately. ISBN: 9781111421770, 7 sessions @ 3 hrs each.

Required Courses Page
- CT01350 | MS Excel—Advanced: 17
- CT01435 | Quickbooks Pro 2015—Level 1: 14
- CT01445 | MS Excel—Intermediate: 17
- CT01585 | MS Excel Shortcuts and Tricks: 17
- BE01760 | Applied Marketing for Small Businesses: 8
- BE01513 | Essential Managerial Skills for HR Practices: 11

Electives (3 required)
- BE01204 | Introduction to Project Management: 12
- BE01407 | Maintaining a Positive Work Environment: —
- BE01410 | HR Law Overview: 10
- BE01860 | Introduction to Public Relations: —
- CT01435 | Quickbooks Pro 2015—Level 1: 14
- CT01445 | MS Excel—Advanced: 17
- CT01585 | MS Excel Shortcuts and Tricks: 17
- BE01760 | Applied Marketing for Small Businesses: 8
- BE01513 | Essential Managerial Skills for HR Practices: 11

$434 Tuition
- $25 User Fee
- $459 Total Cost

Section 0010
- 7:00 pm
- Pimmit Hills Ctr: 7:00 pm
- Tu Th, January 14-February 14
- Rm 116: Wanda Patt, CPA, QB Pro Advisor, instructor

Wanda Patt made good connections with students and kept things interesting.”

ACE Student

QuickBooks
ACE Certificate Programs

The following ACE Certificate programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or achieve professional growth. Certificate program students are guided through the courses concluding with a certificate and formal transcripts. Refer to page 38 for certificate program registration information. This registration is required to maintain your records as you proceed through the program. Courses can also be applied to more than one certificate program.

ACCOUNTING ASSISTANT

Become an accounting assistant, accounts receivable/payable clerk, assistant bookkeeper, accounting technician, or payroll clerk.

Required Courses

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<td>CE01000</td>
<td>Certificate Program Registration and Fee ($50)</td>
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<tr>
<td>BE01260</td>
<td>Fund. of Accounting—Part 1*</td>
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<tr>
<td>BE01261</td>
<td>Fund. of Accounting—Part 2</td>
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<tr>
<td>CT01416</td>
<td>PC Basics*</td>
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<tr>
<td>CT01402</td>
<td>Windows—File Management and More!</td>
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<tr>
<td>CT01285</td>
<td>Microsoft Office Proficiency Workshop</td>
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<tr>
<td>BE01061</td>
<td>Office Communication Skills</td>
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<tr>
<td>CT01426</td>
<td>MS Outlook—Basics</td>
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<tr>
<td>CT01442</td>
<td>MS Excel—Intermediate</td>
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<tr>
<td>CT01435</td>
<td>QuickBooks Pro 2015—Level 1</td>
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<tr>
<td>CT01436</td>
<td>QuickBooks—Pr0 2015—Level 2</td>
</tr>
<tr>
<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
</tr>
</tbody>
</table>

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

ACCOUNTING AND BOOKKEEPING

For a complete list of required and elective courses, see the Accounting Assistant Certificate Program information above.

Microsoft® Office Proficiency Workshop | Course CT01285

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

$ 429 Tuition
$ 24 User Fee
$ 16 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)
$ 469 Total Cost

Section 0010 7:00 am
Plum Center M Tu W Th, January 23-February 2
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

Section 0011 6:30 pm
Chantilly HS M Tu W Th, January 23-February 2
Rm 263 Karen Szymanski, instructor

Section 0012 6:30 pm
Chantilly HS M Tu W Th, March 6-March 16
Rm 263 Karen Szymanski, instructor

Section 0013 9:00 am
Pimmit Hills Ctr M Tu W Th, March 13-March 23
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

Fundamentals of Accounting—Part 1 | Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, and adjusting and closing entries; preparing financial statements; and payroll. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 16 sessions @ 2.5 hrs each.

$ 499 Tuition
$ 4 User Fee
$ 156 Text: Century 21 Accounting Multicolumn 9th ed ($120); Century 21 Accounting Working Papers 1-16 9th ed ($36)
$ 659 Total Cost

Section 0010 7:00 pm
Herndon HS Tu, January 17-May 2
Rm 122 Martha Somers, instructor

Fundamentals of Accounting—Part 2 | Course BE01261

Continuation of Part 1. New students purchasing books must e-mail aceonline@fcps.edu. Returning students must purchase Unique Global Imports and Working Papers—Chapters 17-24. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 16 sessions @ 2.5 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

$ 499 Tuition
$ 5 User Fee
$ 579 Total Cost

Section 0010 7:00 pm
Herndon HS Th, January 19-May 4
Rm 122 Martha Somers, instructor

QuickBooks Pro 2015—Level 2 | Course CT01436

QuickBooks Level 2 is a continuation of the basic features for daily accounting tasks using QuickBooks and will introduce several of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payable, inventory, and payroll. Uses same text as CT01435. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. Purchase textbook separately, ISBN: 9781942417170. 7 sessions @ 3 hrs each.

Prereq: CT01435 QuickBooks Pro 2015—Level 1

$ 434 Tuition
$ 25 User Fee
$ 459 Total Cost

Section 0010 7:00 pm
Pimmit Hills Ctr Tu, February 23-March 16
Rm 116 Wanda Patt, CPA, QB Pro Advisor, instructor

Don't miss out on a great class! Some classes fill up quickly; other classes may be canceled because the minimum enrollment hasn't been met. Register early to avoid disappointment!

Instructor Spotlight

Melissa Gilliam Shaw

is an American Marketing Association Professional Certified Marketer (PCM). She has worked with nonprofit and for-profit brands in Asia, Europe, and the United States. Melissa’s specialties include integrated marketing communications, brand messaging strategy, digital content development, and writing. You can read more about Melissa on her website, www.MelissaGilliamShaw.com. She joined FCPS ACE in 2016.

APPLIED MARKETING

NEW

Applied Marketing for Small Businesses | Course BE01760

There is much more to marketing than advertising. If you are unsure on how to increase sales and marketing for your small business without breaking the bank on expensive paid advertising, this class is for you. Learn important (and practical) fundamentals of marketing that you can begin applying to your business immediately. Topics include: websites, Facebook business pages, search engine optimization, customer testimonials, and brand-building.

3 sessions @ 2 hrs each.

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0010 7:00 pm
L. Braddock SS Tu Th, January 24-January 31
Rm H235 Melissa Shaw, PCM, instructor

NEW

Introduction to Branding | Course BE01765

This course is designed as an introduction to branding for small business owners and also for professionals with an interest in brand-related careers. A brand is more than a logo. We will discuss mission, brand values, voice, color palate, pricing strategy, and more. (Note: this is a brand strategy, not a graphic design class.) 4 sessions @ 2 hrs each.

$ 89 Tuition
$ 10 User Fee
$ 99 Total Cost

Section 0010 7:00 pm
Plum Center M W, February 6-February 15
Rm 141 Melissa Shaw, PCM, instructor

NEW

Introduction to International Marketing | Course BE01775

In this introductory course, we will discuss how traditional marketing principles apply to international businesses and nonprofits. We will explore how marketers consider local and regional language, culture, technology, and consumer behavior in order to better-market international products, services, and brands in those locations. 4 sessions @ 2 hrs each.

$ 89 Tuition
$ 10 User Fee
$ 99 Total Cost

Section 0010 7:00 pm
Plum Center M W, March 22-April 3
Rm 104 Melissa Shaw, PCM, instructor
NEW
Marketing and Promotions for Small Business Course BE01770
This class is designed specifically for small to mid-sized businesses. You will learn about both traditional and digital advertising and promotions, including strengths, weaknesses, and general cost/expenses of each. We will introduce the idea of marketing campaigns and marketing plans, and we will take a look at some examples of great marketing promotional campaigns from well-known brands. 3 sessions @ 2 hrs each.
$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost
Section 0010 7:00 pm
Plum Center Tu Th, January 23-February 13
Rm 114 Melissa Shaw, PCM, instructor

NEW
WordPress Blogging Workshop | Course CT01759
Learn why WordPress is the most popular platform in the world for bloggers. We will discuss WordPress.com and WordPress.org, as well as how to acquire a domain and set up self-hosted blogs. We will explore free and inexpensive WordPress themes and popular third-party plug-ins, and learn how to set up and manage the back-end of a blog from the WordPress dashboard. 1 session @ 4 hrs.
$ 69 Tuition
$ 10 User Fee
$ 79 Total Cost
Section 0010 8:30 am
Plum Center Sa, February 25
Rm 114 Melissa Shaw, PCM, instructor

Computer Support Technician
Basic PC Maintenance | Course CT02465
Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7 operating system. 3 sessions @ 3 hrs each.
$ 209 Tuition
$ 20 User Fee
$ 229 Total Cost
Section 0010 7:00 pm
Chantilly HS M, January 23-February 13
Rm 133 Bryan Carvajal, instructor
Section 0011 7:00 pm
Pimmit Hills Ctr W, March 8-March 22
Rm 123 Bill Phillips, CISSP, MCSE, SEC+, instructor

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. No discounts/ waivers. 13 sessions covering 45.5 hrs. Prereq: CT02465 Basic PC Maintenance
$ 899 Tuition
$ 30 User Fee
$ 929 Total Cost
Section 0010 6:30 pm
ACE Herndon Learning Ctr Tu Th, January 31-March 14
Rm 5 Shahriyar Behbahani, instructor

Windows 7: MCTS Prep Part 1 | Course CT01770
Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680. You will be introduced to Windows 7, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. Purchase textbook separately, ISBN 978-1-111-30977-0. 7 sessions @ 3 hrs each.
$ 499 Tuition
$ 20 User Fee
$ 0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$ 519 Total Cost
Section 0010 7:00 pm
Plum Center M W, January 23-February 15
Rm 110 Edward Gibson, instructor

Windows 7: MCTS Prep Part 2 | Course CT01771
Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680 started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. Purchase textbook separately, ISBN 978-1-111-30977-0 (same book used in Part 1). 7 sessions @ 3 hrs each. Prereq: CT01770 Windows 7: MCTS Prep Part 1
$ 499 Tuition
$ 20 User Fee
$ 0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$ 519 Total Cost
Section 0010 7:00 pm
Plum Center M W, February 27-March 27
Rm 110 Edward Gibson, instructor

Child Care Provider Program | Course BE08099
Envision a better future for children and a brighter one for you, too. With a Child Day Care Provider certificate, students will be ready to work in day care centers, preschools, home-based centers, and playgroups. Learn about educational games, child growth, development and preschools, home-based centers, and playgroups. Learn about educational games, child growth, development and behavior, scheduling, age-appropriate activities, nutrition, nurturing, socialization and more. No discounts/waivers. The course totals 52 hours of instruction.
$ 729 Tuition
$ 12 User Fee
$ 68 Text: Essentials for Working with Young Children, 3rd ed ($63); Standards for Licensed Child Day Centers ($5)
$ 809 Total Cost
Section 0010 10:00 am
Plum Center Tu Th, January 17-March 28
Rm TR 3 Jacqueline Miner, instructor

Pediatric CPR and First Aid | Course HM01796
$ 147 Total Cost
See page 25 for course information and schedule.

Résumé and Interview Clinic | Course BE01393
$ 109 Total Cost
See page 6 for course information and schedule.

Child Care Provider
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 Program Registration and Fee ($50) 38
BE08099 Child Care Provider 9
HM01796 Pediatric CPR and First Aid 25
BE01393 Résumé and Interview Clinic 6

Recommended Page
BE08097 Pre-Medication Training (PMAT) —
BE08098 Child Care Provider Medication Admin Training Pt 2: MAT Practical & Testing —

Computer Support Technician
ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. The technology sector is expanding every year and the workforce needed to support a digital age economy is growing all the time. Break into this high-demand job market and enroll in this certificate program. The program can be completed within one year.

Required Courses Page
CE02000 Certificate Program Registration and Fee ($50) 38
CT02465 Basic PC Maintenance 9
CT01465 A+: Troubleshooting Your Computer 9
CT01770 Windows 7: MCTS Prep Part 1 9
CT01771 Windows 7: MCTS Prep Part 2 9

Recommended Course Page
CT01666 A+ Certification Prep —
*Courses are offered on a rotating basis.
Call 703-658-2729 or e-mail business@fcps.edu for further information.

Fast Track Bookkeeping and Accounting | Course BE01264
Acquire basic bookkeeping and recordkeeping skills. Enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). In this intense class, the accounting cycle (knowledge side) will be followed by QuickBooks Pro (skills side). Nice class for anyone interested in the field including entrepreneurs. No discounts/refunds. 15 sessions @ 3 hrs each.
$ 579 Tuition
$ 35 User Fee
$ 20 Text: Barron’s E-Z Accounting 5th ed
$ 634 Total Cost
Section 0010 7:00 pm
Plum Center M W, January 30-March 22
Rm 114 Chandran Pillai, CPA, instructor
HUMAN RESOURCES MANAGEMENT

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.

$204 Tuition
$ 10 User Fee
$ 5 Text: Human Resources Management Fundamentals
$219 Total Cost

Section 0010 7:00 pm
Edison HS W, March 1-March 22
Rm B133 Gina Lynch, MA, MS, instructor

HR Recruiting and Placing Employees | Course BE01402

Study how to establish and carry out a recruiting program that brings needed manpower to your workforce and effectively positions that workforce for maximum efficiency and effectiveness. 4 sessions @ 3 hrs each.

$204 Tuition
$ 10 User Fee
$ 5 Text: HR Recruiting and Placing Employees
$219 Total Cost

Section 0010 7:00 pm
Edison HS Tu, February 7-February 28
Rm B133 Gina Lynch, MA, MS, instructor

HR Training the Workforce | Course BE01403

Covers what constitutes training, how to develop and structure a training program, preparing effective training plans, obtaining high workforce productivity from funds expended for training, how to design courses, and training/development programs of value to workforce. 4 sessions @ 3 hrs each.

$204 Tuition
$ 10 User Fee
$ 5 Text: FCPS BE01403 Training the Workforce
$219 Total Cost

Section 0010 7:00 pm
Edison HS W, January 4-January 25
Rm B133 Gina Lynch, MA, MS, 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 @ 2 hrs each.

$204 Tuition
$ 10 User Fee
$ 5 Text: FCPS BE01404 Downsizing with Logic and Care
$219 Total Cost

Section 0010 7:00 pm
Edison HS Th, March 2-March 23
Rm B133 Tehani Lopes Matthews, instructor

HR Organizational Law Overview | Course BE01410

Study the content of laws pertaining to wages and hours, workers’ safety and health, unions and members, family and medical leave, Virginia at-will employment and the right to work. Understand how a human resources manager might respond and when these laws affect workforce operations. Course does not provide legal opinions or positions. 4 sessions @ 3 hrs each.

$209 Tuition
$ 10 User Fee
$ 5 Text: FCPS BE01405 HR Management in the 21st Century
$219 Total Cost

Section 0010 7:00 pm
Edison HS W, February 8-March 1
Rm B129 Deborah Marconda, JD, instructor

MANAGEMENT PRACTICES

NEW
What Management Is, What Managers Do | Course BE01510

Organizations are the means by which people get things done. People can accomplish more working together than they can achieve alone, but to combine and coordinate the efforts of the members of the organization, the process of management is required. Learn why management is needed in all organizations and the different levels of management. Explore what managers do, the definitions of essential management functions—planning, organizing, staffing, leading and controlling—and the basic skills required for effective management. 1 session @ 4 hrs.

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0010 9:00 am
Plum Center Sa, January 28
Rm 150 Sally Silberman, instructor

NEW
Fundamentals of Managerial Planning | Course BE01511

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

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0010 9:00 am
Plum Center Sa, February 11
Rm 150 Sally Silberman, instructor

NEW
Successful Delegation: Achieving Results Through Others | Course BE01512

Delegating effectively is a critical skill (that fails 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 @ 7 hrs.

$ 99 Tuition
$ 10 User Fee
$109 Total Cost

Section 0010 9:00 am
Plum Center Sa, February 25
Rm 150 Sally Silberman, instructor
NEW

Essential Managerial Skills for Human Resource Practices | Course BE01513

Employees are an organization’s most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course will address the essential skills supervisors need to address employee performance and personnel actions. 1 session @ 6.5 hrs.

$ 99 Tuition
$ 10 User Fee
$ 109 Total Cost

Section 0010
9:00 am
Plum Center
Sa, March 4
Rm 148
Tehani Lopes Matthews, instructor

NEW

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 facilitiated 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. 1 session @ 7 hrs.

$ 99 Tuition
$ 10 User Fee
$ 109 Total Cost

Section 0010
9:00 am
Plum Center
Sa, March 11
Rm 148
Tehani Lopes Matthews, instructor

NEW

Exercising Managerial Control | Course BE01515

The management functions of planning and controlling are closely related. Planning “sets the ship’s course,” and controlling “keeps it on course.” The supervisor sets the goals and seeks information on whether they are being reached as planned. In this course, topics include: the definition of managerial control and how it directly relates to planning; the characteristics of effective control systems and the three types of control systems; the four steps of the control process, different types of standards, and when to use management by exception. 1 session @ 4 hrs.

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0010
9:00 am
Plum Center
Sa, March 25
Rm 148
Sally Silberman, instructor

NONPROFIT ORGANIZATION DEVELOPMENT

Starting a Nonprofit Organization | Course BE01871

Whether you are interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization, this course will walk you through the steps. Understand what is needed to take a nonprofit start-up from vision to reality and the necessary processes to become a 501(c)(3) tax-exempt organization. 2 sessions @ 2 hrs each.

$ 107 Tuition
$ 2 User Fee
$ 109 Total Cost

Section 0010
1:00 pm
Plum Center
F, January 6
Rm 122
Lynn O’Connell, instructor

Section 0011
7:00 pm
Plum Center
Th, March 23-March 30
Rm 140
Lynn O’Connell, instructor

Strategic Planning for Your Nonprofit | Course BE01910

A nonprofit needs planning in order to stay on track and grow. Select a type of plan that your organization can really develop and use. Learn how to carry out a strategic plan and see that it is implemented. 1 session @ 2 hrs.

$ 87 Tuition
$ 2 User Fee
$ 89 Total Cost

Section 0010
7:00 pm
Plum Center
Th, January 19
Rm 148
Lynn O’Connell, instructor

Successful Fundraising | Course BE01913

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

$ 107 Tuition
$ 2 User Fee
$ 109 Total Cost

Section 0010
1:00 pm
Plum Center
F, March 10
Rm 122
Lynn O’Connell, instructor

The 3 Rs of Volunteers: Recruitment, Retention, and Recognition | Course BE01872

Build numbers and commitment among your volunteer pool—with or without an existing team. Discover the five initial steps to effective recruitment! Finish with strategies to make the experience for your volunteers memorable. 1 session @ 2 hrs.

$ 87 Tuition
$ 2 User Fee
$ 89 Total Cost

Section 0010
7:00 pm
Plum Center
Th, February 16
Rm 148
Lynn O’Connell, instructor

MANAGEMENT PRACTICES

The Management Practices Certificate provides a firm foundation about both the theory and 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 out in management or supervisory positions. The required courses are based on the core management functions—Planning, Organizing, Staffing, Leading, and Controlling—as well as their relationship to one another.

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

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<td>BE01510</td>
<td>What Management Is, What Managers Do</td>
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<tr>
<td>BE01511</td>
<td>Fundamentals of Managerial Planning</td>
<td>10</td>
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<tr>
<td>BE01512</td>
<td>Successful Delegation: Achieving Results Through Others</td>
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<tr>
<td>BE01513</td>
<td>Essential Managerial Skills for Human Resource Management</td>
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<td>BE01514</td>
<td>Leading for Maximum Results!</td>
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<td>BE01515</td>
<td>Exercising Managerial Control</td>
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Call 703-658-2729 or email business@fcps.edu for more information.

NONPROFIT ORGANIZATION DEVELOPMENT

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

Required Courses

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<td>BE01915</td>
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<td>BE01913</td>
<td>Successful Fundraising</td>
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<td>BE01886</td>
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Electives

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<tr>
<td>BE01879</td>
<td>Creating a Successful Business Plan</td>
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<tr>
<td>BE01910</td>
<td>Strategic Planning for Your Nonprofit</td>
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<td>BE01918</td>
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<td>Introduction to Project Management</td>
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<td>BE01387</td>
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Call 703-658-2729 or email business@fcps.edu for more information.

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
**ORACLE DATABASE ADMINISTRATION**

Oracle continues to be a leader in database technology and is used worldwide to capture, store, and analyze organizational data. The expertise of Oracle database administrators (DBAs) is essential to the success of today’s increasingly complex system environments, and DBAs play an important role in every organization’s information technology (IT) department. The ACE Certificate in Oracle Database Administration provides students with the skills and knowledge required to enter the field of database administration and is designed to prepare the students for the corresponding Oracle Certified Associate Exam.

**Required Courses**
- CE02010 | Certificate Program Registration & Fee  38
- CT01547 | Oracle Basics  12
- CT01551 | Oracle Database Administration: Introduction  —
- CT01552 | Oracle Database Administration I  —
- CT01553 | Oracle Database Administration II  12

**Electives (3 required)**
- CT01488 | Windows Server 2012  —
- CT01556 | Oracle Database Administration: Performance Tuning  —
- CT01559 | Oracle Data Warehousing  —
- CT01640 | Introduction to TCP/IP Networking I  —
- CT01641 | Introduction to TCP/IP Networking II  12
- CT01659 | Linux Administration I  —

**SMALL BUSINESS MANAGEMENT**

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Learn the essentials to starting and running a small business. Go into business for yourself or consult and advise other small business owners. Complete the 7 required courses and 3 electives to earn a Small Business Management Certificate.

**Required Courses**
- CE01053 | Certificate Prog Registration & Fee ($50)  38
- BE01896 | Starting Your Own Business  13
- BE01879 | Creating a Successful Business Plan  13
- BE01880 | Small Business Legal Primer  13
- BE01245 | Developing a Marketing Plan  13
- CT01545 | Create Your Own Business Web Site  13
- BE01882 | Financing Your Small Business  13
- BE01275 | Federal Income Tax for Small Business Owners  13

**Electives**
- BE01903 | Tax Strategies for the One-Person Business and Small Corporations  13
- BE01075 | Successful Business Writing  14
- BE01387 | Social Networking  19
- BE01246 | Introduction to Marketing Automation  13
- BE01277 | Accounting for Non-Accountants  7
- BE01894 | Successful Selling Fundamentals  14
- BE01410 | Human Resources Law Overview  10
- CT01757 | WordPress for Entrepreneurs  14
- BE01760 | Applied Marketing for Small Businesses  8

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

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**Event Planning | Course BE01886**

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

**$ 87 Tuition**  
**$ 2 User Fee**  
**$ 89 Total Cost**

**Section 0010**  
**Plum Center**  
**Th, January 5**  
**Rm 148**  
**Lynn O’Connell, instructor**

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**Grant Writing | Course BE01915**

See page 19 for course information and schedule.

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**Introduction to Nonprofit Accounting and Finances | Course BE01918**

This workshop is essential for anyone interested in getting a better understanding of basic accounting principles and terminology focusing on the differences between for-profits and nonprofits. At the conclusion of the class, students will complete a short quiz to make sure they have mastered key terms and principles. In this workshop, students will learn why everyone in the nonprofit world, from board members to staff to donors, needs to have a basic understanding of financial reports and accounting terms; key differences in nonprofit organizational structures including tax-exempt status; basic accounting principles and unlocking the mystery of financial statements; internal controls and the importance of separation of duties when it comes to handling cash and preventing theft; and next steps where you can learn more. 1 session @ 3 hrs.

**$ 99 Tuition**  
**$ 10 User Fee**  
**$ 109 Total Cost**

**Section 0010**  
**Plum Center**  
**Th, February 16**  
**Rm 122**  
**Robert Kraus, instructor**

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**Project Management for Non-Profits | Course BE01209**

Project management (PM) for Non-Profits is key. In the nonprofit world, projects include everything from a grant writing and fundraising to a strategic plan with project development, execution, and results. This workshop introduces participants to basic project management (PM) principles for success and details the five processes that make up the PM Life Cycle. It will walk participants through project development: defining your project, outlining the steps to implement the project, and processes to control quality. Participants will also learn specific PM techniques to make project requests stronger including strategies for communication with stakeholders, cost management, and human resource management. 1 session @ 4 hrs each.

**$ 99 Tuition**  
**$ 10 User Fee**  
**$ 109 Total Cost**

**Section 0010**  
**Plum Center**  
**Sa, February 25**  
**Rm 148**  
**Melson Martin, MBA, PMP, instructor**

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**ORACLE DATABASE ADMINISTRATION**

**Oracle Basics | Course CT01547**

Study Oracle database design and the creation of Oracle tables, indexes, sequences, views, and other objects. Use SQL to select and modify table data. Generate reports with SQL Plus. Load and backup table data with Oracle utilities. Must know how to use computers; some knowledge of databases helpful but not required. Purchase textbook separately. 8 sessions @ 3 hrs each.

**$ 419 Tuition**  
**$ 20 User Fee**  
**$ 439 Total Cost**

**Section 0010**  
**Plum Center**  
**Tu Th, January 24-February 16**  
**Rm 118**  
**Arabinda Banik MS, instructor**

**Section 0011**  
**Plum Center**  
**Su, January 29-March 19**  
**Rm 118**  
**Santosh Rani, instructor**

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**Introduction to TCP/IP Networking II | Course CT01641**

This course is a continuation of Introduction to TCP/IP Networking I and covers Ipvk6, TCP/IP utilities, monitoring and remote access, classic services, an overview of TCP/IP and the Internet, and a selection of topics regarding TCP/IP in a work environment. 4 sessions @ 3 hrs each. Prereq: CT01640 Introduction to TCP/IP Networking

**$ 299 Tuition**  
**$ 20 User Fee**  
**$ 319 Total Cost**

**Section 0010**  
**Plum Center**  
**M W, January 18-January 30**  
**Rm 118**  
**Michael NeSmith, BA, MCSE, instructor**

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**Oracle Database Administration II | Course CT01553**

This course addresses such topics as: database architecture, configuring and recoverability, configuring backup specifications, and performing user-managed backup and recovery. Reviews how to use RMAN to create backups, perform recovery, and duplicate a database. Looks at performing tablespace point-in-time recovery and using flashback technology. Covers diagnosing the database, managing memory, managing resources, and automating tasks. The course covers the major topics in Exam 1Z0-063. 7 sessions @ 3 hrs each. Prereq: CT01551 Oracle Database Administration—Introduction

**$ 429 Tuition**  
**$ 20 User Fee**  
**$ 0 Text: Book info at www.fcps.edu/is/ace/books.shtml**  
**$ 449 Total Cost**

**Section 0010**  
**Plum Center**  
**M W, February 8-March 6**  
**Rm 118**  
**Michael NeSmith, BA, MCSE, instructor**
Small Business Legal Primer | Course BE01880
Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you get paid. 2 sessions @ 3 hrs each.
$144 Tuition
$ 5 User Fee
$149 Total Cost
Section 0010 7:00 pm
Edison HS  Tu Th, March 7-March 9
Rm B129  Deborah Marconda, JD, instructor

Create Your Own Small Business Website | Course CT01545
Need a website but can’t afford a web designer? Want to avoid paying for every little edit? If you know how to use your keyboard and have the ability to browse, you can create a professional looking website using content management and publishing platforms. Most designs will be based on existing templates. 4 sessions @ 3 hrs each. Prereq: CT01416 PC Basics
$219 Tuition
$ 20 User Fee
$239 Total Cost
Section 0010 7:00 pm
Woodson HS  M, February 27-March 20
Rm E157  Dr. Majid Imany, Instructor

Federal Income Tax for Small Business Owners | Course BE01275
Learn what the IRS considers business income, business expenses (including IRS regulations on Section 179 expensing and depreciation, car and truck expenses, home office expenses, net operating losses, etc.), gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses. This course will also cover asset depreciation methods and the assets life/class per IRS regulations. 4 sessions @ 3 hrs each.
$229 Tuition
$ 7 User Fee
$249 Total Cost
Section 0010 7:00 pm
Herdon HS  Tu Th, February 7-February 16
Rm 123  Chandran Pillai, CPA, instructor

Introduction to Marketing Automation | Course BE01246
New marketing automation technology is transforming marketing and sales processes. Learn what these systems do and how you can leverage them to grow your business. Topics include: e-mail campaigns, content marketing, landing pages, web tracking, lead nurturing/drip campaigns, reporting and analytics plus integration with other marketing tools such as CRMs. Note: this is NOT a course for marketing novices—you will need at least an intermediate understanding of marketing strategy and web/e-mail marketing concepts to keep pace in this course. 1 session @ 3 hrs.
$ 74 Tuition
$ 5 User Fee
$ 79 Total Cost
Section 0010 9:30 am
Pimmit Hills Ctr  W, March 15
Rm 116  Katherine Chalmers, MA, instructor

I Have a Great Idea, Now What?...Get Your Product to Market Without Wasting a Dime! | Course BE01928
You’ve seen people make millions of dollars off of products marketed on TV. You have an idea for a product, and you know that everyone will want one if you just make it available. But, how do you know if your idea will sell? How do you price your product for profit? How do you navigate the prototype process without wasting money? Can you get someone to buy your idea and sell it for you, or should you build and sell it yourself? Your teacher, a patented, award-winning inventor, will take you step-by-step through the invention process from idea to market. You will also learn how to conduct a patent search, how to protect your product idea, and even how to get funding. Best of all, you will learn inside tips and tricks so that you will have to waste a dime! 4 sessions @ 3 hrs each.
$199 Tuition
$10 User Fee
$209 Total Cost
Section 0010 7:00 pm
Marshall HS  Tu Th, January 24-February 2
Rm B102  Andrew E. Colsky, J.D., LL.M., MS, GPC, instructor
Successful Business Writing | Course BEO1075
In business writing, the language is concrete and significant points are well expressed. Create clear and effective letters, memos, reports, and professional papers. Manage writer’s block; get ideas on paper; revise for clarity; and edit for jargon, wordiness, and correct grammar. Put away your inadequacies and acquire that professional touch. 5 sessions @ 3 hrs each.
$229 Tuition
$10 User Fee
$20 Text: Writing At Work
$259 Total Cost

Section 0010 7:00 pm
Woodson HS
Tu Th, March 7-March 21
Rm E125
Kathy Barber, MA, instructor

WEB DESIGNER/DEVELOPER

HTML 1—Your First Website | Course CT01525
A great stepping stone to penetrating the mysteries of the Internet and how you can be a part of it. If you’ve never worked with code before, don’t worry. Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. Purchase text prior to first class. ISBN: 118008189. 3 sessions @ 3 hrs each.
$199 Tuition
$15 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$214 Total Cost

Section 0010 7:00 pm
L. Braddock SS
Tu, January 24-January 31
Rm A213
Dr. Majid Imany, instructor

HTML 2—Enhancing Your Website | Course CT01526
Back for more? Great! In this second installment of HTML coursework we show you how to enter and organize information into tables. Add a better browsing experience to your site with navigation bars, colors, and borders. Purchase text prior to class. ISBN: 118008189. 3 sessions @ 3 hrs each.
Prereq: CT01525 HTML 1—Your First Website
$199 Tuition
$15 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$214 Total Cost

Section 0010 7:00 pm
L. Braddock SS
Tu Th, February 14-February 21
Rm A213
Dr. Majid Imany, instructor

HTML 3—Interacting With Your Website | Course CT01527
Now on to the more complex stuff. In this 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’ll show you how to review your site to optimize the experience for visitors. Purchase book separately. 3 sessions @ 3 hrs each.
Prereq: CT01526 HTML 2—Enhancing Your Website
$199 Tuition
$15 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$214 Total Cost

Section 0010 7:00 pm
L. Braddock SS
Tu Th, March 7-March 14
Rm A213
Dr. Majid Imany, instructor

QuickBooks Pro 2015—Level 1 | Course CT01435
QuickBooks Level 1 teaches you how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards anyone working with data entry in QuickBooks. A general knowledge of accounting principles is required for this course. 7 sessions @ 3 hrs each.
Prereq: BEO1260 Fundamentals of Accounting—Part 1
Prereq: CT01416 PC Basics
Prereq: CT01417 Keyboarding
$434 Tuition
$25 User Fee
$45 Total Cost

Section 0010 7:00 pm
Pimmit Hills Ctr
Tu, February 14-March 21
Rm 123
Adrian Mikeliunas, CISSP, CISA, instructor

Web Design with Cascading Style Sheets 1 | Course CT01541
Tired of the usual HTML defaults? You already know the basics of coding; now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables you to create easily maintainable websites. Purchase textbook separately. 3 sessions @ 3 hrs each.
Prereq: CT01526 HTML 1—Your First Website
$199 Tuition
$15 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$214 Total Cost

Section 0010 7:00 pm
L. Braddock SS
Tu Th, March 7-March 14
Rm A213
Dr. Majid Imany, instructor

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. 4 sessions @ 3 hrs each.
Prereq: CT01541 Web Design with Cascading Style Sheets 1
$204 Tuition
$15 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$219 Total Cost

Section 0010 7:00 pm
Chantilly HS
W, March 8-March 29
Rm 206
Dr. Majid Imany, instructor

Intro to WordPress | Course CT01756
WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video. This class teaches the new user how to get their blog up and started quickly while teaching students to understand the right way to install, administer, customize, and market their blog. Each weekly lecture will give explanations, illustrations, resources, and practical scenarios. 6 sessions @ 3 hrs each.
$284 Tuition
$15 User Fee
$299 Total Cost

Section 0010 7:00 pm
Pimmit Hills Ctr
W, February 1-March 8
Rm 116
Adrian Mikeliunas, CISSP, CISA, instructor

JavaScript: Building Interactive Web Sites | Course CT01531
Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submittal, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately. ISBN: 0137001312. 6 sessions @ 3 hrs each.
Prereq: CT01492 Introduction to Programming
Prereq: CT01525 HTML 1—Your First Website
$319 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$339 Total Cost

Section 0010 4:30 pm
Plum Center
M, January 23-March 6
Rm 117
Susan Brun, Instructor

Get Great Search Engine Optimization (SEO) Results! | Course BEO1705
$109 Total Cost
See page 19 for course information and schedule.
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. No discounts/waivers. 13 sessions covering 45.5 hrs. Prereq: CT02465 Basic PC Maintenance
$899 Tuition
$30 User Fee
$929 Total Cost
Section 0010
6:30 pm
ACE Hemdoun Learning Ctr Tu Th, January 31-March 14
Rm 5
Shahriyar Behbahani, instructor

Certified Information System Security Professional (CISSP) | Course CT01910
Prepare for the CISSP exam. Course covers all ten modules: access control, telecommunications and network security, information security governance and risk management, software development security, cryptography, security architecture and design, operations security, business continuity and disaster recovery planning, investigations, and physical security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, view https://www.isc2.org/about-isc2-credentials.aspx. Purchase textbook separately. 12 sessions @ 3 hrs each.
$799 Tuition
$30 User Fee
$829 Total Cost
Section 0010
9:00 am
Plum Center Sa, January 28-April 22
Rm 110
Edward Gibson, instructor

Section 0011
7:00 pm
Pimmit Hills Ctr Tu, January 31-April 25
Rm 123
Bill Phillips, CISSP, MCSE, SEC+, instructor

Cisco Networking | Course CT01474
Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subsetting different classes of IP addressing. Configure networks using RIP, IGRP and other routing protocols. Secure the networks by creating access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included. 9 sessions @ 5 hrs each; pack lunch. Purchase textbook separately. No discounts/waivers. Prereq: CT01473 Network+
$829 Tuition
$25 User Fee
$46 Text: CCNA Routing and Switching Study Guide $900 Total Cost
Section 0010
9:00 am
ACE Hemdoun Learning Ctr Sa, January 28-March 25
Rm 5
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. 11 sessions @ 3 hrs each. Prereq: CT01462 Windows 7
$629 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$649 Total Cost
Section 0010
7:00 pm
Plum Center Tu Th, March 2-April 6
Rm 110
Edward Gibson, instructor

Security+ | Course CT01480
Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics. CT01770 Windows 7: MCTS Prep or an equivalent amount of experience a must to succeed in this class. Exam is not offered as part of the course. Purchase textbook separately. 11 sessions @ 3 hrs each.
$829 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$649 Total Cost
Section 0010
7:00 pm
Plum Center Tu Th, January 17-February 21
Rm 110
Edward Gibson, instructor

Windows 7: MCTS Prep Part 1 | Course CT01770
Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680. You will be introduced to Windows 7, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. Purchase textbook separately. ISBN 978-1-111-30977-0. 7 sessions @ 3 hrs each.
$499 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$519 Total Cost
Section 0010
7:00 pm
Plum Center Tu Th, M W, January 23-February 15
Rm 110
Edward Gibson, instructor

Windows 7: MCTS Prep Part 2 | Course CT01771
Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680 started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. Purchase textbook separately. ISBN 978-1-111-30977-0 (same book used in Part 1). 7 sessions @ 3 hrs each. Prereq: CT01770 Windows 7: MCTS Prep Part 1
$499 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$519 Total Cost
Section 0010
7:00 pm
Plum Center Tu Th, M W, February 27-March 27
Rm 110
Edward Gibson, instructor

WEB DESIGNER/DEVELOPER

The need for web designers and developers has increased greatly as we evolve into an Internet-driven society. Consider a career in web design and development. You may also apply this skill set to other interests and earn extra income as a consultant, supporting a non-profit that needs an Internet presence, or starting a web-based business. Successfully complete the required courses and two electives to earn your certificate.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT01462</td>
<td>Digital Art: Photoshop Basics</td>
<td>$519</td>
</tr>
<tr>
<td>CT01463</td>
<td>Digital Art: Photoshop Intermediate</td>
<td>$519</td>
</tr>
<tr>
<td>CT01529</td>
<td>Web Design with Adobe Dreamweaver</td>
<td>$649</td>
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<tr>
<td>CT01530</td>
<td>HTML 5 for Mobile Websites and Devices</td>
<td>$519</td>
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<tr>
<td>CT01536</td>
<td>Adobe Flash: Web Graphics &amp; Animation 1</td>
<td>$519</td>
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<tr>
<td>CT01756</td>
<td>Intro to WordPress</td>
<td>$519</td>
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Electives

Choose two from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT01468</td>
<td>Windows Server 2012 for Administrators</td>
</tr>
<tr>
<td>CT01480</td>
<td>Security+</td>
</tr>
<tr>
<td>CT01474</td>
<td>Cisco Networking</td>
</tr>
<tr>
<td>CT01574</td>
<td>CCNA: Security</td>
</tr>
<tr>
<td>CT01465</td>
<td>A+: Troubleshooting Your Computer</td>
</tr>
<tr>
<td>CT01666</td>
<td>A+ Certification Prep</td>
</tr>
</tbody>
</table>

CERTIFICATION PREP COURSES

The certification exams are available at local authorized testing centers. ACE does not provide these exams. The courses listed below are recommended for exam preparation. Some courses are not offered every term.

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCTS Windows 7</td>
<td>15</td>
</tr>
<tr>
<td>CT01770</td>
<td>Windows 7: MCTS Prep Part 1</td>
</tr>
<tr>
<td>CT01771</td>
<td>Windows 7: MCTS Prep Part 2</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>15</td>
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<tr>
<td>CT01473</td>
<td>Network+</td>
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<tr>
<td>CompTIA Security+</td>
<td>15</td>
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<tr>
<td>CT01488</td>
<td>Windows Server 2012 for Administrators</td>
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<tr>
<td>CT01480</td>
<td>Security+</td>
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<tr>
<td>Cisco Certified Network Associate (CCNA)</td>
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<td>CT01474</td>
<td>Cisco Networking</td>
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<td>CT01574</td>
<td>CCNA: Security</td>
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<tr>
<td>CompTIA A+</td>
<td>15</td>
</tr>
<tr>
<td>CT01465</td>
<td>A+: Troubleshooting Your Computer</td>
</tr>
<tr>
<td>CT01666</td>
<td>A+ Certification Prep</td>
</tr>
<tr>
<td>IS2 Certified Information System Security Professional (CISSP)</td>
<td>15</td>
</tr>
<tr>
<td>CT01910</td>
<td>CISSP</td>
</tr>
</tbody>
</table>
COMPUTER GRAPHICS

Adobe Illustrator—Introduction | Course CT01454
Get acquainted with the basics of Adobe Illustrator in this introductory course. Become familiar with setting up an artboard for a postcard invitation and a simple vector illustration. Basic computer expertise recommended. Purchase textbook separately. 4 sessions @ 3 hrs each.
$ 199 Tuition
$ 10 User Fee
$ 45 Text: Adobe Illustrator CS6 Classroom in a Book
$ 254 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu Th, January 3-January 12
Rm C106
Diya Shankardass, instructor

NEW
Adobe Illustrator Workshop—Pattern Making | Course CT02165
Continue your journey in the world of Adobe Illustrator. Learn the basics of pattern making using the pattern tool and applying clipping masks in Illustrator. Students will create a seamless pattern using vector shapes for a greeting card. 2 sessions @ 3 hrs each.
Prereq: CT01454 or equivalent knowledge
$ 94 Tuition
$ 15 User Fee
$ 109 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu Th, January 17-January 19
Rm C106
Diya Shankardass, instructor

Digital Art: Photoshop Basics | Course CT01462
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. Purchase textbook separately. 6 sessions @ 3 hrs each.
$ 299 Tuition
$ 20 User Fee
$ 0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$ 319 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu Th, January 17-February 2
Rm C106
Jessica Rossiter, instructor

Digital Art: Photoshop Intermediate | Course CT01463
Using new brush tools and basic pen tool techniques, you will learn to create vector shapes and use advanced layering and layer styles. You will create a final project. Same text as Photoshop Basics. 6 sessions @ 3 hrs each.
Prereq: CT01462 Digital Art: Photoshop Basics
$ 299 Tuition
$ 20 User Fee
$ 0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$ 319 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu Th, February 14-March 2
Rm C104
Jessica Rossiter, instructor

Graphics for the Web | Course CT01550
Learn how to create your own graphics and images using Photoshop Elements. This course is about bringing the exciting vision of your website to life. Create banners, buttons, and background images to help make your website “pop” and stand out from the rest. 4 sessions @ 3 hrs each.
$ 219 Tuition
$ 15 User Fee
$ 234 Total Cost

Section 0010
9:00 am
Woodson HS
Sa, March 4-March 25
Rm A119
Dr. Majid Imany, instructor

Illustrator Workshop 101 | Course CT02160
Learn the basics of Adobe Illustrator in this introductory workshop. Become familiar with the user interface, tools and panels. Students will create a logo and a simple vector illustration. 2 sessions @ 3 hrs each.
$ 99 Tuition
$ 15 User Fee
$ 114 Total Cost

Section 0010
7:00 pm
Chantilly HS
Tu Th, March 14-March 16
Rm 292
Jessica Rossiter, instructor

InDesign Workshop 101: Introduction | Course CT02140
Learn the basics of Adobe InDesign in this two-day workshop. Become familiar with the user interface, tools and panels. Students will create a business card, flyer, and newsletter. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.
$ 109 Tuition
$ 15 User Fee
$ 124 Total Cost

Section 0010
7:00 pm
Herndon HS
Tu, January 17-January 24
Rm 108
Mary Ann Smith, MOS, instructor

Section 0011
7:00 pm
Chantilly HS
Tu, February 28-March 14
Rm 113
Bryan Carvajal, instructor

OFFICE PRODUCTIVITY SOFTWARE

Microsoft Office Proficiency Workshop | Course CT01285
Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. May require outside study. This course provides a broad overview of various Microsoft® Office products and is not designed to prepare one for the MSO exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.
$ 429 Tuition
$ 24 User Fee
$ 16 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide PowerPoint 2013 ($4); Quick Source Guide Word 2013 ($6)
$ 469 Total Cost

Section 0010
9:00 am
Plum Center
Tu W Th, February 1-February 13
Rm 114
Lisa Rosenberger, instructor

Section 0011
9:00 am
Chantilly HS
M W, January 23-January 25
Rm 116
Lisa Rosenberger, instructor

Section 0012
10:00 am
Plum Center
Tu W Th, March 14-March 16
Rm 114
Lisa Rosenberger, instructor

Section 0013
1:00 pm
Woodson HS
Sa, March 4-March 25
Rm A119
Dr. Majid Imany, instructor

MS Word—Basics | Course CT01328
New to MS Word? For those who prefer a relaxed pace or do not have access to Word at home or office, this is the course for you. You will learn to produce letters, memos, set margins and tabs, move and copy text. Extra in-class lab time. Windows experience recommended. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.
Prereq: CT01423 Windows Basics
$ 53 Tuition
$ 6 Text: Quick Source Guide Word 2013
$ 59 Total Cost

Section 0010
4:00 pm
Pimmit HillsCtr
M W, January 23-January 25
Rm 116
Lisa Rosenberger, instructor

Section 0011
1:00 pm
Plum Center
Tu W Th, February 1-February 13
Rm 114
Lisa Rosenberger, instructor

Section 0012
10:00 am
Plum Center
Tu W Th, March 14-March 16
Rm 114
Lisa Rosenberger, 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 or 2 sessions @ 6 hrs each.
$ 229 Tuition
$ 15 User Fee
$ 26 Text: MS Word 2013: Part 1
$ 270 Total Cost

Section 0010
7:00 pm
Chantilly HS
M W, January 11-January 25
Rm 206
Wayne Shewmaker, MBA, MOS, instructor

Section 0011
9:00 am
Plum Center
Tu W Th, February 1-February 13
Rm 114
Wayne Shewmaker, MBA, MOS, instructor

Section 0012
7:00 pm
Chantilly HS
Tu Th, March 14-March 23
Rm C101
Susan Kenney, 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
$ 229 Tuition
$ 14 User Fee
$ 26 Text: MS Word 2013: Part 2
$ 269 Total Cost

Section 0010
7:00 pm
Chantilly HS
M W, February 1-February 13
Rm 206
Wayne Shewmaker, MBA, MOS, instructor
MS Excel—Basics | Course CT01441
Learn to use Microsoft® Excel 2013 to create, edit, and print worksheets. Perform worksheet calculations by learning the basics of formulas and functions. Modify the appearance of worksheets and manage workbooks. Basic computer knowledge required to be successful in this course. 4 sessions @ 3 hrs each.
$229 Tuition
$15 User Fee
$26 Text: MS Excel 2013: Part 1
$270 Total Cost

Section 0010
7:00 pm
L. Braddock SS
Tu Th, January 17-January 26
Rm A212
Wayne Shewmaker, MBA, MOS, instructor

Section 0011
9:00 am
Pimmit Hills Ctr
Tu Th, January 19-January 31
Rm 123
Susan Kenney, Instructor

Section 0012
7:00 pm
Chantilly HS
M W, January 30-February 8
Rm 292
David Vigil MS, Instructor

Section 0013
9:00 am
Plum Center
Tu Th F, February 14-February 17
Rm 110
Wayne Shewmaker, MBA, MOS, instructor

Section 0014
9:00 am
Pimmit Hills Ctr
M W, March 13-March 22
Rm 123
Susan Kenney, Instructor

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 Text and Lookup functions. Create tables and charts. Sort and filter data. Create PivotTables and PivotCharts. Analyze data using slicers. Insert graphic objects into worksheets and customize and enhance the Excel environment by managing themes and creating templates. 4 sessions @ 3 hrs each.
Prereq:CT01441 MS Excel—Basics

$229 Tuition
$14 User Fee
$26 Text: MS Excel 2013: Part 2
$269 Total Cost

Section 0010
7:00 pm
L. Braddock SS
Tu Th, February 7-February 16
Rm A212
Wayne Shewmaker, MBA, MOS, instructor

Section 0011
9:00 am
Pimmit Hills Ctr
Tu Th, February 14-February 23
Rm 116
Susan Kenney, Instructor

Section 0012
7:00 pm
Chantilly HS
M W, February 27-March 6
Rm 292
David Vigil MS, Instructor

MS Excel—Advanced | Course CT01445
Learn to use Microsoft® Excel at an advanced level! Analyze data with Logical, Combined, and Conditional functions. Apply conditional formatting and add data validation criteria. Learn to protect files, share a workbook and audit worksheets. Analyze data by applying trendlines, sparklines, and performing a What-if Analysis and a Statistical Analysis with the Analysis Toolpak. Consolidate workbook data and link and edit cells in different workbooks. Export Excel data to and import data from other applications. 4 sessions @ 3 hrs each.
Prereq:CT01442 MS Excel—Intermediate

$229 Tuition
$14 User Fee
$26 Text: MS Excel 2013: Part 3
$269 Total Cost

Section 0010
7:00 pm
L. Braddock SS
Tu Th, February 28-March 9
Rm A212
Wayne Shewmaker, MBA, MOS, instructor

MS Excel Shortcuts and Tricks | Course CT01585
Take your MS Excel knowledge to a new level. This course is a beginner’s introduction to MS Excel shortcuts and tricks that will enable you to manipulate spreadsheets with speed. Learn the basics of developing Macros and the advantages of formulas such as VLookup, Advance Filter, and many more. 2 sessions @ 3 hrs each.
Prereq:CT01441 MS Excel—Basics

$109 Tuition
$10 User Fee
$119 Total Cost

Section 0010
7:00 pm
Herndon HS
Tu Th, February 9-February 16
Rm 110
David Vigil MS, Instructor

Section 0011
7:00 pm
Chantilly HS
Tu, March 7-March 14
Rm 206
Susan Kenney, Instructor

MS Outlook—Basics | Course CT01426
Master use of this powerful email management tool. You’ll learn to create, send, receive, reply, forward and print e-mails; 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’ll know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.

$229 Tuition
$14 User Fee
$26 Text: MS Outlook 2013: Part 1
$269 Total Cost

Section 0010
7:00 pm
Plum Center
Tu Th F, February 14-February 17
Rm 205
Wayne Shewmaker, MBA, MOS, instructor

Section 0011
9:00 am
Plum Center
Tu W Th F, February 21-February 24
Rm 110
Wayne Shewmaker, MBA, MOS, instructor

Section 0012
7:00 pm
Pimmit Hills Ctr
M W, February 27-March 8
Rm 116
Susan Kenney, Instructor

MS Outlook—Intermediate | Course CT01429
Optimize your use of this powerful email management tool. Learn how to customize messaging and manage address books and distribution lists. Take full advantage of task and note tools. You will know how to organize and search your e-mail with others by sharing calendars and contacts. Same book as MS Outlook—Basics course. 2 sessions @ 3 hrs each.
Prereq:CT01426 MS Outlook—Basics

$129 Tuition
$14 User Fee
$26 Text: MS Outlook 2013: Part 2
$169 Total Cost

Section 0010
7:00 pm
Plum Center
F, March 3-March 10
Rm 110
Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459
Learn to create presentations. Apply themes and transitions, add special font styles, animations, and background effects. Learn to embed video, sound, and links into your presentation. Use Microsoft® PowerPoint to create, edit, and format business presentations. 2 sessions @ 3 hrs each.
Prereq:CT01455 MS Word—Basics

$99 Tuition
$14 User Fee
$26 Text: MS PowerPoint 2013: Part 1
$139 Total Cost

Section 0010
9:00 am
Pimmit Hills Ctr
Sa, January 28-February 4
Rm 116
Mary Ann Smith, MOS, instructor

Section 0011
7:00 pm
Chantilly HS
Tu, January 31-February 7
Rm 206
Mary Ann Smith, MOS, instructor

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. 6 hours of instruction.
$99 Tuition
$14 User Fee
$26 Text: MS Access 2013: Part 1
$139 Total Cost

Section 0010
7:00 pm
Woodson HS
M Tu, January 30-January 31
Rm E159
Wayne Shewmaker, MBA, MOS, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295
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. Integrate MS Word and Excel for efficient input and retrieval of business communications. Keyboarding expertise required. 2 sessions @ 6 hrs each.

$229 Tuition
$15 User Fee
$12 Text: Quick Source Guide Excel 2013 ($6); Quick Source Guide Word 2013 ($6)
$256 Total Cost

Section 0010
9:00 am
Plum Center
Tu, January 31-February 7
Rm 114
Mary Ann Smith, MOS, instructor

Certiporte® Certification Exam | Course CT06000
Microsoft Office Specialist testing available. (2013 ONLY. Quickbooks and Adobe not available) 1 session @ 1 hr.
$25 Tuition
$70 Text: MOS Certiporte® Exam
$95 Total Cost

Section 0010
6:30 pm
Plum Center
M, January 30
Rm 208
Staff, instructor

PROGRAM ADMINISTRATION
Introduction to TCP/IP Networking II | Course CT01641
This course is a continuation of Introduction to TCP/IP Networking I and covers ipv6, TCP/IP utilities, monitoring and remote access, classic services, an overview of TCP/IP and the Internet, and a selection of topics regarding TCP/IP in a work environment. 4 sessions @ 3 hrs each.
Prereq:CT01640 Introduction to TCP/IP Networking

$299 Tuition
$20 User Fee
$319 Total Cost

Section 0010
7:00 pm
Plum Center
M W, January 18-January 30
Rm 118
Michael NeSmith, BA, MCSE, instructor

Continue your studies this spring! Online registration for spring classes will begin February 24, and print catalogs will be mailed February 27.
Linux Administration II | Course CT01660
This hands-on course is a continuation of Introduction to Linux Administration. Several versions of Linux and UNIX are discussed, but the primary emphasis is on Redhat Linux. Topics covered include the Bourne shell, system administration core concepts, important files, directories, and file systems, installing software, printing, building a Linux kernel, administration tasks such as user management, backups, system monitoring, disk partitions, and basic networking on a LAN. 4 sessions @ 3 hrs each.
Prereq: CT01659 Linux Administration I
$299 Tuition
$20 User Fee
$58 Text: A Practical Guide to Fedora and RedHat
$372 Total Cost
Section 0010 7:00 pm
Plum Center  Tu Th, March 7-March 16
Rm 118  Michael NeSmith, BA, MCSE, instructor

NEW
Advanced Linux Administration I | Course CT02659
This hands-on course is an advanced treatment of Linux Administration. It covers the major topics in the Red Hat Certified System Administrator Exam (RHCSA EX200). Red Hat 7.2 Linux is the current version discussed. The labs will use CentOS 7.2 Linux and VMware Workstation 12 Player. Topics covered include preparing for certification, virtual machines and automated installations, fundamental command-line skills, RHCSA-level security options, the boot process, Linux file system administration, package management, user administration, and RHCSA-level system administration tasks. 6 sessions @ 3 hrs each.
Prereq: CT01659 and CT01660 or equivalent knowledge/experience.
$299 Tuition
$20 User Fee
$319 Total Cost
Section 0010 7:00 pm
Plum Center  M W, March 13-March 29
Rm 118  Michael NeSmith, BA, MCSE, instructor

PL/SQL—Introduction | Course CT01548
Learn about variables, operators, loops, decisions, cursors, and debugging. Develop stand-alone or stored functions and procedures. Create and use Oracle packages. Some knowledge of programming helpful but not required. Purchase textbook separately. 8 sessions @ 3 hrs each.
Prereq: CT01547 Oracle Basics
$419 Tuition
$20 User Fee
$0 Text: Book info at www.fcps.edu/is/ace/books.shtml
$439 Total Cost
Section 0010 7:00 pm
Plum Center  F, February 17-April 7
Rm 118  Arabinda Banik MS, instructor

PROGRAMMING
Introduction to 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.
$399 Tuition
$20 User Fee
$419 Total Cost
Section 0010 7:00 pm
Woodson HS  M W, January 30-February 15
Rm E157  Barak Stout, instructor

Section 0011 7:00 pm
L. Braddock SS  Tu Th, February 28-March 16
Rm H224  Tainiko Lowman, instructor

Effective Software Testing | Course CT01691
Become a software test manager! 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.
8 sessions @ 3 hrs each.
Prereq: CT01492 Introduction to Programming
$329 Tuition
$15 User Fee
$344 Total Cost
Section 0010 7:00 pm
Plum Center  Tu Th, January 24-February 16
Rm 114  Alex Machina, instructor

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
$429 Tuition
$15 User Fee
$444 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr  M W, March 27-April 26
Rm 123  Arabinda Banik MS, instructor

PROJECT MANAGEMENT
Introduction to Project Management | Course BE01204
Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. Bring lunch. 2 sessions @ 6 hrs each.
$239 Tuition
$50 User Fee
$289 Total Cost
Section 0010 8:00 am
Pimmit Hills Ctr  Sa, March 25-April 1
Rm 123  Dr. William S. Boddie, PMP, CISSP, instructor

Microsoft® Project 2013 | Course BE01205
Experience the functionality, features, and capabilities of MS Project 2013. Obtain practical experience planning projects, establishing tasks and activities, and allocating resources. Develop and schedule timelines, manage costs and schedules, track progress, and produce essential management reports. Link tasks and activities, develop and use Gantt charts and network diagrams, enter project data, and compare planned project data to actual project data. Students must have access to MS Project 2013 (not provided) for homework or be able to download MS Office Project 2016 trial version. Bring lunch. 2 sessions @ 6 hrs each.
Prereq: BE01204 Introduction to Project Management
$239 Tuition
$60 User Fee
$299 Total Cost
Section 0010 8:00 am
Pimmit Hills Ctr  Sa, March 25-April 1
Rm 123  Dr. William S. Boddie, PMP, CISSP, instructor

Agile Software Project Management with Scrum | Course CT01693
With many software development projects consistently over budget and behind schedule, government and private industry are relying on agile methodologies to fix problems. Software developers, team leads, project managers, functional experts need a software solution. Discover what it means to be agile and how the Scrum methodology will expose flaws in your existing process and motivate your team to deliver working software faster.
2 sessions @ 3 hrs each.
$284 Tuition
$15 User Fee
$299 Total Cost
Section 0010 7:00 pm
Chantilly HS  W, February 8-February 15
Rm 133  Christopher Sealey, ME, CSM instructor

Agile Estimation and Planning | Course CT01696
Each student will learn about user stories, story points, planning poker, product backlog, team velocity, and how to apply them all to estimation and iterative re-estimation. Grooming of the Product Backlog and zoning of user stories as techniques in estimating agile projects will also be discussed. Prerequisite: CT01693. 3 sessions @ 3 hrs each.
Prereq: CT01693 Agile Software Project Management with Scrum
$284 Tuition
$15 User Fee
$299 Total Cost
Section 0010 7:00 pm
Chantilly HS  Tu, February 28-March 7
Rm 292  Christopher Sealey, ME, CSM, instructor
Agile Software Development | Course CT01695
Agile Software Development is the latest in SW development methodology. In today’s application economy, accelerating time to market while maintaining quality and a competitive advantage continues to be a challenge. This course emphasizes the quick realization of system value through disciplined, iterative, and incremental software development techniques and the elimination of wasteful practices. Anyone involved in software design, development, testing, and SW project management should take this course. 6 sessions @ 3 hrs each.

$449 Tuition
$20 User Fee
$469 Total Cost

Section 0010
9:00 am
L. Braddock SS
Sa, January 21–February 25
Rm A212
Arabinda Banik, MS, instructor

Professional Development

COMMUNICATION

Effective Public Speaking | Course BE01066
$139 Total Cost
See page 6 for course information and schedule.

NEW

Effective Public Speaking—Level 2 | Course BE02067
Building on basic presentations skills, this class offers participants the ability to enhance their public speaking skills from 60-second “elevator” speeches to longer prepared presentations. Participants will select a topic and work throughout the program on a presentation development to delivery including design, notes and visuals development, and continued practice with feedback. “Effective Public Speaking” or some public speaking experience required. 3 sessions @ 2 hrs each.
Prereq: BE01066 Effective Public Speaking

$109 Tuition
$10 User Fee
$119 Total Cost

Section 0010
7:00 pm
Woodson HS
M W, March 20–March 27
Rm G111
Lori Muhlstein, MPA, instructor

Office Communication Skills | Course BE01061
$199 Total Cost
See page 7 for course information and schedule.

Successful Business Writing | Course BE01075
$259 Total Cost
See page 14 for course information and schedule.

Technical Writing | Course BE01084
Thinking about a new career in technical writing or brushing up on your current technical writing skills? This course is for you! Begin the course studying the basics, including technical writing style, document design, and interviewing subject matter experts. Then learn how to create four specific types of technical documents. The course concludes with valuable job search tips and the opportunity to create portfolio pieces for your next interview. 2 sessions @ 2 hrs each.

$144 Tuition
$5 User Fee
$149 Total Cost

Section 0010
7:00 pm
Chantilly HS
Tu, March 7–March 14
Rm 205
Savita Taylor, MS, Med, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295
$256 Total Cost
See page 17 for course information and schedule.

Twitter—Tweet Your Talk! | Course BE01702
In 140 characters or less, establish your presence and engage with others via Twitter. Set up an account, determine who to follow, attract others, and find out what others are saying about your product or service. Harness the power of Twitter—one of the easiest and most powerful social media tools available! 1 session @ 3 hrs.

$69 Tuition
$10 User Fee
$79 Total Cost

Section 0010
7:00 pm
Plum Center
M, February 6
Rm 118
Karine Sinclair-Robinson, instructor

Social Media Networking | Course BE01387
Are you behind the social media curve? Learn how to use blogs, Facebook, Twitter, YouTube and other tools to network with potential customers, colleagues, and friends. Learn dos and don’ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. Students MUST have a Facebook account (go to www.facebook.com and sign up) before attending this course. Taught in a computer lab. 2 sessions @ 3 hrs each.

$109 Tuition
$10 User Fee
$119 Total Cost

Section 0010
7:00 pm
Edison HS
Th, January 26–February 2
Rm A125
Karine Sinclair-Robinson, instructor

Lift Off with LinkedIn! | Course BE01701
Learn the value of LinkedIn, a website designed especially for professionals and businesses! Set up an account, manage your professional identity, request and receive invitations, and access or distribute business or job opportunities! Build and engage with your professional network throughout this enormous and popular networking venue. Taught in a computer lab. 2 sessions @ 3 hrs each.

$99 Tuition
$10 User Fee
$109 Total Cost

Section 0010
12:30 pm
Pimmit Hills Ctr
Tu Th, January 14–February 16
Rm 123
Katherine Chalmers, MA, instructor

Grant Writing | Course BE01915
Learn the skills you need to secure grants from foundations and corporations. Provides techniques and resources for locating the best prospects and for writing the basic components of a proposal. Find the answers to: How do I get a funder's attention? What does a funder look for in a proposal? How do I write winning proposals? 2 sessions @ 2 hrs each.

$107 Tuition
$2 User Fee
$109 Total Cost

Section 0010
7:00 pm
Plum Center
M Tu, January 23–January 26
Rm 110
Kathy Barber, MA, instructor

Government Contracting—GSA 101 | Course BE01995
$99 Total Cost
See page 4 for course information and schedule.

Get Great Search Engine Optimization (SEO) Results! | Course BE01705
Would you like your website to appear higher in the search results for your target keywords? Want to optimize your own site rather than pay a professional? Get top results with no technical knowledge, using title tags, meta description, URL naming, and alt tags. Great basic class for business owners, solopreneurs, students, and others. Taught in a computer lab. 2 sessions @ 3 hrs each.

$99 Tuition
$10 User Fee
$109 Total Cost

Section 0010
7:00 pm
Woodson HS
W, March 1–March 22
Rm G106
Kathy Barber, MA, instructor

Blogging for Business | Course BE01916
Will a blog boost your business or just bog you down? When done correctly, a successful blog can bring attention to your business and attract new customers. Whether you want to create a new online presence or strengthen existing offerings, learn and practice easy-to-use techniques to drive visitors to your site with confidence. Taught in a computer lab by a marketing expert. 2 sessions @ 3 hrs each.
Prereq: BE01387 Social Media Networking
Prereq: CT01416 PC Basics

$109 Tuition
$10 User Fee
$119 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
Tu Th, February 16–February 23
Rm B130
Karine Sinclair-Robinson, 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. 4 sessions @ 3 hrs each.

$175 Tuition
$5 User Fee
$19 Text: Mastering the American Accent
$199 Total Cost

Section 0010
7:00 pm
Chantilly HS
Tu, March 7–March 14
Rm 205
Savita Taylor, MS, Med, instructor

Rm 110
Kathy Barber, MA, instructor

Section 0011
7:00 pm
Woodson HS
W, March 1–March 22
Rm G106
Kathy Barber, MA, instructor
Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088
$ 89 Total Cost
See page 6 for course information and schedule.

Computer Fundamentals | Course CT01402
$ 69 Total Cost
See page 47 for course information and schedule.

PERSONAL GROWTH

Basic Budgeting | Course BE01102
Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2.5 hrs each.

Section 0010
7:00 pm
Marshall HS
Tu, January 24-February 7
Rm B105
Martha Borowski, MBA, instructor

Section 0011
7:00 pm
Plum Center
Th, March 9-March 23
Rm 148
Martha Borowski, MBA, instructor

Financial Planning for Women | Course BE01117
Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.

Section 0010
7:00 pm
Pimmit Hills Ctr
Tu W Th, January 24-January 26
Rm 123
Rosalind Levy, instructor

Debt Management/Financial Recovery | Course BE01115
This course provides in-depth information and strategies on debt management, reduction, and recovery. Prepare a budget geared towards debt reduction and recovery, learn the critical signs to avoid indebtedness, and determine your debt limits. Learn how debt affects your credit report, your ability to borrow money, and open new lines of credit. Gain strategies and tips for proper credit management, on rebuilding your credit and credit score, and ways to increase your disposable income while reducing your spending. This course will also include an overview of bankruptcy, actions taken by creditors, and reputable sources of assistance for bankruptcy and collections. 2 sessions @ 2.5 hrs each.

Section 0010
7:00 pm
Pimmit Hills Ctr
Th, January 19-January 26
Rm 145
Martha Borowski, MBA, instructor

Investing Fundamentals | Course BE01105
Enter the world of investments and achieve your financial goals. Learn the basics of investing and investing vehicles such as stocks, bonds, and mutual funds. Course is geared to those interested in fundamentals. 4 sessions @ 2 hrs each.

Section 0010
7:00 pm
Plum Center
W, February 15-March 8
Rm 148
Martha Borowski, MBA, instructor

NEW

Strategic Financial Planning for Young Adults | Course BE01111
As a young adult, initial entry into the workforce can prove challenging, and setting a solid foundation for your financial future is critical to long-term stability. This course covers a broad spectrum of personal finance topics to assist young adults in achieving financial independence and success. Areas covered include: career planning and employee benefits; creating personal financial statements and a budget; determining short, mid, and long-term financial goals; strategic planning to achieve those goals; investment fundamentals; borrowing basics; proper credit management; financing of major purchases; and insurance planning. 3 sessions @ 2.5 hrs each.

$ 99 Tuition
$ 99 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu, February 2-February 16
Rm B114
Martha Borowski, MBA, instructor

Think You Can’t Buy a Home? Learn How to Raise Your Credit Score! | Course BE01151
You can get into your dream home now! Many individuals find it challenging to meet the bank requirements for a home mortgage loan. You may have challenges with credit issues, or you may be new to living in the United States and have no credit established yet. This course focuses on 7 action steps as a plan to create a credit score for home ownership. 2 sessions @ 3 hrs each.

$ 49 Tuition
$ 10 User Fee
$ 59 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu Th, January 24-January 26
Rm C104
Susan Hudson, instructor

Section 0011
7:00 pm
Herndon HS
Tu Th, February 21-February 23
Rm 110
Susan Hudson, instructor

NEW

Love and Money | Course BE01112
Becoming a couple changes your financial situation, and communication is key to developing a healthy financial relationship with your partner. This course provides the resources needed to communicate successfully with one another about your financial health, goals, and your individual spending, savings and investment philosophies. Learn how to combine two households into one using financial and budget tools, financial and savings plans, goal setting, and strategic planning to achieve those goals, and regular financial reviews. Find out the critical questions to ask and decisions to make that will enable you to have a successful financial relationship. 1 session @ 3 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
W, March 22
Rm 156
Martha Borowski, MBA, instructor

College Funding Workshop | Course BE01157
The workshop covers applying for financial aid, getting the best possible aid package, and what to do if you “make too much money.” 1 session @ 3 hrs.

$ 44 Tuition
$ 5 User Fee
$ 49 Total Cost

Section 0010
9:00 am
Woodson HS
Sa, February 11
Rm G120
Martha Borowski, MBA, instructor

NEW

Financially Preparing for Baby | Course BE01114
This class is designed for soon-to-be parents and new parents who want to learn about the financial considerations parents need to plan for when growing their families. Learn what expenses you should plan for, how to make wise financial decisions, and how to adjust financially if you are going from a two income family to one. Topics covered include: discussion of additional expenses; reviewing and adjusting family budget; tax benefits; financial goal setting; creating a spending plan; daycare planning; planning for child(ren)’s education; employee benefits; and insurance and estate planning. 1 session @ 3 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0010
9:00 am
Plum Center
Tu, March 2
Rm 110
Martha Borowski, MBA, instructor

Baby Boomer Retirement Planning | Course BE01152
Recent research details a fundamental shift in retirement planning. Learn how to develop an income plan to define your core priorities, to avoid sequence of returns risk, and the three reasons retirees run out of money, and how to optimize asset allocation. Included in the course is a retirement planning workbook, Getting Your Financial House In Order workbook, 36-page Getting Your Estate In Order, and a Personal Wealth Index Questionnaire and personalized report. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

$ 99 Tuition
$ 22 User Fee
$ 121 Total Cost

Section 0010
7:00 pm
Marshall HS
Th, January 12-January 26
Rm A104
James Steele, MBA, IAR, instructor

Section 0011
7:00 pm
Edison HS
Tu, February 7-February 21
Rm B129
James Steele, MBA, IAR, instructor

Section 0012
9:00 am
Woodson HS
Sa, February 18-February 25
Rm G120
James Steele, MBA, IAR, instructor

Section 0013
7:00 pm
Chantilly HS
Rm 132
James Steele, MBA, IAR, instructor

NEW

Introduction to Coaching | Course BE01560
If you seek to inspire and motivate others, then coaching may be the skill set for you. This continuously emerging field draws on numerous communication approaches and techniques you can use to support others in achieving their short and long-term goals by developing a positive approach to all areas of their lives. In this experiential introductory session, we’ll discuss the basics of how coaching works and discover what coaching is—and isn’t—distinguishing coaching from mentoring, consulting, therapy, training and athletic development and the essential components of all coaching interventions. 1 session @ 4 hrs.

$ 79 Tuition
$ 10 User Fee
$ 89 Total Cost

Section 0010
9:00 am
Plum Center
Sa, March 4
Rm 150
Sally Silberman, instructor

Section 0011
9:00 am
Plum Center
Sa, March 18
Rm 150
Sally Silberman, instructor
International Travel | Course BE01460
Are you seeking a new adventure? Do you want to explore different cultures by living in a different country? Then this course is for you. The course guides you through the transition process, informs you of what to expect, provides useful references and lessons learned experiences to make your transition easy. This training is for employees, business owners, teachers, government contractors, retirees, volunteers, and families preparing to work and/or live outside their home country. 2 sessions @ 2.5 hrs each.

$ 74 Tuition  
$ 5 User Fee  
$ 79 Total Cost

Section 0010  1:00 pm  
Plum Center  5a, January 21-January 28  
Rm 148  Tiffanie Kendrick, MBA, instructor

Section 0011  1:00 pm  
Plum Center  Su, March 5-March 12  
Rm 122  Tiffanie Kendrick, MBA, instructor

Doing Business Globally | Course BE01461
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 0010  7:00 pm  
Plum Center  F, January 27-February 3  
Rm 140  Tiffanie Kendrick, MBA, instructor

Building Your Business Presence to Make a Difference | Course BE01450
This course provides an opportunity to explore personal job search and entrepreneurial skills. If you are pursuing new ideas in searching for and securing your ideal position, this class provides proven guidance. You may be seeking to develop or enhance your own business as well. This is the ideal course to lay that foundation. Whichever is your desired goal; “Building Your Business Presence to Make a Difference” will outline the foundation and provide the information necessary to start you on your journey of business success. 1 session @ 8 hrs or 4 sessions @ 2 hrs each.

$ 89 Tuition  
$ 10 User Fee  
$ 99 Total Cost

Section 0010  8:30 am  
L. Braddock SS  Sa, February 4-February 11  
Rm H219  Dr. Ricky Gallaway, instructor

Section 0011  7:00 pm  
Edison HS  Tu Th, February 28-March 9  
Rm B130  Dr. Ricky Gallaway, instructor

Virginia Principles of Real Estate | Course BE01972
$ 339 Total Cost
See page 5 for course information and schedule.

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 Joe Micari at 703-658-1223 or e-mail placetraining@fcps.edu.

Employers:

Make an investment in your employee’s professional future. Increase skills and abilities through workplace training to stay current and valuable in your present field.

A glimpse of onsite, customized workplace training programs...

Business Writing
Does your staff struggle with everyday written communication such as e-mails, memos, letters, or reports? Improve confidence and ability to communicate more clearly, concisely, and courteously with customized grammar and writing courses. Ask about our punctuation and grammar courses as well as longer programs that review proofreading and editing.

Emergency Preparedness
Adult, Child, and Infant CPR, First Aid, Automated Electronic Defibrillator, and Bloodborne Pathogens courses are available upon request. These courses follow American Heart Association guidelines and are taught by American Heart Association instructors. Certification cards issued upon successful completion of course work. Contact healthmed@fcps.edu or 703-658-1244.

English for the Workplace
This job-related English instruction is designed for speakers of other languages and focuses on workplace communication, business writing, and pronunciation. Past initiatives include customized English classes for tailors/alterations staff, drywall hangers, child care providers, custodians, dining room staff, landscapers, hospitality workers, and commercial driver’s license applicants. Work-readiness English classes for those just entering the workforce are also available.

Customized Computer Training
Design a class that meets your needs. Length and content can be adjusted based on the specific requirements for your industry. Classes available in Microsoft Office (comprehensive or program specific, such as Outlook or Excel), QuickBooks, and more. Call for details.

For additional information, contact Workplace Training at 703-658-1223 or placetraining@fcps.edu.
Online Courses

Instructions
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.

Business and Management

Six Sigma Management and Leadership Training Program | Course DL03580

Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07121
Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112
Create HTML5 Games from Scratch | Course DL07117
IT Cloud Certificate Series | Course DL07219
Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144
The Best Online Typing Course | Course DL02880

Legal

Comprehensive Paralegal Program | Course DL01500

Medical

Comprehensive Paralegal Program | Course DL01500

Professional Writing and Communication

Certificate in Technical Writing | Course DL03600
Efficient Reading: Improving Speed and Comprehension | Course DL04058
Writers at Work: A Review for Professionals Part I—Basics | Course DL04021
Writers at Work: A Review for Professionals Part II—Punctuation | Course DL04022
Writers at Work: A Review for Professionals Part III—Clear, Concise Writing | Course DL04023
Writers at Work: A Review for Professionals Part IV—Style | Course DL04024

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.

Note: the times listed at aceclasses.fcps.edu for online classes are placeholders only. Please pick your preferred start date while enrolling at www.coursecatalog.com/fairfax (see the instructions above).

Questions?
Please contact comptraining@fcps.edu

Continue your studies this spring! Online registration for spring classes will begin February 24, and print catalogs will be mailed February 27.
Medical and Dental Certificate Programs

Most ACE programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, 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. Refer to page 38 for certificate program registration information. Students must notify the program manager when they are completing their final class.

**REQUIRED:** The following courses are required for ALL certificate programs:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Page</th>
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<tbody>
<tr>
<td>HM01625</td>
<td>Heartsaver CPR AED First Aid OR</td>
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<tr>
<td>HM01695</td>
<td>Heartsaver CPR AED plus</td>
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<td>HM01626</td>
<td>First Aid</td>
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<tr>
<td>HM01991</td>
<td>Strategies for Succeeding in Healthcare</td>
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<td>BE01393</td>
<td>Résumé and Interview Clinic</td>
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<td>HM01627</td>
<td>Mental Health First Aid</td>
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<tr>
<td>BE01601</td>
<td>Office Communication Skills</td>
<td>7</td>
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<tr>
<td>PR09001</td>
<td>Office Etiquette OR</td>
<td>6</td>
</tr>
<tr>
<td>CT01417</td>
<td>PC Basics: Keyboarding</td>
<td>27</td>
</tr>
<tr>
<td>BE01295</td>
<td>MS Office for Support Professionals</td>
<td>17</td>
</tr>
<tr>
<td>HM01606</td>
<td>NHA Certification Exam</td>
<td>30</td>
</tr>
</tbody>
</table>

**ELECTIVES:** All certificate programs require taking two electives. If a course is required for a program, it may not be used as an elective. See page 32 for a list of suggested electives.

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### DENTAL ADMINISTRATIVE OFFICE ASSISTANT

#### Required Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CE01023</td>
<td>Dental Administrative Asst. Prog.</td>
<td>38</td>
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<tr>
<td>HM01645</td>
<td>Dental Office Administration Basics</td>
<td>27</td>
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<td>HM01646</td>
<td>Dentrix Basics</td>
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<td>HM01748</td>
<td>Intro to Dental Coding and Billing</td>
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### MEDICAL ADMINISTRATIVE ASSISTANT

#### Required Courses

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<tbody>
<tr>
<td>CE01004</td>
<td>Med. Admin. Asst. Cert. Prog.</td>
<td>38</td>
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<tr>
<td>HM01600</td>
<td>Med. Term. w/Anatomy-Part 1</td>
<td>29</td>
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<td>HM01601</td>
<td>Med. Term. w/Anatomy-Part 2</td>
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<td>HM01620</td>
<td>Admin. Med. Office Proc.</td>
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<td>HM01638</td>
<td>Law &amp; Ethics</td>
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<td>BE01061</td>
<td>Office Communication Skills</td>
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<td>CT01417</td>
<td>PC Basics: Keyboarding</td>
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### MEDICAL INSURANCE BILLER

#### Required Courses

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<td>Med. Ins. Biller Cert. Prog.</td>
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<td>Med. Term. w/Anatomy-Part 1</td>
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<td>HM01601</td>
<td>Med. Term. w/Anatomy-Part 2</td>
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<tr>
<td>HM01651</td>
<td>Medical Coding, Billing</td>
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<tr>
<td>HM01652</td>
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<td>HM01951</td>
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<td>BE01904</td>
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<td>PC Basics: Keyboarding</td>
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<td>BE01295</td>
<td>MS Office for Support Professionals</td>
<td>17</td>
</tr>
<tr>
<td>HM01606</td>
<td>NHA Certification Exam</td>
<td>30</td>
</tr>
</tbody>
</table>

### VETERINARY ASSISTANT

#### Required Courses

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CE01050</td>
<td>Vet. Asst. Cert. Prog.</td>
<td>38</td>
</tr>
<tr>
<td>HM01639</td>
<td>Veterinary Asst. Part 1</td>
<td>31</td>
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<tr>
<td>HM01640</td>
<td>Veterinary Asst. Part 2</td>
<td>31</td>
</tr>
<tr>
<td>HM01841</td>
<td>Veterinary Asst. Part 3</td>
<td>31</td>
</tr>
<tr>
<td>HM01632</td>
<td>Pet Emergencies</td>
<td>31</td>
</tr>
</tbody>
</table>

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### CERTIFICATION OPPORTUNITIES FOR MEDICAL ASSISTANT, MEDICAL ADMINISTRATIVE, AND MEDICAL INSURANCE BILLER CERTIFICATE PROGRAM STUDENTS!

ACE is an approved provider with the National Healthcareer Association (NHA). Students who have successfully completed a certificate program with ACE and have a HS Diploma or GED® are eligible to sit for the NHA exam. Instructions on registering for the exam are provided at the conclusion of the program. Students are responsible for applying for and paying the certification exam fees. Upon successful completion of the certification exam, students obtain their Certified Clinical Medical Assistant, Certified Medical Administrative Assistant, or Certified Billing and Coding Specialist designation.

Questions? Call 703-658-1244 or e-mail: healthmed@fcps.edu for certificate program information.

Follow us on Twitter @ACE_healthmed

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### CPR & First Aid

All information you need to be prepared for unexpected situations both at home and at work. Includes personal and career courses. Private classes available upon request. Four student minimum. Call 703-658-1244/1216 for details.

#### 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. American Heart Association certification card issued at end of class. 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.

- $118 Tuition
- $10 User Fee
- $21 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid CPR AED Student Workbook 2015 ($19)
- $149 Total Cost

<table>
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<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0100</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Wright, instructor</td>
</tr>
<tr>
<td>0101</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Wright, instructor</td>
</tr>
<tr>
<td>0102</td>
<td>1:00 pm</td>
<td>Plum Center</td>
<td>Pellerin-Schaaf, instructor</td>
</tr>
<tr>
<td>0103</td>
<td>9:00 am</td>
<td>Woodson HS</td>
<td>Pellerin-Schaaf, instructor</td>
</tr>
<tr>
<td>0104</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Messier, instructor</td>
</tr>
<tr>
<td>0105</td>
<td>9:00 am</td>
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<td>Messier, instructor</td>
</tr>
<tr>
<td>0106</td>
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<td>9:00 am</td>
<td>Plum Center</td>
<td>Messier, instructor</td>
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<td>0108</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Wright, instructor</td>
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<td>0109</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Young, instructor</td>
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<td>0110</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Pellerin-Schaaf, instructor</td>
</tr>
</tbody>
</table>

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### Note:

The American Heart Association 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 two years. Book required. Ideal for Boy Scout and Girl Scout leaders! 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.

$ 75 Tuition
$ 8 User Fee
$ 16 Text: Heartsaver CPR AED Student Workbook 2015
$ 99 Total Cost

| Section 0100 | Woodson HS | Rm G111 |
| Section 0101 | ACE Herndon Learning Ctr | Rm 2 |
| Section 0102 | Plum Center | Rm 150 |
| Section 0103 | Chantilly HS | Rm 715 |
| Section 0104 | L. Braddock SS | Rm C151 |
| Section 0105 | Marshall HS | Rm Lib |
| Section 0106 | Woodson HS | Rm Lib |
| Section 0107 | Plum Center | Rm 150 |
| Section 0108 | Woodson HS | Rm E124 |
| Section 0109 | Plum Center | Rm TR 3 |
| Section 0110 | Pimmit Hills Ctr | Rm Lib |
| Section 0111 | ACE Herndon Learning Ctr | Rm 2 |
| Section 0112 | Edison HS | Rm LECT |

First Aid | Course HM01626

Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. 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.

$ 46 Tuition
$ 7 User Fee
$ 14 Text: First Aid Student Supply Pack ($2); Heartsaver First Aid Student Workbook 2015 ($12)
$ 67 Total Cost

| Section 0010 | L. Braddock SS | Rm C151 |
| Section 0011 | Marshall HS | Rm Lib |
| Section 0012 | Plum Center | Rm 150 |
| Section 0013 | Plum Center | Rm 122 |
| Section 0014 | Edison HS | Rm LECT |
| Section 0015 | Chantilly HS | Rm 715 |
| Section 0016 | Plum Center | Rm 150 |
| Section 0017 | Marshall HS | Rm Lib |

Heartsaver CPR, AED and First Aid in Spanish | Course HM01797

Hands-on training for American Heart Association certification in the Spanish language. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Certification valid for two years. Book required. Book is valid for two years. 1 session @ 5 hrs.

$ 99 Tuition
$ 8 User Fee
$ 18 Text: Spanish Heartsaver First Aid CPR AED
$ 20 Text: Spanish Heartsaver First Aid CPR AED
$ 123 Total Cost

| Section 0010 | Plum Center | Rm 150 |
| Section 0011 | Plum Center | Rm 150 |
| Section 0012 | Plum Center | Rm 150 |
| Section 0013 | Plum Center | Rm 122 |
| Section 0014 | ACE Herndon Learning Ctr | Rm 2 |

| Section 0015 | Plum Center | Rm 150 |
| Section 0016 | Plum Center | Rm 150 |
| Section 0017 | Plum Center | Rm 150 |

Outstanding presentation, practice, and personality! Thanks—time well spent!”

D. Alberto
Heartsaver First Aid CPR AED
NEW
Heartcode BLS | Course HM01879
Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS. Class includes presentation of skills, group activity, and skills check off. Designed for those who have had Basic Life Support training in the past. No retraining available until 2017. Please see course HM01697 for full classes. Call 703-658-1244 with questions. 1 session @ 3 hrs.
$ 89 Tuition
$ 10 User Fee
$ 99 Total Cost
Section 0010
Plum Center W, January 18
Rm 122
Carlson, instructor
Section 0011
Plum Center F, February 17
Rm 119
Coakley, instructor
Section 0012
Plum Center Sa, March 25
Rm 119
Cushman, instructor
Pediatric CPR and First Aid | Course HM01796
Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.
$ 115 Tuition
$ 10 User Fee
$ 22 Text: First Aid Student Supply Pack ($2); Heartsaver Pediatric First Aid CPR AED Stu Wkbk ($20)
$ 147 Total Cost
Section 0010
Plum Center Sa, January 28
Rm 122
Wright, instructor
Section 0011
Plum Center Sa, February 11
Rm 122
Messier, instructor
Section 0012
Plum Center Tu, February 21
Rm 112
Messier, instructor
Section 0013
Woodson HS Sa, March 4
Rm LIB
Carlson, instructor
Section 0014
Plum Center W, March 22
Rm 150
Pellicerin-Schaaf, 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 0010
Plum Center Tu, January 17-January 19
Rm 150
Smith, instructor
Section 0011
Plum Center Tu, March 14-March 16
Rm 150
Smith, instructor
Youth Mental Health First Aid | Course HM01922
Registration deadline—two weeks before class start date. 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 0010
Plum Center Tu, February 21-February 23
Rm 150
Smith, instructor
Certified Nurse Aide (CNA) Exam Prep | Course HM01781
Reviews skills needed for CNA licensure testing. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each.
$ 375 Tuition
$ 375 Total Cost
Section 0010
Plum Center Tu, February 7-February 9
Rm TR 3
Albert, instructor
Section 0011
Plum Center Tu, March 14-March 16
Rm 112
Albert, instructor
EKG TECHNICIAN
EKG Technician Certification Program | Course HM01618
Learn anatomy, physiology, terminology, and disease processes of the heart. Hands-on labs to practice EKG and discuss Holter monitor lead placement. Basic analysis of cardiac rhythms. Prepares students for EKG Technician Certification exam taken last night of class. HS diploma/GED not required for course, but required for national certification exam. No tuition waivers. Additional fee of $85 for certification exam collected in class. 17 sessions @ 3 hrs each.
$ 1179 Tuition
$ 1179 Total Cost
Section 0020
Pimmit Hills Ctr W, March 29-July 26
Rm 156
Tipton, instructor
Electronic Health Records Management
Electronic Health Record Management | Course HM01760
An electronic health record (EHR) is a computerized comprehensive health record documenting an individual’s health history and encounters. Learn components required to maintain medical, legal, accreditation, and regulatory requirements of the EHR through classroom training and computer lab exercises. After course completion, students take national Certified Electronic Health Record Specialist (CEHRS) exam in class. Additional fee of $112 for certification exam collected in class. No tuition waivers. 32 sessions @ 3 hrs each.
$ 1999 Tuition
$ 10 User Fee
$ 2009 Total Cost
Section 0010
Plum Center M, January 23-May 22
Rm 205
Berry, instructor

Certifications and Licensure

CERTIFIED NURSE AIDE
Commonwealth of Virginia approved program.
Placement Test—Certified Nurse Aide (CNA) Program | 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. Call 703 658-1293 to schedule test.
$ 25 Tuition
$ 25 Total Cost
Section 0010
Plum Center Sa, January 28
Rm 150
Carlson, instructor
Section 0011
Plum Center Sa, February 11
Rm 150
Carlson, instructor
Section 0012
Plum Center Sa, March 4
Rm LIB
Carlson, instructor
Section 0014
Pimmit Hills Ctr W, March 29-July 26
Rm 156
Tipton, instructor
Certified Nurse Aide (CNA) Exam Prep | Course HM01780
Start your career ladder in nursing with our entry-level health care position as a certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 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. 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each. Prereq: HM01605 Placement Test—Certified Nurse Aide (CNA) Program.
$1299 Tuition
$ 0 Text: Mosby's Essentials for Nursing Assistants, 5th ed
$1299 Total Cost
Section 0010
Plum Center M W F, January 18-February 24
Rm 104
Albert, instructor
Section 0010
Plum Center M W, January 23-May 22
Rm 205
Berry, 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.
EMERGENCY MEDICAL TECHNICIAN (EMT)

Licensure exam for Commonwealth of Virginia included with course.

Emergency Medical Technician—Basic | Course HM01655

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

$1015 Tuition
$ 45 User Fee
$1060 Total Cost

Section 0010 6:30 pm
Pimmit Hills Ctr M Sa, January 9-April 5
Rm SRCT Mercer, instructor

Section 0020 7:00 pm
Plum Center Tu Th Sa, March 26-May 19
Rm 147 Wade, instructor

PHLEBOTOMY

Students are eligible to sit for the ASPT and ASCP national certification exams.

Phlebotomy Training Program | Course HM01617

Perform venipunctures competently and safely. Includes terminology, collection procedures, hands-on laboratory practice, and clinical rotation so students are eligible for national certification exam. Current vaccine documentation due first week of class. OPTIONAL: one week clinical rotation scheduled up to 3 months following class (students will be placed in optional clinicals on a space available basis). Minimum age for this class is 18. No tuition waivers. 30 class sessions @ 3 hrs each.

$1799 Tuition
$1799 Total Cost

Section 0010 9:00 am
Inova Fair Oaks Hospital M W, February 27-June 19
Rm TBD Brown, instructor

HOSPITAL REGISTRATION CLERK

Hospital Registration Clerk Certification | Course HM01745

Prepares individuals to handle patient registration and other intake information prior to admission to hospitals and medical offices. Includes medical terminology, medical law and ethics, basic insurance coding and billing, telephone techniques, customer satisfaction, statistical reporting, and basic medical records management. Upon successful completion, students are eligible to take national certification exam. No waivers. Textbooks included in tuition. 20 sessions @ 2.5 hrs each.

$1149 Tuition
$1149 Total Cost

Section 0010 6:30 pm
Woodson HS Tu Th, January 24-March 21
Rm G119

Section 0020 6:30 pm
Marshall HS Tu Th, March 28-May 30
Rm D103

Section 0010 9:00 am
Plum Center M W F, February 27-March 31
Rm 112 Crabb, instructor

Section 0010 7:00 pm
Plum Center Tu Th Sa, March 26-May 19
Rm 147 Wade, instructor

Medical and Dental Careers

Medical classes can be taken individually or as part of a medical certificate program. See page 23 for information regarding the medical certificate programs or call 703-658-1216/1244.

Introduction to Health Care 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 session. (Students will be placed in optional clinicals on a space available basis). Minimum age for this class is 16. No tuition waivers. 3 sessions @ 3 hrs each.

$ 39 Tuition
$ 39 Total Cost

Section 0010 6:30 pm
Chantilly HS W, January 11
Rm 292 Stevens, instructor

Section 0011 10:00 am
Plum Center Sa, January 28
Rm 141 Mikhalovsky, instructor

Section 0012 10:00 am
Plum Center Tu, March 7
Rm 104 Mikhalovsky, instructor

PATIENT CARE TECHNICIAN

Patient Care Technician | Course HM01785

Prepare for certification as a Patient Care Technician! Learn medical terminology, patient care concepts, and basic nursing skills. In addition, practice vital signs, lab specimen collection, EKG placement, and basic phlebotomy. This 120 hr. course prepares you for entry into a technician position providing direct patient care in a hospital. CNA licensure is highly recommended prior to taking this course. Additional $149 due at end of class for national certification exam which is given at 10 hrs. Textbook included in tuition. No waivers. Meets 1/Th 7-9:30 pm plus 9 Saturdays 9 am-4:30 pm.

$1949 Tuition
$1949 Total Cost

Section 0020
7:00 pm
Plum Center Tu Th Sa, March 26-May 19
Rm 147 Wade, instructor

Section 0010 9:00 am
Plum Center M W F, February 27-March 31
Rm 112 Crabb, instructor

PHARMACY TECHNICIAN

Students are eligible to sit for the national Pharmacy Technician Certification Board (PTCB) exam.

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. No tuition waivers. 15 sessions @ 3.5 hrs each.

$1179 Tuition
$1179 Total Cost

Section 0010 9:00 am
Plum Center M W F, February 27-March 31
Rm 112 Crabb, instructor

Section 0010 7:00 pm
Plum Center Tu Th Sa, March 26-May 19
Rm 147 Wade, instructor

Pharmacy Technician Program | Course HM01659

Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. No tuition waivers. 20 sessions @ 2.5 hrs each.

$1179 Tuition
$1179 Total Cost

Section 0010 6:30 pm
L. Braddock SS Tu Th, January 17-March 21
Rm H235 Crabb, instructor

Section 0010 7:00 pm
L. Braddock SS Tu Th, January 17-March 21
Rm H235 Crabb, instructor

Section 0011 7:00 pm
L. Braddock SS Tu Th, January 17-March 21
Rm H235 Crabb, instructor

Section 0011 7:00 pm
Glenfield HS Tu Th, January 17-March 21
Rm D103 Mikhalevsky, instructor

Section 0012 7:00 pm
Chantilly HS Tu Th, January 17-March 21
Rm D103 Mikhalevsky, instructor

Dentrix Basics

“Clear and comprehensive. Great learning experience.”

ACE Student

“Excellent course. I was able to understand the course material very well. The instructor was knowledgeable and patient in helping me understand.”

ACE Student

“Awesome course! Very interactive and informative. I learned a lot of new things I can implement in my practice. The instructor was very knowledgeable and helpful.”

ACE Student

The class was excellent! A lot of information, but very well explained. Mrs. Johanning is wonderful and great at what she does...teach!”

ACE Student

“Great course! Instructor was excellent, knowledgeable, and patient.”

ACE Student

“Great course! I learned a lot of new things that I can apply to my daily practice.”

ACE Student

“Great material and instructor. Would recommend 100%.”

ACE Student

“It is a great course! The instructor was very knowledgeable and very降至.”

ACE Student

“Excellent course! The instructor was very knowledgeable, understanding, and patient.”

ACE Student
Intro to Dental Coding and Billing | Course HM01748
Whether you are a dental assistant or dental administrative assistant, learning the basics of dental coding will be beneficial to you and your office staff. Understanding the current dental codes and developing your dental coding skills will help you prepare dental claims effectively and efficiently. 7 sessions @ 2.5 hrs each.
$322 Tuition
$77 Text: Dental Assistant’s Guide to Coding
$399 Total Cost

Keyboarding | Course CT01417
Continue your journey in PC basics by learning proper keyboarding techniques. No more pecking for keys! This class will improve your keyboarding speed while learning from an online software app and other classroom practices. 9 sessions @ 2 hrs each.
$239 Tuition
$15 User Fee
$5 Text: FCP’s CT01417 PC Basics Keyboarding
$259 Total Cost

DENTAL ASSISTANT
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. 18 sessions @ 5 hrs each or 30 sessions @ 3 hrs each.
$1961 Tuition
$5 Tuition
$153 Text: Essentials of Dental Assisting Pkg. 5th ed
$2169 Total Cost

DIALYSIS TECHNICIAN
ACE Certificate program endorsed by the Northern Virginia Workforce Investment Board. Students will be eligible to sit for the certification exam after the 2,000 work hour requirement is met.

Histology Assistant Program | Course HM01622
This 96 hour program will introduce students to the professional requirements of a Histology Assistant. Histology Assistants typically work in hospitals, clinics and laboratories assisting histologists and pathologists to prepare and analyze tissue specimens from patients in order to diagnose and treat diseases. This program will review human anatomy emphasizing the recognition, composition and function of organ systems including skeletal, nervous, circulatory, endocrine and reproductive system tissues. Students will also review histotechniques such as tissue processing and an introduction to basic theories and practices of histotechnology including laboratory safety, fixation, routine staining and operation and maintenance of lab equipment. 16 sessions.
$1999 Tuition
$1999 Total Cost

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.
$55 Tuition
$4 User Fee
$59 Total Cost
Plum Center M W F, January 18-February 24
Rm 147 Cushman, instructor

Woodson HS Sa, February 4-February 11
Rm B142 Surash, instructor

Edison HS Tu, March 21
Rm B142 Surash, 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 0010 1:00 pm
Woodson HS
Sa, February 11
Rm G113
Surash, instructor

Section 0011 6:30 pm
Edison HS
Tu, March 21
Rm B142
Surash, instructor

Doubting Your Memory? | Course HM01789
Worrying more about forgetting things? Worried that you might be developing dementia? Is this more than normal aging? Discover why this may be happening. Learn how the brain works and how brain exercises, learning something new and novel, can improve your cognitive skills. 1 session @ 3.5 hrs

$ 45 Tuition
$ 4 User Fee
$ 49 Total Cost

Section 0010 1:00 pm
Woodson HS
Sa, February 11
Rm G113
Surash, instructor

Section 0011 6:30 pm
Edison HS
Tu, March 21
Rm B142
Surash, 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.

$ 49 Tuition
$ 49 Total Cost

Section 0010 6:30 pm
Plum Center
Tu, January 17-January 19
Rm 150
Smith, instructor

Section 0011 9:00 am
Plum Center
Tu, March 14-March 16
Rm 150
Smith, instructor

Certified Nurse Aide (CNA) | Course HM01780
Start your career ladder in nursing with our entry-level health care position as a certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 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 Placement Test—Certified Nurse Aide (CNA) Program
$1299 Tuition
$ 0 Text: Mosby’s Essentials for Nursing Assistants, 5th ed
$1299 Total Cost

Section 0010 8:30 am
Plum Center
M W F, January 18-February 24
Rm 104
Albert, instructor

NEW
Polypharmacy | Course HM01736
Polypharmacy refers to the effects of taking multiple medications concurrently to manage coexisting health problems like diabetes and high blood pressure. Too often this becomes problematic, such as when elderly patients are prescribed too many medications by multiple healthcare providers working independently of each other. This class will discuss the prevalence of polypharmacy and unnecessary medication use; the negative consequences of polypharmacy and interventions that can improve this growing concern. Taught by pharmacist. 1 session @ 2 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0010 10:00 am
L. Braddock SS
Sa, January 28
Rm H213
Crabb, instructor

Section 0011 9:00 am
Plum Center
W, February 8
Rm 112
Crabb, instructor

Section 0012 5:00 pm
Plum Center
M, March 20
Rm 104
Crabb, instructor

NEW
Cooking Basics 101 | Course HI06471
Lack confidence in the kitchen? Do you find the idea of cooking intimidating or stressful? Here’s a great class for young adults, those heading for college or just about anyone who wants to move beyond TV dinners and takeout food. This class is designed for you! Using the Preparation-Organize-Focus method (POF), a systematic approach to meal preparation, participants will follow tested recipes to prepare a delicious 3-course meal in each session—salad, main course, and dessert. Knife skills and safe food handling practices will also be covered. 3 sessions @ 3 hrs each.

$ 139 Tuition
$ 43 User Fee
$ 182 Total Cost

Section 0010 10:00 am
L. Braddock SS
Sa, March 4-March 18
Rm C174
Brady, instructor
INTRAVENOUS THERAPY

Intravenous Therapy Training | Course HM01623
Provides necessary skills to safely perform IV therapy. Focus on anatomy, physiology, asepsis, equipment and supplies, review of drug calculations, pharmacology as it relates to IV therapy, and the practice of starting and running an IV. Appropriate for phlebotomists, RNs, LPNs, and other caregivers looking to enhance or refresh IV therapy skills. Includes hands-on lecture and classroom labs. No tuition waivers. 20 sessions @ 2.5 hrs each.

$1299 Tuition
$1299 Total Cost

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<td>L. Braddock SS</td>
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<td>March 28-June 8</td>
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<td>Rm H219</td>
<td>Staff, Instructor</td>
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INTRODUCTION TO HEALTH CARE CAREERS

Introduction to Health Care 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.

$39 Tuition
$39 Total Cost

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<td>Chantilly HS</td>
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<td>Stevens, instructor</td>
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<td>Plum Center</td>
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<td>Plum Center</td>
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LPN PREP

Building Blocks for a Career in Nursing | Course HM01926
Course covers medical terminology, anatomy and physiology, medical math, chemistry, microbiology and more! Ideal class for students planning to take the TEAS Entrance exam for nursing school. 15 sessions @ 3 hrs each.

$519 Tuition
$19 User Fee
$241 Text: An Integrated Approach to Health Sciences, 2nd ed
$779 Total Cost

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<td>Rm 104</td>
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<td>Selim, instructor</td>
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Don't miss out on a great class! Some classes fill up quickly; other classes may be canceled because the minimum enrollment hasn't been met. Register early to avoid disappointment!

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.

$319 Tuition
$62 Text: Pharmacology Handout ($2); Quick & Easy Medical Terminology, 7th ed ($60)
$381 Total Cost

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<td>Pellerin-Schaaf, instructor</td>
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<td>Section 0011 9:30 am</td>
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<td>Plum Center</td>
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<td>Koons, instructor</td>
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<td>Section 0012 6:30 pm</td>
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<td>Edison HS</td>
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<td>Wright, instructor</td>
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MEDICAL ADMIN ASST AND MEDICAL ASST CERTIFICATIONS

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.

$480 Tuition
$10 User Fee
$237 Text: Medical Office Administration—A Worktext, 3rd ed ($98); SimChart for the Medical Office Learning...Workflow ($139)
$727 Total Cost

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<td>Spratt, instructor</td>
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<td>Section 0011 6:30 pm</td>
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<tr>
<td>Herndon HS</td>
<td>Th. February 2-May 11</td>
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<td>Walter, instructor</td>
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<td>Plum Center</td>
<td>F. February 3-May 12</td>
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<td>Robertson, instructor</td>
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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.

$370 Tuition
$20 User Fee
$134 Text: Clinical Procedures for Medical Assistants, 9th ed
$524 Total Cost

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<td>Section 0011 6:30 pm</td>
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<td>Plum Center</td>
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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)

$370 Tuition
$20 User Fee
$134 Text: Clinical Procedures for Medical Assistants, 9th ed
$524 Total Cost

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<td>Plum Center</td>
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<td>Rm 147</td>
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<td>Milliner, instructor</td>
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EKG Interpretation | Course HM01614
In this course, students study the indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations and pertinent topics in cardiology will also be discussed. Class taught by Cardiac Nurse Practitioner. For more information on the medical certificate programs, call 703-658-2727. 4 sessions @ 2 hrs each.

Prereq: HM01616 Clinical Medical Office Procedures—Part 2

$189 Tuition
$10 User Fee
$151 Text: Clinical Procedures for Medical Assistants, 9th ed ($134); EKG/ECG ($17)
$350 Total Cost

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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.

$107 Tuition
$72 Text: CCMA Study Guide & Online Practice
$179 Total Cost

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</table>

See page 6 for course information and schedule.
Medical Terminology With Anatomy—Part 1 | Course HM01600
$381 Total Cost
See page 29 for course information and schedule.

Medical Terminology With Anatomy—Part 2 | Course HM01601
$319 Total Cost
See page 29 for course information and schedule.

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all classes—students will not be admitted after class starts on first night. Taught by nurse-attorney. 6 sessions @ 3 hrs each.
$210 Tuition
$51 Text: Medical Law Ethics & Bioethics, 7th ed
$261 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr W, March 22-May 3
Rm 145 Sloan, instructor

Law and Ethics in the Medical Office | Course HM01638
Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all classes—students will not be admitted after class starts on first night. Taught by nurse-attorney. 6 sessions @ 3 hrs each.
$210 Tuition
$51 Text: Medical Law Ethics & Bioethics, 7th ed
$261 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr W, March 22-May 3
Rm 145 Sloan, 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. Exams available for Medical Assistant, Medical Administrative Assistant and Medical Insurance Biller certificate program students. Must have completed ACE certificate program course work to qualify. Please contact 703-658-1244 with questions. 1 session @ 4 hrs.
$45 Tuition
$45 Total Cost
Section 0010 1:00 pm
Plum Center Tu, February 21
Rm 114 Stevens, instructor

Keyboarding | Course CT01417
$259 Total Cost
See page 27 for course information and schedule.

MS Office—Word/Excel for Support Professionals | Course BE01295
$256 Total Cost
See page 17 for course information and schedule.

Office Communication Skills | Course BE01061
$199 Total Cost
See page 7 for course information and schedule.

MEDICAL INSURANCE BILLER

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. For detailed billing course, please see HM01551. HM01600/1601 Medical Terminology or HM01604 Medical Terminology Test Out required prior to registration. 14 sessions @ 2.5 hrs each.
Prereq: HM01601 Medical Terminology With Anatomy—Part 1
Prereq: HM01601 Medical Terminology With Anatomy—Part 2
$444 Tuition
$415 Text: Step Medical Coding, ICD-10, CPT, HCPCS 2016
$859 Total Cost
Section 0010 6:30 pm
Woodson HS W, February 1-May 10
Rm G113 Minaya, instructor

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).
14 sessions @ 2.5 hrs each.
Prereq: HM01651 Medical Coding, Billing, and Reimbursement—Part 1
$444 Tuition
$5 User Fee
$449 Total Cost
Section 0010 7:00 pm
Pimmit Hills Ctr W, February 1-May 10
Rm 159 C. Coyne, 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 each.
$522 Tuition
$123 Text: Health Insurance Today Pkg, 5th ed
$645 Total Cost
Section 0010 6:00 pm
Plum Center Tu, January 24-May 9
Rm 148 Huguley, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600
$381 Total Cost
See page 29 for course information and schedule.

Medical Terminology With Anatomy—Part 2 | Course HM01601
$319 Total Cost
See page 29 for course information and schedule.

Keyboarding | Course CT01417
$259 Total Cost
See page 27 for course information and schedule.

Office Communication Skills | Course BE01061
$199 Total Cost
See page 7 for course information and schedule.

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. Exams available for Medical Assistant, Medical Administrative Assistant and Medical Insurance Biller certificate program students. Must have completed ACE certificate program course work to qualify. Please contact 703-658-1244 with questions. 1 session @ 4 hrs.
$45 Tuition
$45 Total Cost
Section 0010 1:00 pm
Plum Center Tu, February 21
Rm 114 Stevens, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295
$256 Total Cost
See page 17 for course information and schedule.

Office Communication Skills | Course BE01061
$199 Total Cost
See page 7 for course information and schedule.

NUTRITION

NEW

Childhood Nutrition | Course HM01953
Address your concerns about obesity, food allergies, and picky eaters with this overview of a childhood balanced diet that includes healthy meals, after school snacks. Session two includes preparation of healthy snacks. 1 session @ 2 hrs and 1 session @ 1.5 hrs
$59 Tuition
$10 User Fee
$69 Total Cost
Section 0010 10:00 am
Plum Center Tu, January 24-May 9
Rm 148 Negron, instructor

Exercise and Sports Nutrition | Course HM01954
Power up your exercise routine by giving your body what it needs to reap the maximum benefit from your hard work. Getting the right nutrition through a balanced diet effects your performance. Come calculate anthropometrics and plan a meal. 1 session @ 2 hrs.
$39 Tuition
$39 Total Cost
Section 0010 10:00 am
L. Braddock SS Tu, January 7
Rm H206 Negron, instructor

Section 0011 6:30 pm
Edison HS Tu, February 21
Rm B143 Negron, instructor

Section 0012 10:00 am
Plum Center Sa, March 18
Rm 141 Negron, instructor

NEWBORN AND POSTPARTUM CARE

Newborn and Postpartum Caregiver | 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. No discounts/waivers. 2 sessions @ 3 hrs each or 1 session @ 6 hrs.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 28
Rm TBD Stern, instructor

Section 0011 9:30 am
Plum Center Sa, March 25
Rm TBD Stern, instructor

NEWBORN AND POSTPARTUM CARE

Newborn and Postpartum Caregiver | 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. No discounts/waivers. 2 sessions @ 3 hrs each or 1 session @ 6 hrs.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 28
Rm TBD Stern, instructor

Section 0011 9:30 am
Plum Center Sa, March 25
Rm TBD Stern, instructor

NEWBORN AND POSTPARTUM CARE

Newborn and Postpartum Caregiver | 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. No discounts/waivers. 2 sessions @ 3 hrs each or 1 session @ 6 hrs.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 28
Rm TBD Stern, instructor

Section 0011 9:30 am
Plum Center Sa, March 25
Rm TBD Stern, instructor

NEWBORN AND POSTPARTUM CARE

Newborn and Postpartum Caregiver | 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. No discounts/waivers. 2 sessions @ 3 hrs each or 1 session @ 6 hrs.
$299 Tuition
$20 Text: An Introduction to Newborn and Postpartum Care
$319 Total Cost
Section 0010 9:30 am
Plum Center Sa, January 28
Rm TBD Stern, instructor

Section 0011 9:30 am
Plum Center Sa, March 25
Rm TBD Stern, instructor
Guide to Nutrition Knowledge | Course HM01793
This course will provide non-nutritionists, particularly those working in the wellness field, with the latest evidenced based dietary resources. Topics covered: anthropometric data collection, label reading, food environment trends, fat diets, signs/symptoms of metabolic syndrome, MyPlate methods. At the end of the course students will be able to provide basic dietary information and identify misinformation and barriers to weight management. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010 10:00 am
Plum Center Sa, February 25
Rm 104
Negron, instructor

Malnutrition Screening | Course HM01728
Learn about the latest updates on diagnostic criteria for malnutrition. Students are introduced to the nutrition focused physical exam and collection of anthropometric data (heights, weights, etc). Risk factors for malnutrition will be explored. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010 10:00 am
Edison HS Tu, January 24
Rm B143
Negron, instructor

Nutrition and GI Disorders | Course HM01729
In this course, students are introduced to some of the nutrition concerns encountered with commonly diagnosed disorders such as Crohn disease, IBS, Colitis, and Celiac Disease. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010 7:00 pm
Edison HS Tu, January 24
Rm B143
Negron, instructor

OPHTHALMOLOGY ASSISTANT
Ophthalmic Assistant | Course HM01630
The 50-hour Ophthalmic Assistant Program prepares students for entry-level positions in ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity, and tonometry (basic) and glaucoma. The course also includes a review of ocular dressing procedures, maintenance of equipment and instruments, and other areas. This program meets the necessary requirements of a leading national certification examination – information regarding certification will be provided during class. No discounts or waivers. 17 sessions @ 3 hrs each.
$1179 Tuition
$1179 Total Cost
Section 0010 6:30 pm
Plum Center M Th, March 6-May 8
Rm 141
Campbell, instructor

PHYSICAL THERAPY AIDE
Physical Therapy Aide | Course HM01619
Learn theory and skills for entry-level position in physical therapy clinics, centers, and hospitals. Includes preparation of treatment area, ordering supplies, and patient transport. No tuition waivers.
BOOKS: Students should purchase Physical Therapy Assistant. Worktext by Weiss (2nd Edition preferred) and The Anatomy Coloring Book by Kapit & Elson (2nd Edition preferred) prior to first day of class.
8 sessions @ 5 hrs.
$799 Tuition
$799 Total Cost
Section 0010 10:00 am
Plum Center W, January 25-March 15
Rm TR 3
O’Donnell, instructor

PROFESSIONAL DEVELOPMENT
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.
$ 49 Tuition
$ 49 Total Cost
Section 0010 10:00 am
Plum Center Sa, February 4
Rm 141
Hammer, 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 medical billing department at a physician’s office, clinic or similar position. 15 sessions @ 2 hrs.
$522 Tuition
$213 Text: Health Insurance Today Pkg, 5th ed
$645 Total Cost
Section 0010 6:00 pm
Plum Center Tu, January 24-May 9
Rm 148
Huguley, instructor

Veterinary Assistant | 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.
$225 Tuition
$ 3 User Fee
$228 Total Cost
Section 0010 10:00 am
L. Braddock SS Sa, January 14-March 18
Rm H211
Williams, instructor

VETERINARY ASSISTANT
Spanish 050 for Healthcare Providers | Course FL02875

Mental Health First Aid | Course HM01627
$ 99 Total Cost
See page 25 for course information and schedule.

SCHOOL CLOSINGS/DELAYS
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
Veterinary Assistant Program—Part I | Course HM01639

Interested in or already working in a small-animal veterinary office? Learn basic terminology, body systems, common diseases, and lab procedures along with basic animal nursing. Because you will be working with both people and animals, you must possess good people skills and a love of animals. Off-site observation at two animal hospitals to view a variety of responsibilities for vet assistants. 13 sessions @ 4 hrs each.

$539 Tuition
$ 20 User Fee
$ 559 Total Cost

Section 0010 10:00 am
Plum Center M W, January 9-March 6
Rm 119 Martin, instructor

Veterinary Assistant Program—Part II | Course HM01640

Study small animal preventive medicine. This includes vaccines and associated diseases, heartworm, hematology, and dentistry. Course is valuable for dog/cat owners and those who work in veterinary clinics and boarding facilities. Very helpful to those interested in becoming licensed veterinary technicians. Part I is not a prerequisite to Part II. 8 sessions @ 4 hrs each.

$479 Tuition
$ 10 User Fee
$ 489 Total Cost

Section 0010 10:00 am
Plum Center Tu Th, January 10-February 7
Rm 104 Martin, instructor

Veterinary Assistant Program—Part III | Course HM01841

Gain exposure to surgical protocol, instruments, pharmacology, and anesthesia. We will discuss topics veterinary medical personnel must face, such as ethics and euthanasia. No prerequisites. 5 sessions @ 4 hrs each.

$349 Tuition
$ 10 User Fee
$ 359 Total Cost

Section 0010 10:00 am
Plum Center Tu Th, March 7-March 21
Rm 104 Martin, instructor

Working With Animals: Career and Volunteer Opportunities | Course HM01631

Are you an animal enthusiast and considering a career or volunteer opportunities working with animals? This course provides an overview of the various options to guide your search as you explore the many exciting opportunities in veterinary medicine. 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.

$139 Tuition
$ 139 Total Cost

Section 0010 6:30 pm
Park Center M W, February 21-March 7
Rm 122 Frederick, instructor

MEDICAL CERTIFICATE PROGRAM ELECTIVES

All certificate programs require taking two electives. If a course is required for a program, it may not be used as an elective.

Alzheimer’s and the Other Dementias | Course HM01665 (See page 27)

Arthritis Management for Your Pet | Course HM01832 (Will be offered at a future date.)

Autism Awareness | Course HM01960 (See page 31)

Bloodborne Pathogens | Course DL01010 (See page 22)

Bounce Back from Adversity | Course HM01710 (See page 54)

Calling all Caregivers! | Course HM01734 (See page 54)

Care for A Loved One at Home | Course HM01671 (See page 54)

Childhood Nutrition | Course HM01953 (See page 30)

Dog Training Theory and Techniques | Course HM01634 (See page 31)

Doubting Your Memory? | Course HM01789 (See page 54)

Exercise and Sports Nutrition | Course HM01954 (See page 30)

Guide to Nutrition Knowledge | Course HM01793 (See page 31)

Introduction to Veterinary Rehabilitation | Course HM01835 (Will be offered at a future date.)

Keeping Your Dog Fit | Course HM01831 (Will be offered at a future date.)

Law and Ethics in the Medical Office | Course HM01638 (See page 30)

Malnutrition Screening | Course HM01728 (See page 31)

Newborn and Postpartum Caregiver | Course HM02100 (See page 30)

Normal Aging | Course HM01944 (See page 54)

Nutrition and GI Disorders | Course HM01729 (See page 31)

Venipuncture Essentials | Course HM01933 (Will be offered at a future date.)

Veterinary Pain Management Part 1 | Course HM01833 (Will be offered at a future date.)

Working With Animals: Career and Volunteer Opportunities | Course HM01631 (See page 32)

Youth Mental Health First Aid | Course HM01922 (See page 25)

Learn CPR • Save a Life

Effective CPR provided immediately after sudden cardiac arrest can double or triple a victim’s chance of survival.

70% of Americans don’t know what to do during a cardiac event or are afraid of hurting the victim.

Permanent brain damage begins after only 4 minutes without oxygen.

The life you save could be someone you love: a child, spouse, parent, or friend.

See pages 23-25 for CPR and first aid classes.
Call 703.658.1216 or 703.658.1224 for more details.
Apprenticeship related instruction classes complement on-the-job training provided by employers participating in the Virginia State Registered Apprenticeship Program. Most classes start in September but for winter we are offering barbering, cosmetology, electricity 1, HVAC-R 1, and plumbing 1. This training leads to journeyman licensing eligibility. (See our fall apprenticeship class bulletin for full details on licensing.) For other trades, we offer individualized study courses through our directed study program to meet the requirements for related instruction for state registered apprentices. Directed study classes start in September. 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 registration is required to attend our cosmetology, barbering, and most directed study classes. To become a state registered apprentice, have your employer call 703-392-0900, ext. 102, or 131.

For more information about apprenticeship, please visit our web page at: www.fcps.edu and search for apprenticeship.

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 our website at www.fcps.edu 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, plumbing, surveying, opticianry or HVAC-R 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 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.

Out of state registered apprentices and persons with non-registered apprenticeship training must take the credit-by-exams to get credit for previous training.

Apprentices transferring between regions need to take credit-by-exams to earn transfer credits for FCPS. Consult with your employer to confirm what they want you to do. A credit-by-exam (CBE) is designed to give advanced placement credit to students with prior training. CBEs are the only way to get credit for prior classroom theory training. CBEs are optional; if you don't pass a CBE, you start at level 1. Most exams take two hours to complete. Preregistration is required; call 703-658-1229 for an appointment.

Students taking only part of the program will receive only a transcript. Records are kept permanently. Students who later become a Virginia State registered apprentice can have any classes taken within five years applied to their official apprenticeship.

Apprenticeship

Barbering CBE | Course AP08861
A Credit-By-Exam (CBE) designed to give advanced placement to students with prior training as a barber. CBEs 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. NO CELL PHONES ALLOWED. You must bring government-issued photo ID to exam.
$150 Tuition
$150 Total Cost

Barbering Exam Prep Part 2 | Course AP08064
Prepare for the theory State licensing exam by reviewing the most important chapters of the theory book, State exam rules, and regulations critical to passing the exam. Students must pass the CBE to earn Apprenticeship Related Instruction credit and be registered by their employer as a State registered with the Department of Labor and complete 18 months (3000 hours) in the shop prior to going to State Boards to be eligible to go to State Boards. Two free CBE attempts included. 16 sessions @ 3 hrs each.
$517 Tuition
$18 User Fee
$294 Text: Milady Barbering (Text, Exam Review, Workbook) ($249); Milady Barbering Online Licensing Preparation ($45)
$829 Total Cost

Cosmetology CBE | Course AP08860
A Credit-By-Exam (CBE) designed to give advanced placement to students with prior training as a cosmetologist. CBEs are the only way to get credit for prior classroom theory training. CBEs are optional and most exams take 2 hours to complete. CBEs are for completion of apprenticeship related instruction only. NO CELL PHONES ALLOWED. You must bring government-issued photo ID to exam.
$150 Tuition
$150 Total Cost

Cosmetology Exam Prep Part 2 | Course AP08059
Prepare for the theory State licensing exam by reviewing the most important chapters of the theory book, State exam rules, and regulations critical to passing the exam. Students must pass the CBE to earn Apprenticeship Related Instruction credit and be registered by their employer as a State registered apprentice with the Department of Labor and complete 18 months (3000 hours) in the shop prior to going to State Boards to be eligible to go to State Boards. Two free CBE attempts included. 16 sessions @ 3 hrs each.
$517 Tuition
$16 User Fee
$216 Text: Milady Cosmetology Exam Review, 13th ed ($40); Milady Cosmetology Theory Workbook, 13th ed ($55); Milady Cosmetology, 13th ed ($121)
$749 Total Cost

Electricity

Electricity 1—Introduction to Professional Electricity | Course AP08070
Introduction to National Electrical Code, boxes and devices, safety, trade math, conduit types and fill, cables, conductors, services, voltage drop, DC theory; and series, parallel, and series/parallel circuits. Students must complete a special project and a math competency.
$850 Tuition
$33 User Fee
$386 Text: Electrical Wiring Residential, 18th ed ($122); Electricity, Devices, Circuits, Materials, 10th ed ($112); FCPS Electricity 1 Workbook ($30); National Electrical Code 2016 ($122)
$1269 Total Cost

HVAC-R

HVAC-R 1—Introduction to Professional HVAC-R | Course AP08001
Heating, ventilation, air conditioning and refrigeration (HVAC-R); covers CFC training and an opportunity for certification, basic refrigeration cycle, refrigerants and refrigeration oil, piping practices, basic electricity, introduction to heating and cooling equipment and tools, safety, and trade math. Lecture format.
$1150 Tuition
$19 User Fee
$360 Text: FCPS HVAC-R Workbook ($30); Refrig & AC Tech Lab Manual/Study Guide 7th ed ($91); Refrigerant Transition and Recovery Certification ($68); Refrigeration & AC Text, 7th ed ($171)
$1529 Total Cost

Plumbing

Plumbing 1—Introduction to Professional Plumbing | Course AP08100
Basic plumbing tools and terminology; pipes and fittings; joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron, and spigots; soldering and braizing; trade math; and safety. An 8 week hands-on lab that requires you to bring helper’s tools is held at the Bryant Center (Tuesday evenings) and math competency are both required. The lab and competency exam are scheduled by your instructor.
$945 Tuition
$202 User Fee
$122 Text: FCPS Plumbing 1 Workbook ($30); Plumbing 101, 6th ed ($92)
$1269 Total Cost

Course AP08100
$945 Total Cost

Section 0010
6:30 pm
Edison HS
M W, January 25-May 24
Rm D117
Marrero, Instructor

Section 0015
6:30 pm
Chantilly HS
Tu Th, January 25-July 17
Rm 575
Tompkins, Instructor

Plumbing | Course AP08100
Introduction to plumbing. Topics include: water supply and drainage systems, piping systems, valves, fittings, tools, hand tools, water supply and gas piping, traps, pressure reducing valves and gas systems. Students must complete the CBE to earn Apprenticeship Related Instruction credit and be registered by their employer as a State registered apprentice with the Department of Labor and complete 18 months (3000 hours) in the shop prior to going to State Boards to be eligible to go to State Boards. Two free CBE attempts included. 16 sessions @ 3 hrs each.
$945 Tuition
$202 User Fee
$122 Text: FCPS Plumbing 1 Workbook ($30); Plumbing 101, 6th ed ($92)
$1269 Total Cost

Section 0010
6:30 pm
Woodson HS
M Tu, January 30-June 27
Rm G105
Walters, Instructor
Trade and Industrial 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, such as the CFC Certification and the OSHA 10-hour safety class, provide related skills employers seek as they offer additional services to their clients.

Students in our apprenticeship classes can use trade and industrial classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to compliment your career.

Career Exploration—Trades

AUTOMOTIVE

Auto Mechanics—Beginning | 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.

$214 Tuition
$25 User Fee
$239 Total Cost

Section 0010
11:00 am
Hayfield SS
Su, January 8-January 15
Rm 017
Terrien, instructor

Section 0011
11:00 am
Hayfield SS
Su, January 22-January 29
Rm 017
Terrien, instructor

Auto Mechanics—Advanced | Course TI05313
This is a hands-on class where students will learn about various systems and develop skills for tasks you can then do at home. Students will diagnose and perform repairs on their own vehicle and learn what repairs are appropriate to do yourself. This course does not cover major repairs such as replacing pistons, pulling an engine or transmission work. Assistance is available as needed. Bring your project vehicle, any special tools and necessary parts to the first class, if possible. Most basic hand tools are provided. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

$335 Tuition
$30 User Fee
$365 Total Cost

Section 0010
11:00 am
Hayfield SS
Su, February 5-February 26
Rm 017
Terrien, instructor

Auto Body Repair—Personal Repair and Refinishing | Course TI05323
Learn the skills needed to properly repair automotive body/collision elements through live hands-on training overseen by an experienced industry technician/teacher. You will learn how to repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, plastic filler repair, automotive refinishing techniques, and panel alignment procedures. Students must provide personal hand tools, safety gear, parts and supplies for personal projects. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc.). 10 sessions @ 4 hrs each.

$397 Tuition
$52 User Fee
$449 Total Cost

Section 0010
6:00 pm
Edison HS
W, January 11-March 15
Rm H120
Floyd, instructor

Permitting that Project | Course TI05186
A three-hour class on the who, what, where, why, and how of construction permits in the Virginia metro area (Fairfax, Arlington and Prince William Counties, in addition to the cities of Alexandria, Fairfax, and Manassas). 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.

$49 Tuition
$49 Total Cost

Section 0010
6:30 pm
Plum Center
M, January 23
Rm 147
McDonald, instructor

Appliance Repair Workshop | Course TI05593
Learn to make minor repairs on disposals, range hoods, gas and electric stoves, washers, gas and electric dryers, and dishwashers. 5 sessions @ 3 hrs each.

$208 Tuition
$32 User Fee
$240 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
W, January 4-February 1
Rm 158
Williams, instructor

Section 0011
6:30 pm
Pimmit Hills Ctr
W, February 22-March 22
Rm 158
Williams, instructor

Home Remodeling Basics | Course TI05173
This is a hands-on course for do-it-yourself enthusiasts consisting of three hours spent on layout; six hours on wall framing; three hours on electrical; six hours on drywall; and six hours on trim. 8 sessions @ 3 hrs each.

$329 Tuition
$46 User Fee
$375 Total Cost

Section 0010
6:30 pm
L. Braddock SS
Tu, January 31-March 21
Rm A103
Dominick, instructor

Bathroom Remodeling Workshop | Course TI05179
Learn how to makeover a complete bathroom to include lavatory, shower/tub, plumbing, tile, and vanity/sink. The class builds a mock bathroom and will have plenty of hands-on opportunities. 10 sessions @ 3 hrs each.

$449 Tuition
$76 User Fee
$525 Total Cost

Section 0010
6:30 pm
Bryant Ctr
W, January 18-March 22
Rm 50A
Raiche, instructor

CONTRACTING

Selecting a Contractor | Course TI05147
How do you select a contractor to build a deck, remodel a bathroom, or perform other home renovation projects? This class is a must before you begin that selection process. 2 sessions @ 3 hrs each.

$97 Tuition
$2 User Fee
$99 Total Cost

Section 0010
8:30 am
Pimmit Hills Ctr
Sa, January 21-January 28
Rm 115
Linder, instructor

Section 0012
8:30 am
Pimmit Hills Ctr
Sa, March 11-March 18
Rm 160
Linder, instructor

Troubleshooting and Repairing Major Appliances
Learn professional painting tips and tricks to achieve a quality finish. Learn how to reduce bath/shower water damage to other areas. 5 sessions @ 3 hrs each.

$223 Tuition
$38 User Fee
$8 Text: Step By Step Guide to Room Finishing
$269 Total Cost

Section 0010
6:30 pm
Chantilly HS
Th, January 12-February 9
Rm 577
Dominick, instructor

Section 0011
6:30 pm
Edison HS
Th, February 23-March 23
Rm H137
Dominick, 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.

$90 Tuition
$9 User Fee
$99 Total Cost

Section 0010
6:30 pm
Herndon HS
Tu, January 17
Rm 147
McDonald, instructor

Section 0011
6:30 pm
Marshall HS
Tu, March 14
Rm C114
McDonald, instructor

Residential Electrical—The Basics | Course TI05199
Become familiar with 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.

$236 Tuition
$53 User Fee
$289 Total Cost

Section 0010
8:30 am
Pimmit Hills Ctr
Sa, January 7-January 21
Rm 158
Kasulaitis, instructor

Section 0011
1:00 pm
Pimmit Hills Ctr
Sa, March 11-March 25
Rm 158
Kasulaitis, instructor

CONTRACTING

Selecting a Contractor | Course TI05147
How do you select a contractor to build a deck, remodel a bathroom, or perform other home renovation projects? This class is a must before you begin that selection process. 2 sessions @ 3 hrs each.

$97 Tuition
$2 User Fee
$99 Total Cost

Section 0010
8:30 am
Pimmit Hills Ctr
Sa, January 21-January 28
Rm 115
Linder, instructor

Section 0012
8:30 am
Pimmit Hills Ctr
Sa, March 11-March 18
Rm 160
Linder, instructor

Permitting that Project | Course TI05186
A three-hour class on the who, what, where, why, and how of construction permits in the Virginia metro area (Fairfax, Arlington and Prince William Counties, in addition to the cities of Alexandria, Fairfax, and Manassas). 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.

$49 Tuition
$49 Total Cost

Section 0010
6:30 pm
Plum Center
M, January 23
Rm 147
McDonald, instructor

Appliance Repair Workshop | Course TI05593
Learn to make minor repairs on disposals, range hoods, gas and electric stoves, washers, gas and electric dryers, and dishwashers. 5 sessions @ 3 hrs each.

$208 Tuition
$32 User Fee
$240 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctr
W, January 4-February 1
Rm 158
Williams, instructor

Section 0011
6:30 pm
Pimmit Hills Ctr
W, February 22-March 22
Rm 158
Williams, instructor

Home Remodeling Basics | Course TI05173
This is a hands-on course for do-it-yourself enthusiasts consisting of three hours spent on layout; six hours on wall framing; three hours on electrical; six hours on drywall; and six hours on trim. 8 sessions @ 3 hrs each.

$329 Tuition
$46 User Fee
$375 Total Cost

Section 0010
6:30 pm
L. Braddock SS
Tu, January 31-March 21
Rm A103
Dominick, instructor

Bathroom Remodeling Workshop | Course TI05179
Learn how to makeover a complete bathroom to include lavatory, shower/tub, plumbing, tile, and vanity/sink. The class builds a mock bathroom and will have plenty of hands-on opportunities. 10 sessions @ 3 hrs each.

$449 Tuition
$76 User Fee
$525 Total Cost

Section 0010
6:30 pm
Bryant Ctr
W, January 18-March 22
Rm 50A
Raiche, instructor

Don’t miss out on a great class! Some classes fill up quickly; other classes may be canceled because the minimum enrollment hasn’t been met. Register early to avoid disappointment!
PLUMBING

Occupational Plumbing | Course TI05390
A plumber covers materials and tools of the trade, residential and some commercial plumbing issues, introduces backflow prevention, plumbing math, and code requirements. Class includes hands-on training, so wear clothing suitable for work. 6 sessions @ 3 hrs each.

$299 Tuition
$ 21 User Fee
$339 Total Cost

Section 0010 6:30 pm
Pimmit Hills Ctr M, January 23-February 27
Rm 158
McCrone, instructor

Heating Fundamentals | Course TI05377
A hands-on introduction to basic heating covering unit function and maintenance and up-keep for homeowners. Simple topics include: basic thermostats, air filters, carbon monoxide detectors, and using basic troubleshooting tasks. 8 sessions @ 3 hrs each.

$326 Tuition
$ 39 User Fee
$ 27 Text: Basic Refrigeration and Charging Procedures
$392 Total Cost

Section 0010 6:30 pm
Bryant Ctr W, February 22-March 22
Rm 50C
Degges, instructor

Air Conditioning Fundamentals | Course TI05378
An introduction to basic air conditioning covering unit function, maintenance and up-keep for homeowners and persons considering a career in HVAC. Simple topics include: basic thermostats, air filters, should you clean evaporator coils and using basic troubleshooting tasks. 8 sessions @ 3 hrs each.

$326 Tuition
$ 38 User Fee
$171 Text: Refrigeration & AC Text, 7th ed
$535 Total Cost

Section 0010 6:30 pm
Chantilly HS M, February 27-April 24
Rm 586
Thomanian, instructor

VIRGINIA TRADE LICENSE RENEWAL—MAKE IT EASY Have you been inundated with offers for continuing education classes? As you know, if your trade license is due for renewal, the Department of Professional and Occupations Regulation (DPOR) requires that you attend a continuing education class before renewing your license.

Fulfill this renewal requirement with ease—take your class with ACE. As an approved DPOR provider, our classes are affordable and conveniently located in Northern Virginia.

You do not need to be a Virginia or Fairfax County resident to take advantage of these classes.

GASFITERS

Gasfitters Continuing Education | Course TI05278
Comprehensive, one-hour review of the 2012 International Fuel Gas Code. Class fulfills the continuing education requirement for gasfitters 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. Must register at least one week before class start date. Workbook is required. 1 session @ 1 hr.

$ 47 Tuition
$ 21 User Fee
$ 32 Text: 2012 International Fuel Gas Code Updates
$ 100 Total Cost

Section 0010 1:00 pm
Plum Center Sa, January 14
Rm 147
McDonald, instructor

Section 0011 11:45 am
Plum Center Sa, February 25
Rm TR2
jmfortney@fcps.edu, instructor

Section 0012 11:45 am
Plum Center Sa, March 25
Rm 147
McDonald, instructor

HVAC-R

HVAC-R Continuing Education | Course TI05267
Comprehensive, three-hour review of the 2012 International Mechanical Code. Class fulfills the continuing education requirement for HVAC-R/mechanical technicians 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. Must register at least one week before class start date. Workbook is required. 1 session @ 3 hrs.

$125 Tuition
$ 2 User Fee
$ 32 Text: 2012 International Mechanical Code Updates
$159 Total Cost

Section 0010 8:30 am
Plum Center Sa, January 14
Rm 147
McDonald, instructor

Section 0011 8:30 am
Plum Center Sa, February 11
Rm TR1
Black, instructor

Section 0012 8:30 am
Plum Center Sa, March 11
Rm TR1
Black, instructor

Continue your studies this spring! Online registration for spring classes will begin February 24, and print catalogs will be mailed February 27.
Professional Development—Trades

Blueprint Reading | Course TI05358
Master basic blueprint reading—from symbols to construction materials. Course covers architectural, plumbing, structural mechanical, electrical, and plot plans. 8 sessions @ 3 hrs each.

$273 Tuition  $ 8 User Fee  $ 68 Text: Printreading for Residential & Light Comm. Const  $349 Total Cost

OSHA Construction 10 Hour Outreach Training Program | Course TI05598
Earn your “OSHA 10 Hr Card” in construction via 10 hours hands-on and personal instruction. Topics include residential and commercial hazard avoidance for falls, electrical, cranes and struck-by. Also includes protective equipment, harness, high-visibility clothing, etc. Instructor with ACE for 6 years, and 25 years with OSHA. 2 sessions @ 5 hrs each.

$187 Tuition  $ 12 User Fee  $ 199 Total Cost

Waste and Vent Piping for the IPC | Course TI05680
An intensive review and examination of the sanitary waste and vent drainage chapters in the plumbing code for both residential and commercial installations. You will examine best practices and specifically the code intent for any installation. International Plumbing Code Commentary required but not provided. 2 sessions @ 3.5 hrs each.

$147 Tuition  $ 2 User Fee  $149 Total Cost

VA Licensure Exam Prep

VA Contractor's Basic Business Course | Course TI05348
For all planning to obtain any contractors’ license. Those applying for an initial contractor's license (Class A, B or C) in the Commonwealth of Virginia must complete an 8-hour business class approved by the Virginia Board for Contractors. This class fulfills that requirement if all required information is provided. You must bring a government issued ID to class. See enclosure for state data requirements. Course TI05351 should also be taken, especially for those seeking Class A or Class B licenses. Saturday class. 1 session @ 8 hrs.

$169 Tuition  $ 7 User Fee  $ 93 Text: NASCLA Contractors Guide, VA 8th ed ($71); Virginia Class A & B Contractors Sample Questions ($22)  $269 Total Cost

CFC Certification Exam Prep | Course TI05374
For Core (general required for all), Type I (small appliances less than 5kW of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is only the prep course and does not include the CFC examination. 3 sessions @ 3 hrs each.

$128 Tuition  $ 3 User Fee  $ 68 Text: Refrigerant Transition and Recovery Certification  $199 Total Cost

VA Builders License Exam Prep | Course TI05352
Especially important for those seeking a general contractors or home improvement contractors license. Review for VA State building contractor’s license and Fairfax County home improvement contractor's license. Text: 29 CFR 1926 OSHA Construction Industry Regulations ISBN 9781619462410 required, but not included. 6 sessions @ 3 hrs each.

$248 Tuition  $ 7 User Fee  $ 234 Text: 2015 International Residential Code ($128); 2015 International Residential Code Tabs ($16); Carpentry & Building Construction ($90)  $489 Total Cost

NEW

International Mechanical Code Bootcamp | Course TI05630
This heavy hitting course gets you deep into the code to build a solid foundation of knowledge that will serve you well whether you are just starting your career or you have been around a few more seasons. This is not one of those continuing education courses that just runs through a list of changes; in this course you will study the core code articles which is essential to successfully adapting to the inevitable changes in future code editions. 5 sessions @ 6 hrs each.

$366 Tuition  $ 1 User Fee  $ 32 Text: 2012 International Mechanical Code Updates  $399 Total Cost

Faucets and Fixture Repairs | Course TI05667
This course is designed to assist technicians with the specific repairs of commonly used plumbing faucets and fixtures. The instructor will focus on finding the correct stem or cartridge replacement parts and give tips on effective repairs. The class will largely be hands-on using the manufacturer’s installation literature. We will be focusing on only the most commonly used products in the region. Students will provide their own hand tools. 4 sessions @ 3 hrs each.

$227 Tuition  $ 48 User Fee  $ 275 Total Cost

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 do 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.

$ 47 Tuition  $ 2 User Fee  $49 Total Cost

Section 0010 6:30 pm Marshall HS  Tu, January 31  Rm C103 McDonald, instructor

Section 0011 6:30 pm Herndon HS  Tu, March 21  Rm 129 McDonald, instructor
CFC Certification Exam | Course TI05375
For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional—it is the exam. 1 session @ 3 hrs.
$ 95 Tuition
$ 4 User Fee
$ 40 Text: CFC Certification Exams/Section 608 EFT Tests
$139 Total Cost
Section 0010 8:30 am
Plum Center Sa, February 18
Rm 150

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.
$ 117 Tuition
$ 82 Text: 2015 International Fuel Gas Code
$ 199 Total Cost
Section 0010 9:00 am
Pimmit Hills Ctr Sa, March 11-March 25
Rm 154
Lyons, instructor

HVAC-R License Exam Prep—IMC | Course TI05389
Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3.25 hrs each.
$310 Tuition
$ 79 Text: 2015 International Mechanical Code
$389 Total Cost
Section 0010 6:30 pm
Woodson HS Th, January 19-March 23
Rm F123 jmfortney@fcps.edu, instructor

Journeyman Electrician's Exam Prep | Course TI05416
Focus on layout and proper use of the code. Find what you need quickly and easily. Includes rules for common installations and materials. 2014 NEC required—not included. 10 sessions @ 3 hrs each.
$364 Tuition
$ 20 User Fee
$ 65 Text: Electrical NEC Exam Preparation 2014
$449 Total Cost
Section 0010 6:30 pm
Marshall HS Tu, January 10-March 14
Rm C110 Shifflett, instructor

Master Electrician's Exam Prep | Course TI05418
Course includes topical study of NEC: general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. Bring the 2014 NEC. 10 sessions @ 3 hrs each.
$374 Tuition
$ 10 User Fee
$ 65 Text: Electrical NEC Exam Preparation 2014
$449 Total Cost
Section 0010 6:30 pm
Plum Center Th, January 12-March 16
Rm TR1 Black, instructor

Master Electrician's Exam Prep—Accelerated | Course TI05419
This is a fast-paced, intense, rigorous review of NEC. Approved for Prince George's County continuing education requirement. Please request class completion certificate from instructor at last class session. Bring a lunch. 2 sessions @ 7 hrs each.
$189 Tuition
$ 5 User Fee
$ 65 Text: Electrical NEC Exam Preparation 2014
$259 Total Cost
Section 0010 8:30 am
Plum Center Sa, February 4-February 11
Rm TR1 Black, instructor

Great learning experience in the field of HVAC. Instructor extremely competent.”
A. Johnson
CFC Certification Exam
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 required courses. 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 and be at least 18 years old. A high school diploma is not required; however, you are strongly urged to acquire one (see pages 58 and 59).

■ How to Register
Complete the Registration Form on page 63 for courses you wish to attend this term. To create a permanent record, return the Certificate Program Registration Form with $50 payment. Fee is non-refundable. Class records are retained once this fee is paid. For guidance regarding which program best suits your needs, contact the ACE educational counselor at 703-658-2709.

CERTIFICATE PROGRAM TEST-OUTS
Test out of some courses if you feel qualified. Please contact the program specialist for your certificate program regarding test out opportunities.

■ Test-outs available:
Keyboarding, Course BE01300
Mechanics of Written Communication, Course BE01303
Personal Computer Basics, Course BE01309
Medical Terminology, Course HM01604

CERTIFICATE PROGRAM E-MAIL ADDRESS
■ 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 Administrative Assistant, Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Biller, and Veterinary Assistant

■ tradeandindustry@fcps.edu
Property Maintenance Technician

Enroll me in the following program:

CERTIFICATE PROGRAMS

☐ CE01000 Accounting Assistant | 8
☐ CE01016 Administrative Assistant | 7
☐ CE01048 Childcare Provider | 9
☐ CE02000 Computer Support Technician | 9
☐ CE01023 Dental Administrative Assistant | 23
☐ CE01022 Dental Assistant | 23
☐ CE01019 Executive Assistant | 7
☐ CE01018 Human Resources Management | 10
☐ CE01500 Management Practices | 11
☐ CE01004 Medical Administrative Assistant | 23
☐ CE01002 Medical Assistant | 23
☐ CE01020 Medical Insurance Biller | 23
☐ CE01056 Nonprofit Organization Development | 11
☐ CE01015 Office Assistant | 7
☐ CE02010 Oracle Database Administration | 12
☐ CE01006 Property Maintenance Technician | 36
☐ CE01053 Small Business Management | 12
☐ CE01050 Veterinary Assistant | 23
☐ CE02020 Web Designer/Developer | 15

No refunds/transfers for certificate program fees.

Please consider making a tax-deductible donation to the ACE Scholarship fund. See page 62.
English for Speakers of Other Languages (ESOL)
Daytime classes are nine weeks and one day long and evening classes are nine weeks.

**Winter 2017**

<table>
<thead>
<tr>
<th>Class Location</th>
<th>Days</th>
<th>Time</th>
<th>No. of Classes</th>
<th>Testing/Reg.</th>
<th>Tuition</th>
<th>Books</th>
<th>Level</th>
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<td>M-F</td>
<td>9 am-12:30 pm</td>
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**Classes at these locations start January 17, 2017.**

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<td>$20 $120 $35</td>
<td></td>
<td></td>
<td>Low Beginning to High Intermediate &amp; High Intermediate R&amp;W</td>
</tr>
<tr>
<td>5801 Franconia Road</td>
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<td></td>
<td>$120 $35</td>
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<tr>
<td><strong>Mott Community Center</strong></td>
<td>T&amp;Th</td>
<td>10 am-12:15 pm</td>
<td>20 cls</td>
<td>$20 $185 $57</td>
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<td>Conversation High Intermediate Plus</td>
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<tr>
<td>12111 Braddock Road</td>
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<tr>
<td>Fairfax, VA 22030</td>
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<tr>
<td>Testing: 10 AM: 1/10</td>
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<td></td>
<td></td>
<td>$185 $57</td>
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</tr>
<tr>
<td><strong>Pimmit Hills Center</strong></td>
<td>T&amp;Th</td>
<td>7 pm-9:30 pm</td>
<td>18 cls</td>
<td>$20 $120 $35</td>
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<td></td>
<td>Low Beginning to High Intermediate &amp; High Intermediate R&amp;W</td>
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<tr>
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<tr>
<td>Testing: 9 AM: 1/10</td>
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<td></td>
<td>$120 $35</td>
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</tbody>
</table>

*Registration for these special classes will be in-person by using the forms in ACE Classes catalog at our Adult Education Customer Service Center, Plum Center, 6815 Edsall Road, Springfield, VA 22151, by phone registration at 703-658-1201, or online at https://aceclasses.fcps.edu.*

No reservations are required for testing. At the time of testing, appointments will be given to return for registration.

Questions? Please call 703-658-2777.
## American English Pronunciation | Course ES06543
You’ve learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required. 11 sessions @ 2 hrs each. **All registrations must be received one week prior to the start date.**

- **$305 Tuition**
- **$71 Text:** Well Said Pkg: Text and CD, 3rd ed
- **$376 Total Cost**

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1709</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Staff, instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sa, January 14-March 25</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td></td>
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</tbody>
</table>

## Conversation High Intermediate Plus | Course ES06561
This is a conversation class for people with a high intermediate level of English and above. If you have not studied at high intermediate and above in our program within the last two terms, you must take a placement test. Please see the schedule for our regular ESOL classes to find the testing dates for Pimmit Hills Center and Mott Community Center. 20 sessions @ 2 hrs 15 min each.

- **$185 Tuition**
- **$57 Text:** Speaking of Values
- **$20 Testing**
- **$262 Total Cost**

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>1708</td>
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<td>Pimmit Hills Ctr</td>
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<td>Tu, January 10-March 9</td>
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<td>1707</td>
<td>10:00 am</td>
<td>Mott Comm Ctr</td>
<td>Staff, instructor</td>
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<td>Tu, January 17-March 23</td>
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<td>TBD</td>
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## Citizenship Examination Preparation | Course ES06877
Designed for people who are preparing to take the citizenship test and interview. Learn U.S. history and civics. Practice reading, writing, speaking and listening. Practice in class for the USCIS citizenship interview. You must be able to read and write English and have basic oral fluency (minimum high-beginning level.) Testing is not required. 10 classes @ 2 hrs each. **All registrations must be received one week prior to the start date.**

- **$110 Tuition**
- **$19 Text:** Citizenship, Passing the Test
- **$129 Total Cost**

<table>
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<th>Section</th>
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<tr>
<td>1709</td>
<td>9:00 am</td>
<td>Plum Center</td>
<td>Staff, instructor</td>
</tr>
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<td></td>
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<td>Sa, January 14-March 18</td>
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<tr>
<td>102</td>
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</tbody>
</table>

## School Closings/Delays
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
**World Language Questions**

**Q:** How do I register?

**A:** Call 703-658-1201 to register by phone or see page 63 for registration options. Register early, as many courses fill quickly. Consult https://aceclasses.fcps.edu for the most up-to-date information or to register online 24/7.

**Q:** Is there a deadline to register?

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

**Q:** What if a class has already started? May I still register for it?

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

**Q:** What if I miss a class or a class is canceled?

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

**Q:** 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.

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**Class logistics occasionally change after the catalog is printed. Check https://aceclasses.fcps.edu to confirm the location and start date of your class.**

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**Academic**

**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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 0010</td>
<td>7:15 pm</td>
<td>Plum Center</td>
<td>Hall, instructor</td>
</tr>
<tr>
<td>Section 0011</td>
<td>10:00 am</td>
<td>Pimmit Hills Ctr</td>
<td>Mohaghegh, instructor</td>
</tr>
<tr>
<td>Section 0012</td>
<td>7:00 pm</td>
<td>Marshall HS</td>
<td>Rm B102, Mohaghegh, instructor</td>
</tr>
</tbody>
</table>

**Total Cost**

- **Tuition:** $249
- **User Fee:** $3
- **Text:** $40
- **Total Cost:** $292

**American Sign Language 200—Beginning 2 | Course FL02562**

Ask questions, use negatives, indicate location and direction, expand vocabulary, and practice conversation skills. 10 sessions @ 2 hrs each.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 0010</td>
<td>7:15 pm</td>
<td>Plum Center</td>
<td>Hall, instructor</td>
</tr>
</tbody>
</table>

**Total Cost**

- **Tuition:** $249
- **User Fee:** $3
- **Text:** $40
- **Total Cost:** $292

**American Sign Language 300—Beginning 3 | Course FL02563**

Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 0010</td>
<td>7:15 pm</td>
<td>Plum Center</td>
<td>M, Rm TR4, Hall, instructor</td>
</tr>
</tbody>
</table>

**Total Cost**

- **Tuition:** $249
- **User Fee:** $3
- **Text:** $40
- **Total Cost:** $292

**American Sign Language 400—Beginning 4 | Course FL02564**

Expand your sign vocabulary and accelerate speed of your signing skills including finger spelling and full sentences. 10 sessions @ 2 hrs each.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Section 0010</td>
<td>12:15 pm</td>
<td>Plum Center</td>
<td>Sa, Rm TR4, Hall, instructor</td>
</tr>
</tbody>
</table>

**Total Cost**

- **Tuition:** $259
- **User Fee:** $3
- **Text:** $40
- **Total Cost:** $262

**American Sign Language 600—Conversation | Course FL02572**

Increase your speed and expand your vocabulary through conversation. High-intermediate skills recommended. 10 sessions @ 2 hrs each.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
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<td>10:00 am</td>
<td>Plum Center</td>
<td>Sa, Rm TR4, Hall, instructor</td>
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</table>

**Total Cost**

- **Tuition:** $259
- **User Fee:** $3
- **Text:** $40
- **Total Cost:** $262
**ARABIC**

**Introduction to Arabic | Course FL02618**
This introductory course is perfect for those who have had no previous exposure to Arabic. You will build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 10 sessions @ 2 hrs each.

$249 Tuition
$3 User Fee
$252 Total Cost

Section 0010 7:00 pm
Chantilly HS Th, January 19-March 23
Rm 208 Sadeq, instructor

**Arabic 100—Beginning 1 | Course FL02621**
An important and relevant language to learn in our global society. Understand and communicate with vital survival expressions including greetings, introductions, time, and directions. Students will learn to recognize and write the Arabic alphabet. 10 sessions @ 2 hrs each.
Prereq: FL02618 Introduction to Arabic

$249 Tuition
$3 User Fee
$252 Total Cost

Section 0010 7:00 pm
L. Braddock SS Tu, January 17-March 21
Rm H218 Sadeq, instructor

**CHINESE**

**Introduction to Chinese for Beginners and Travelers | Course FL02630**
This introductory course is perfect for those who have had no previous exposure to Chinese. You will 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.

$195 Tuition
$3 User Fee
$198 Total Cost

Section 0010 7:00 pm
Plum Center Th, February 9-March 30
Rm 102 Hung, instructor

**Chinese (Mandarin)—Beginning 1 | Course FL02632**
Improve your ability to communicate; compare accents and dialects and learn Chinese characters. Instructor will supply materials for practicing Chinese calligraphy. 8 sessions @ 2 hrs each.
Prereq: FL02631 Chinese (Mandarin)—Beginning 1

$185 Tuition
$3 User Fee
$187 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$267 Total Cost

Section 0011 10:00 am
Pimmit Hills Ctr W, February 8-March 29
Rm 115 Hung, instructor

**Chinese (Mandarin)—Beginning 2 | Course FL02632**
Improve your ability to communicate; compare accents and dialects and learn Chinese characters. Instructor will supply materials for practicing Chinese calligraphy. 8 sessions @ 2 hrs each.
Prereq: FL02631 Chinese (Mandarin)—Beginning 1

$185 Tuition
$3 User Fee
$187 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$267 Total Cost

Section 0011 10:00 am
Pimmit Hills Ctr W, February 8-March 29
Rm 115 Hung, instructor

**French**

**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.

$249 Tuition
$3 User Fee
$36 Text: Complete French
$288 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr Tu, January 3-March 21
Rm 115 Shahin, instructor

**French 100—Beginning 2 | Course FL02672**
Continue to build conversation abilities while your situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1

$249 Tuition
$3 User Fee
$36 Text: Complete French
$288 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr Tu, January 3-March 21
Rm 115 Shahin, instructor

**French 200—Beginning 2 | Course FL02672**
Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire; increased conversational skills. 12 sessions @ 2 hrs each.
Prereq: FL02671 French 100—Beginning 1

$249 Tuition
$3 User Fee
$36 Text: Complete French
$288 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr Tu, January 3-March 21
Rm 115 Shahin, instructor

**French 200—Beginning 3 | Course FL02673**
Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2

$249 Tuition
$3 User Fee
$36 Text: Complete French
$288 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr W, January 4-March 22
Rm 156 Shahin, instructor

**French 300—Beginning 3 | Course FL02673**
Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.
Prereq: FL02672 French 200—Beginning 2

$249 Tuition
$3 User Fee
$36 Text: Complete French
$288 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr W, January 4-March 22
Rm 156 Shahin, instructor

**French 400—Beginning 4 | Course FL02674**
Practice conversing on a wide range of subjects in past, present, and future, as you learn conditional and subjunctive. 12 sessions @ 2 hrs each.
Prereq: FL02673 French 300—Beginning 3

$249 Tuition
$3 User Fee
$46 Text: Easy French Reader, 3rd ed ($10)
$298 Total Cost

Section 0010 7:00 pm
Edison HS Th, January 12-March 30
Rm B143 Newsome, instructor

**French 420—Beginning Conversation | Course FL02676**
Shape up your conversational skills in French. Structured situations will give you practice with the basics you need to put your French skills to work, including review of basic grammar, vocabulary-building activities, and free conversation with classmates. For students who have completed a basic French program and want to build a foundation for free conversation. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4

$249 Tuition
$3 User Fee
$277 Total Cost

Section 0010 10:00 am
Pimmit Hills Ctr M, January 9-March 27
Rm 156 Shahin, instructor

**French 500—Intermediate 1 | Course FL02681**
Continue to build conversation abilities while you expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
Prereq: FL02676 French 420—Beginning Conversation

$249 Tuition
$3 User Fee
$15 Text: Ultimate French Review and Practice, 3rd ed
$267 Total Cost

Section 0010 10:00 am
Plum Center W, February 8-April 19
Rm 148 Gaston, 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.
French 545—Revision | Course FL02678
Revisions, apprenons, comprenons, continuons a parler francais. Ce cours vous permettra de discuter en groupe des sujets quotidiens et des textes choisis du monde francophone. Examinons la grammaire et la structure de la langue selon le besoin. 10 sessions @ 2 hrs each.
Prereq: FL02682 French 520—Intermediate 2
$249 Tuition
$ 3 User Fee
$ 15 Text: Ultimate French Review
$267 Total Cost

Section 0010  12:30 pm
Plum Center  M, January 9-March 27
Rm 147  Molnar-Grabowski, instructor

French 600—Conversation and Review | Course FL02686
Course offers structured grammar review followed by guided conversation and opportunity for free conversation. For intermediate students with comprehensive exposure to French grammar and vocabulary, who seek to improve conversational fluidity. 10 sessions @ 2 hrs each.
Prereq: FL02674 French 400—Beginning 4
$249 Tuition
$ 3 User Fee
$252 Total Cost

Section 0010  10:00 am
Plum Center  F, February 10-April 21
Rm 148  Gaston, Instructor

French 680—Conversation et Lecture | Course FL02690
Lire et discuter un roman contemporain. Suivez les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d’un haut niveau. 10 sessions @ 2 hrs each.
$259 Tuition
$ 3 User Fee
$262 Total Cost

Section 0010  10:00 am
Plimit Hills Ctr  F, January 6-March 17
Rm 156  Shahin, Instructor

French 755—Conversation avancée | Course FL02689
Ce cours vous guidera à la compréhension et à l’analyse de sujets pris de l’actualité mondiale et francophone. Les textes utilisés sont de difficulté variée et seront discutés en groupe. Vous ayez la chance de parler du quotidien. La grammaire s’adressera selon la nécessité. 6 sessions @ 2 hrs each.
Prereq: FL02685 French 700—Conversation
$149 Tuition
$ 3 User Fee
$152 Total Cost

Section 0010  10:00 am
Plimit Hills Ctr  F, January 6-March 15
Rm 159  Shahin, Instructor

GERMAN

Introduction to German for Beginners and Travelers | Course FL02694
In this class, you will learn to communicate in common travel situations (e.g. ordering in restaurants, travelling by train/car/ bus etc.). Basic grammar and vocabulary will be introduced. Information on Germany in general will be provided. Material will be provided by the instructor. 10 sessions @ 2 hrs each.
$249 Tuition
$ 3 User Fee
$252 Total Cost

Section 0010  7:15 pm
Plimit Hills Ctr  M, January 9-April 3
Rm 159  Wright, Instructor

German 100—Beginning 1 | Course FL02701
Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German.
12 sessions @ 2 hrs each.
$249 Tuition
$ 3 User Fee
$ 22 Text: German Complete Course The Basics
$274 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  Th, January 19-April 6
Rm 159  Miller, instructor

Section 0011  7:15 pm
Plum Center  M, January 9-April 17
Rm 148  Long, instructor

Section 0012  7:00 pm
Plimit Hills Ctr  Tu, January 10-March 28
Rm 155  Gainey, instructor

German 200—Beginning 2 | Course FL02702
Consolidate command of present tense, including separable and reflexive verbs. New grammar: the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.
Prereq: FL02701 German 100—Beginning 1
$249 Tuition
$ 3 User Fee
$ 22 Text: German Complete Course The Basics
$274 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  Tu, January 17-April 4
Rm 159  Miller, instructor

Section 0011  7:15 pm
Plum Center  Tu, January 10-March 28
Rm 150  Long, instructor

German 300—Beginning 3 | Course FL02703
Continue to expand your knowledge of German verbs and cases and conversation skills. New grammar: the dative case, the present perfect tense and the simple past.
12 sessions @ 2 hrs each.
Prereq: FL02702 German 200—Beginning 2
$249 Tuition
$ 3 User Fee
$ 22 Text: German Complete Course The Basics
$274 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  Tu, January 17-April 4
Rm 159  Miller, instructor

Section 0011  7:15 pm
Plum Center  W, January 4-March 22
Rm 116  Long, instructor

German 310—Grammar Review and Conversation | Course FL02698
Review important grammar points (esp. cases and tenses) in a friendly setting while at the same time improving your conversational skills. Material will be provided by the instructor.
8 sessions @ 2 hrs each.
Prereq: FL02703 German 300—Beginning 3
$189 Tuition
$ 3 User Fee
$192 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  F, January 27-March 17
Rm 159  Wright, instructor

German 500—Intermediate 1 | Course FL02709
The first of a three-part series designed to build on the foundation developed in beginning classes. Expand vocabulary and expressions to augment conversational skills, read excerpts and complete texts that reflect contemporary Germany; comprehensive grammar review to solidify structural base. 12 sessions @ 2 hrs each.
Prereq: FL02704 German 400—Beginning 4
$279 Tuition
$ 3 User Fee
$282 Total Cost

Section 0010  7:15 pm
Plum Center  Th, January 5-March 23
Rm 116  Long, instructor

Section 0011  2:15 pm
ACE Herndon Learning Ctr  W, January 11-March 29
Rm 2  Gainey, instructor

German 700—Konversation und Wiederholung | Course FL02714
Fuer Fortgeschrittene bietet dieser Kurs Gespräche über ausgewählte Themen und freie Konversation in einer freundlichen Atmosphäre sowie die Wiederholung von Grammatik nach Bedarf. 12 sessions @ 2 hrs each.
$279 Tuition
$ 3 User Fee
$282 Total Cost

Section 0010  11:00 am
Pimmit Hills Ctr  M, January 9-April 17
Rm 159  Gainey, instructor

German 750—Konversation fuer Fortgeschrittene | Course FL02717
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.
$289 Tuition
$ 3 User Fee
$292 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  Tu, January 10-March 28
Rm 158  Gainey, instructor

German 755—Konversation für Fortgeschrittene | Course FL02715
Geniessen Sie die Gelegenheit mit freundlichen Gesprächspartnern Ihre Sprachkenntnisse zu üben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstärken. 12 sessions @ 2 hrs each.
$289 Tuition
$ 3 User Fee
$292 Total Cost

Section 0010  10:00 am
Pimmit Hills Ctr  Th, January 12-March 30
Rm 115  Wright, instructor

GREEK

NEW

Greek—Beginning 1 | Course FL02725
Build conversation and comprehension as you augment vocabulary and develop grammar foundation. One previous Greek course required. 10 sessions @ 2 hrs each.
Prereq: FL02724 Introduction to Greek for Beginners and Travelers
$249 Tuition
$ 3 User Fee
$252 Total Cost

Section 0010  7:00 pm
Plum Center  W, January 11-March 15
Rm TR4  Vretea-Kornhauser, Instructor
ITALIAN

**Introduction to Italian for Beginners and Travelers**

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 travel-related vocabulary. 10 sessions @ 2 hrs each.

- **Course:** FL02766
- **Section:** 0010
- **Location:** Tu, January 14-March 18
- **Instructor:** Moore, Rm 125
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Italian 100—Beginning 1**

Learn the basics to start conversing in present tense. For beginning students with little or no previous exposure to Italian. 12 sessions @ 2 hrs each.

- **Course:** FL02771
- **Section:** 0010
- **Location:** Tu, February 14-April 25
- **Instructor:** Braddock, L, Rm H210
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Italian 100—Beginning 2**

Practice conversing on everyday subjects and learn to talk about past events. New grammar: present perfect tense. For beginning students with little or no previous exposure to Italian. 12 sessions @ 2 hrs each.

- **Course:** FL02772
- **Section:** 0010
- **Location:** Tu, February 14-April 25
- **Instructor:** Braddock, L, Rm H210
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Italian 100—Beginning 3**

Learn to read simple sentences while learning basic Italian grammar. For high intermediate students with some previous exposure to Italian. Survival language skills will help you obtain the maximum benefit. 12 sessions @ 2 hrs each.

- **Course:** FL02773
- **Section:** 0010
- **Location:** Tu, January 19-March 29
- **Instructor:** Lee, Rm G105
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Italian 10—Per non dimenticare**

Review grammar, build vocabulary, and practice conversational skills. For students with one or two previous courses or equivalent of one semester of college Italian. 8 sessions @ 2 hrs each.

- **Course:** FL02759
- **Section:** 0010
- **Location:** Tu, January 19-April 20
- **Instructor:** Braddock, L, Rm H214
- **Fee:** $193 Tuition, $3 User Fee, $193 Total Cost

**Italian 510—Intermediate 1**

Italian conversation for students who have completed the entire beginner Italian grammar and want to improve their conversation skills. Review of grammar will be done as needed and requested. 12 sessions @ 2 hrs each.

- **Course:** FL02774
- **Section:** 0010
- **Location:** Tu, January 10-March 28
- **Instructor:** Bucelli, Rm 158
- **Fee:** $289 Tuition, $3 User Fee, $289 Total Cost

**Italian 520—Intermediate 2**

Continue to improve oral communication and expand upon all aspects of grammar in a wide range of everyday situations. Improve knowledge of Italian vocabulary, structure, and culture. 12 sessions @ 2 hrs each.

- **Course:** FL02775
- **Section:** 0010
- **Location:** W, January 11-March 29
- **Instructor:** Oddo, Rm H220
- **Fee:** $289 Tuition, $3 User Fee, $289 Total Cost

**Italian 530—Intermediate 3**

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

- **Course:** FL02776
- **Section:** 0010
- **Location:** W, January 11-March 29
- **Instructor:** Moore, Rm 116
- **Fee:** $289 Tuition, $3 User Fee, $289 Total Cost

**Italian 650—Intermediate/Advanced Conversation and Literature**

Corso di conversazione e attualita’ attraverso la lettura di racconti della letteratura italiana, giornali, riviste e internet. Grammar review as needed. Instructor provides material. For high intermediate students with some fluency. 12 sessions @ 2 hrs each.

- **Course:** FL02779
- **Section:** 0010
- **Location:** W, January 11-March 29
- **Instructor:** Moore, Rm 116
- **Fee:** $289 Tuition, $3 User Fee, $289 Total Cost

**Japanese 100—Beginning 1**

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

- **Course:** FL02785
- **Section:** 0010
- **Location:** Th, January 12-March 16
- **Instructor:** Younghee Oh, Rm 129
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Japanese 200—Beginning 2**

Continue to develop conversation skills as you consolidate command of verb conjugation and usage of preposition. Develop skills to expand sentences by using the knowledge you obtained in the previous lessons. Polish reading and writing skills. 10 sessions @ 2 hrs each.

- **Course:** FL02786
- **Section:** 0010
- **Location:** Th, January 12-March 16
- **Instructor:** Przystup, Rm G120
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Korean 100—Beginning 1**

Learn to read and speak Korean in easy and fun ways through a variety of activities: common greetings, everyday expressions, meeting people, and more. This course also includes travel's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc. 10 sessions @ 2 hrs each.

- **Course:** FL02800
- **Section:** 0010
- **Location:** Th, January 12-March 16
- **Instructor:** Tudor, Rm H214
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost

**Korean 200—Beginning 2**

Improve comprehension as you build communication skills. 10 sessions @ 2 hrs each.

- **Course:** FL02801
- **Section:** 0010
- **Location:** Th, January 12-March 16
- **Instructor:** Younghee Oh, Rm G120
- **Fee:** $249 Tuition, $3 User Fee, $249 Total Cost
PORTUGUESE

Portuguese 200—Beginning 2 (Brazilian) | Course FL02821
Practice using regular verbs and irregular verbs in the present and past tense. Learn to communicate effectively in both spoken and written Portuguese through a variety of guided and open-ended activities and assignments. Master your pronunciation and new vocabulary through music and videos. Join us for a fun class! 10 sessions @ 2 hrs each.
Prereq: FL02820 Portuguese 100—Beginning 1 (Brazilian)

Section 0010
7:00 pm
Plum Center M
Rm 102B

PORTUGUESE

Portuguese 300—Beginning 3 (Brazilian) | Course FL02822
Reinforce the use of present and past tense using irregular verbs, while building your vocabulary and practicing conversation. New grammar: imperfect past, pluperfect past, and simple future. 10 sessions @ 2 hrs each.
Prereq: FL02821 Portuguese 200—Beginning 2 (Brazilian)

Section 0010
7:00 pm
Plum Center Tu
Rm 102B

RUSSIAN

Russian 100—Beginning 1 | Course FL02835
This course will teach you the basics of the Russian language in an interactive and entertaining manner. You will learn how to introduce yourself, how to ask for directions, how to buy groceries, and how to find the nearest hotel. The course is ideal for anyone who plans to travel to a Russian-speaking country or who simply wants to be able to chat with the hundreds of Russian speakers living in the Washington area. 10 sessions @ 2 hrs each.

Section 0011
7:00 pm
Pimmit Hills Ctr M
Rm 115

Russian 200—Beginning 2 | Course FL02836
Improve your vocabulary and increase your knowledge of Russian grammar by exploring topics such as family and friends, everyday life, and health issues. Build your ability to communicate and improve your conversational skills. Become more familiar with the Russian culture. 10 sessions @ 2 hrs each.
Prereq: FL02835 Russian 100—Beginning 1

Section 0010
7:00 pm
Pimmit Hills Ctr W
Rm 115

SPANISH

Introduction to Spanish for Beginners and Travelers Part 1 | Course FL02848
This course is for those who have not had any or very little exposure to Spanish. Survival language skills will help you take your first steps to learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each.

Section 0010
6:45 pm
Bryant Ctr M
Rm 8

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. 10 sessions @ 2 hrs each.
Prereq: FL02848 Introduction to Spanish for Beginners and Travelers Part 1

Section 0010
7:00 pm
Woodson HS Tu
Rm G120

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.

Section 0010
10:00 am
L. Braddock SS Sa
Rm H211

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.

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.

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

Spanish 210—Review and Practice | Course FL02855
This course will review and consolidate what you learned in Spanish 100 and 200. Expand vocabulary, practice pronunciation and strengthen your confidence in preparation for Spanish 300. 8 sessions @ 2 hrs each.
Prereq: FL02862 Spanish 200—Beginning 2

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.
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
$249 Tuition
$3 User Fee
$22 Text: Complete Spanish
$274 Total Cost
Section 0010
2:30 pm
Pimmit Hills Ctr
Th, January 12-March 30
Rm 155
Roberts, instructor

Section 0011
7:00 pm
Herndon HS
Th, January 19-April 6
Rm 138
Vega, instructor

Spanish 330—Beginning 3 Review and Conversation | Course FL02859
A review course to reinforce command of basic verb tenses introduced in Spanish 1-3. Focus on preterite, imperfect, perfect with vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.
PreReq: FL02863 Spanish 300—Beginning 3
$249 Tuition
$3 User Fee
$15 Text: Ultimate Spanish Review & Practice, 2nd ed
$267 Total Cost
Section 0010
10:00 am
Pimmit Hills Ctr
F, January 27-March 31
Rm 158
Carvallo, instructor

Spanish 400—Beginning 4 | Course FL02864
Hone in on your conversation and grammar skills. Review the preterite, conjugate more irregular verbs in the past tense and the imperfect tense, the double object pronoun, and the imperfect of regular and irregular verbs. 12 sessions @ 2 hrs each.
PreReq: FL02863 Spanish 300—Beginning 3
$299 Tuition
$3 User Fee
$37 Text: Complete Spanish ($22); Ultimate Spanish Review & Practice, 2nd ed ($15)
$299 Total Cost
Section 0010
1:00 pm
Plum Center
F, January 13-April 7
Rm TR4
Roberts, instructor
Section 0011
7:00 pm
Edison HS
Th, January 19-April 6
Rm B141
Mutterperl, instructor

Spanish 433—¡Gran Oportunidad! | Course FL04856
Aproveche de este curso para repasar y consolidar... Review grammar, brush up conversation skills. For students with three or four previous courses or the equivalent of one year of college Spanish. 10 sessions @ 2 hrs each.
PreReq: FL03856 Spanish 425—Beginning Conversation
$249 Tuition
$3 User Fee
$252 Total Cost
Section 0010
12:30 pm
L. Braddock SS
Sa, January 14-March 18
Rm H212
Williams, instructor

Spanish 500—Intermediate | Course FL02868
Build conversation abilities while you expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2 hrs each.
PreReq: FL02864 Spanish 400—Beginning 4
$249 Tuition
$3 User Fee
$15 Text: Ultimate Spanish Review & Practice, 2nd ed
$267 Total Cost
Section 0010
12:30 pm
Pimmit Hills Ctr
Th, January 12-March 16
Rm 155
Roberts, instructor

Spanish 510—Refresher Intermediate | Course FL02854
A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 8 sessions @ 2 hrs each.
PreReq: FL02860 Spanish 420—Beginning 6 Review and Conversation
$189 Tuition
$3 User Fee
$15 Text: Ultimate Spanish Review & Practice, 2nd ed
$207 Total Cost
Section 0010
10:30 am
Plum Center
F, January 13-March 10
Rm TR4
Roberts, instructor

Spanish 580—Conversation and Review | Course FL02871
Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.
$249 Tuition
$3 User Fee
$252 Total Cost
Section 0010
12:00 pm
Pimmit Hills Ctr
Th, January 12-March 16
Rm 159
Salas, instructor
Section 0011
10:30 am
Plum Center
Tu, January 10-March 14
Rm TR4
Roberts, instructor

Spanish 750—Seminario-Panel: Estudios avanzados | Course FL02873
Lecturas de obras literarias, publicaciones de los diarios y tareas libre supuestas por los estudiantes son discutidas en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Gervantes. 10 sessions @ 2 hrs each.
$259 Tuition
$3 User Fee
$262 Total Cost
Section 0010
6:45 pm
Bryant Ctr
Th, January 12-March 16
Rm 30
Nader, instructor

For Travel
Introduction to Chinese for Beginners and Travelers | Course FL02630
This introductory course is perfect for those who have had no previous exposure to Chinese. You will 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.
$195 Tuition
$3 User Fee
$77 Text: Chinese Link, Level 1, Part 1, Simplified, 2nd ed
$277 Total Cost
Section 0010
7:00 pm
Plum Center
Th, February 9-March 30
Rm 102
Hung, instructor

Introduction to German for Beginners and Travelers | Course FL02694
In this class, you will learn to communicate in common travel situations (e.g. ordering in restaurants, travelling by train/car/bus etc.). Basic grammar and vocabulary will be introduced. Information on Germany in general will be provided. Material will be provided by the instructor.
10 sessions @ 2 hrs each.
$249 Tuition
$3 User Fee
$252 Total Cost
Section 0010
7:15 pm
Pimmit Hills Ctr
M, January 9-April 3
Rm 159
Wright, instructor

Introduction to Italian for Beginners and Travelers Part 1 | Course FL02766
This course is for those who have had no 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.
$249 Tuition
$3 User Fee
$31 Text: Learn Italian The Fast and Fun Way, 4th ed
$283 Total Cost
Section 0011
2:00 pm
ACE Herndon Learning Ctr
Th, January 12-March 16
Rm 2
Florito, C, instructor
Section 0010
7:00 pm
L. Braddock SS
Tu, February 14-April 25
Rm H210
Groano, instructor

Korean—Beginning 1—Introduction to Korean for Beginners and Travelers | Course FL02800
Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes traveler's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc. 10 sessions @ 2 hrs each.
$249 Tuition
$3 User Fee
$24 Text: Read & Speak Korean for Beginners
$276 Total Cost
Section 0011
7:00 pm
Herndon HS
Tu, January 17-March 21
Rm 129
Younghew Oh, instructor
Section 0010
7:00 pm
Woodson HS
Th, January 26-March 30
Rm G105
Lee, instructor
Section 0012
7:00 pm
L. Braddock SS
W, February 22-May 3
Rm H214
Tudor, instructor

Introduction to Spanish for Beginners and Travelers Part 1 | Course FL02848
This course is for those who have had no exposure to Spanish. Survival language skills will help you take your first steps to learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each.
$249 Tuition
$3 User Fee
$23 Text: Spanish The Fast and Fun Way, 4th ed
$275 Total Cost
Section 0010
6:45 pm
Bryant Ctr
M, January 23-April 3
Rm 8
Nader, 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. 10 sessions @ 2 hrs each.
PreReq: FL02848 Introduction to Spanish for Beginners and Travelers Part 1
$249 Tuition
$3 User Fee
$38 Text: Spanish The Fast and Fun Way, 3rd ed
$290 Total Cost
Section 0010
7:00 pm
Woodson HS
Tu, January 10-March 14
Rm G120
Salas, instructor
College Transition

Basic PC Maintenance | Course CT02465
$229 Total Cost
See page 9 for course information and schedule.

Introduction to 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.

$239 Tuition
$15 User Fee
$5 Text: FCPS CT01417 PC Basics Keyboarding
$259 Total Cost

Section 0010
Pimmit Hills Ctr
Tu, January 17-February 16
Rm 116
Lisa Rosenberger, instructor

Section 0011
Plum Center
Tu, February 2-23
Rm 118
Lisa Rosenberger, instructor

Windows—File Management and More! | 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. The methods and concepts learned in this course can be applied to whatever version of Windows you are using. Bring a flash drive to class. 1 session @ 3 hrs.

$59 Tuition
$10 User Fee
$69 Total Cost

Section 0010
Chantilly HS
6:30 pm
Rm 263
Szymanski, instructor

Section 0011
Plum Center
3:00 pm
Rm 114
Lisa Rosenberger, instructor

Section 0012
Herndon HS
7:00 pm
Rm 108
Felicia Wilson, instructor

Section 0013
Pimmit Hills Ctr
1:30 pm
Rm 116
Lisa Rosenberger, instructor

Section 0014
Plum Center
9:00 am
Rm 114
Mary Ann Smith, MOS, instructor

Section 0015
Plum Center
7:00 pm
Rm 117
Ricardo Bahr, instructor

Section 0016
Pimmit Hills Ctr
7:00 pm
Rm 116
Philip Jeffers, instructor

How to Clean Your PC for Free! | Course CT01408
Is your PC not running like it used to? Not sure what is wrong? This empowering class helps you recognize what is lurking on your PC. Understand the differences between malware, spyware, and viruses. Learn about free tools offered online that can be used to remove potentially harmful vulnerabilities. Bring your own device if desired. 2 sessions @ 3 hrs each.

$59 Tuition
$10 User Fee
$69 Total Cost

Section 0010
Plum Center
7:00 pm
Tu, January 10-January 17
Ricardo Bahr, instructor

Section 0011
L. Braddock SS
7:00 pm
Tu, February 28-March 2
Chandran Pillai, CPA, instructor

Section 0012
Chantilly HS
7:00 pm
M, March 20-April 3
Bryan Carvajal, 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 course. 1 session @ 3 hrs.

$64 Tuition
$5 User Fee
$69 Total Cost

Section 0010
Pimmit Hills Ctr
7:00 pm
W, February 1-February 15
Rm 123
Philip Jeffers, instructor

Section 0011
Plum Center
7:00 pm
Th, March 2-March 16
Rm 114
Philip Jeffers, instructor

NEW

Facebook for Boomers | Course BE01750
Learn how to use Facebook to stay in touch with friends and family, and to see your kids' and grandkids' photos, updates, and more. You will learn how to adjust privacy settings, and we will discuss who can see photos and other updates you share. Learn how to share pictures, check in to locations, and use Messenger to have private chats. This class is adaptable for Boomers (and others) using Apple or Android/PC operating systems on computers, tablets, or mobile phones for Facebook. 1 session @ 3 hrs.

$44 Tuition
$5 User Fee
$49 Total Cost

Section 0010
Plum Center
12:30 pm
Tu, January 19
Rm 110
Melissa Shaw, PCM, instructor

Section 0011
L. Braddock SS
7:00 pm
W, February 23
Rm H201
Melissa Shaw, PCM, instructor

Section 0012
Pimmit Hills Ctr
7:00 pm
Tu, March 1
Rm 123
Melissa Shaw, PCM, instructor

SCHOOL CLOSINGS/DELAYS
Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
Creative and Personal Interest

Basic Budgeting | Course BE01102

Become more financially astute. Prepare a simple budget and review debt and financial management techniques. Create and use a personal/household budget. Wisely manage credit and debit cards, mortgage and auto payments, and personal debt. Fund a savings plan. Share and learn about financial roadblocks. Take charge of your financial situation today! 3 sessions @ 2.5 hrs each.

$ 94 Tuition
$ 5 User Fee
$ 99 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu, January 24-February 7
Rm B105
Martha Borowski, MBA, instructor

Section 0011
7:00 pm
Plum Center
Th, March 9-March 23
Rm 148
Martha Borowski, MBA, instructor

Financial Planning for Women | Course BE01117

Fundamental finance lessons are for all women; whether single, married, widowed, stay/work from home, or a recent graduate. This class focuses on basic strategies for healthy spending, budgeting and investing. Take the first step in planning for your future. 3 sessions @ 2.5 hrs each.

$ 84 Tuition
$ 10 User Fee
$ 94 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
Tu W Th, January 26-January 26
Rm 123
Rosalind Levy, instructor

Baby Boomer Retirement Planning | Course BE01152

Recent research details a fundamental shift in retirement planning. Learn how to develop an income plan to define your core priorities, to avoid sequence of returns risk, and the three reasons retirees run out of money, and how to optimize asset allocation. Included in the course is a retirement planning workbook, Getting Your Financial House in Order workbook, 36-page Getting Your Estate in Order, and a Personal Wealth Index Questionnaire and personalized report. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

$ 99 Tuition
$ 22 User Fee
$121 Total Cost

Section 0010
7:00 pm
Marshall HS
Th, January 12-January 26
Rm A104
James Steele, MBA, IAR, instructor

Section 0011
7:00 pm
Edison HS
Tu, February 7-February 21
James Steele, MBA, IAR, instructor

Section 0012
9:00 am
Woodson HS
Sa, February 18-February 25
James Steele, MBA, IAR, instructor

Section 0013
7:00 pm
Chantilly HS
W, March 8-March 22
James Steele, MBA, IAR, instructor

Social Security Timing Strategies | Course BE01143

Being told for years that Social Security is “going broke,” baby boomers are realizing that it will soon be their turn to collect. But the decisions you make now can have tremendous impact on the total benefits you stand to receive over your lifetime. This informative seminar covers the basics of Social Security and reveals strategies for maximizing your benefits. 1 session @ 1.5 hrs.

$ 49 Tuition
$ 49 Total Cost

Section 0010
7:00 pm
Pimmit Hills Ctr
W, January 11
James Steele, MBA, IAR, instructor

Section 0011
7:00 pm
Herndon HS
Tu, January 24
James Steele, MBA, IAR, instructor

Section 0012
9:00 am
Sa, February 4
James Steele, MBA, IAR, instructor

Section 0013
7:00 pm
L. Braddock SS
Th, February 9
James Steele, MBA, IAR, instructor

Section 0014
7:00 pm
Edison HS
Tu, February 28
James Steele, MBA, IAR, instructor

Section 0015
7:00 pm
Chantilly HS
Th, March 9
James Steele, MBA, IAR, instructor

Section 0016
7:00 pm
Marshall HS
Tu, March 21
James Steele, MBA, IAR, instructor

Section 0017
9:00 am
Sa, March 25
James Steele, MBA, IAR, instructor

Transitions in Housing for Seniors | Course BE01185

Thinking about downsizing? Thinking about a home where you can “age in place?” This seminar will provide you with the necessary checklists and knowledge to make the right decision about your next home. Your wish list has changed since the last time you purchased, and you want to sell that residence and make your next residence the “best” it can be. Join us for valuable information and lively conversation! 1 session @ 2 hrs.

$ 39 Tuition
$ 39 Total Cost

Section 0010
7:00 pm
Marshall HS
Th, January 12-January 26
James Steele, MBA, IAR, instructor

Section 0011
7:00 pm
Tu, February 7-February 21
James Steele, MBA, IAR, instructor

Section 0012
9:00 am
Sa, February 18-February 25
James Steele, MBA, IAR, instructor

Section 0013
7:00 pm
W, March 8-March 22
James Steele, MBA, IAR, instructor

Helping the Veteran Buy or Sell a Home | Course BE01184

Whether you are active military or a veteran, a first-time buyer or a seasoned purchaser who wants to sell, this seminar will provide valuable information. Topics covered include: loan qualifications and limits, down payments, closing costs, mortgage insurance, multiple usages of eligibility, assumptions, protection and representation for the buyer, funding fees, special guidelines for appraisal and property safety, and how to best select or market your home with VA financing. The process and the advantages available to those who are or have served this country are impressive; you cannot afford to miss this offering. 1 session @ 2 hrs.

$ 29 Tuition
$ 29 Total Cost

Section 0010
7:00 pm
Plum Center
Tu, January 10
Rm 148
Diane G. Murphy, Ph.D., instructor

Section 0011
7:00 pm
Tu, February 7
Rm 148
Diane G. Murphy, Ph.D., instructor

Virginia Principles of Real Estate | Course BE01972

$ 339 Total Cost
See page 5 for course information and schedule.

Buy and Sell on eBay—Make It Your Business | Course BE01270

Veteran buyer and seller shares advanced tips and tricks for buying and selling items on eBay. Learn secrets for finding the best deals and win auctions using snipe software. Course also covers selling, HTML basics, how to get a free web site, how to take photos, and where to get free mailing supplies. Meet other enthusiasts in a computer lab and learn how to make money! Must have Internet and mouse proficiency. 3 sessions @ 3 hrs each.

$ 99 Tuition
$ 17 User Fee
$ 13 Text: Three Weeks To eBay Profits, 3rd ed
$ 129 Total Cost

Section 0010
7:00 pm
Marshall HS
Tu, January 17-January 31
Rm C101
Peter Cini, instructor

Section 0011
7:00 pm
Plum Center
Th, February 16-March 2
Rm 117
Peter Cini, instructor

Section 0012
7:00 pm
Pimmit Hills Ctr
W, March 15-March 29
Rm 123
Peter Cini, instructor

Voice-Overs...Now is Your Time! | Course BE01072

$ 79 Total Cost
See page 5 for course information and schedule.

Working With Animals: Career and Volunteer Opportunities | Course HM01631

Are you an animal enthusiast and considering a career or volunteer opportunities working with animals? This course provides an overview of the various options to guide your search as you explore the many exciting opportunities in veterinary medicine. 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.

$ 139 Tuition
$ 139 Total Cost

Section 0010
6:30 pm
Plum Center
Tu Th, February 21-March 7
Frederick, instructor

“The instructor was very knowledgeable and provided us with many tips in the home-buying process that we had not considered before. Really enjoyed the class.”

Brittany Call-Boyce
Helping the Veteran Buy or Sell a Home
At Home, In Home—Aging in Place | Course HI06502

“Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.” — Robert Mace

Explore the ideas behind “Universal Design”; concepts that are inherently user-friendly to older people and people with disabilities. As our life expectancy increases, it is imperative that we better understand how to make our existing environment safer and more functional. For those considering downsizing, what are the “must haves” that need to be incorporated into that new home? Students are encouraged to share with the class their own projects, thoughts, ideas and concerns about aging in place. The 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.

$98 Total Cost
$9 Total Cost

Section 0010
9:30 am
Woodson HS
Rm G111
Hubler, instructor

Getting Ready to Retire | Course HI06530

Designed for individuals within 1-3 years of anticipated retirement, this class will discuss key financial aspects of retirement and, through practical exercises, will explore retirement’s challenges and opportunities. It will also explain the benefits of forming a retirement decision group to assist in retirement planning. Participants will leave with a step-by-step guide for forming their own groups. 2 sessions @ 3 hrs each.

$78 Total Cost
$7 Total Cost

Section 0010
9:00 am
Plum Center
Rm 150
Dessingue/Moran, instructors

Goal Setting and Time Management | Course HI06534

Time is the most valuable resource we have, but few of us are highly skilled in managing ourselves in the use of our time. We can achieve the things that are important to us in our personal and professional lives by learning the key concepts for effective time management. Major benefits can also result from using an organized process to set specific, measurable, achievable, realistic, and timely long-term and short-term goals. 2 sessions @ 2 hrs each.

$68 Total Cost
$6 Total Cost

Section 0010
9:30 am
Plum Center
Rm 150
Dessingue/Moran, instructors

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. 4 sessions @ 3 hrs each.

$149 Total Cost
$14 Total Cost

Section 0010
9:30 am
Woodson HS
Rm G121
Hubler, instructor

How to Plan A Wedding on A Realistic Budget | Course HI06488

You truly can have the wedding of your dreams. This course will provide real life solutions and creative ideas to plan a wedding without going bankrupt. Learn how to save up to 30% on nationally advertised bridal gowns, veils, and bridesmaids dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoonooys, attendant gifts, and even gown preservation. Instructor Jean Welsh is a wedding coordinator and has been in the bridal business for 25 years. You will find her knowledge and expertise invaluable. SPECIAL: We’re offering an accompanying BF/Mother of the Bride Discount at 20% off the tuition only so sign up quick. Contact ACE Registration at 703-658-1201 to avail of this promotion. 1 session @ 3 hrs.

$59 Total Cost
$1 User Fee
$6 Total Cost

Section 0010
6:30 pm
Chantilly HS
Th, March 2
Rm 213
Welsh, 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.

$49 Total Cost
$1 User Fee
$50 Total Cost

Section 0010
9:00 am
Plum Center
Rm 148
Bruce Robertson, MS, SPHR, instructor

A Window into Latin American Art | Course HI03129

This four-session class will introduce the art lover or person interested in Latin America to the work of 12 major artists from six different countries. You may have heard of Diego Rivera, Frida Kahlo, Fernando Botero, and perhaps Oswaldo Guayasamin, but in this class you will also meet the art of Antonio Berni, Rosemary Mameni, Eduardo Kingman, Beatrice Milhazes, and others. Learn about Mexican muralism, imaginary realism, and the indigenous movement. Discover some of the most surprising art you have never seen or heard of from our own hemisphere. 4 sessions @ 2.5 hrs each.

$79 Total Cost
$1 User Fee
$80 Total Cost

Section 0010
6:30 pm
Plum Center
Rm 112
Miller, instructor

Section 0011
6:30 pm
Marshall HS
Rm B105
Miller, instructor

Classical Music Appreciation | Course HI03768

Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren’t sure who wrote it or the story behind it. This 2 session course we will continue our musical journey with Romantic composers; focusing on such luminaries as Berlioz, Brahms, Dvorak, Liszt, Tchaikovsky, and many more. This is a class to learn about the composers and the circumstances surrounding the music’s creation, as well as what to listen for. Students will learn why this music has remained popular for a century and beyond. 2 sessions @ 2.5 hrs each.

$59 Total Cost
$1 User Fee
$60 Total Cost

Section 0010
6:00 am
Plum Center
Rm 100
Miller, instructor

Classical Music Appreciation | Course HI03768

Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren’t sure who wrote it or the story behind it. This 2 session course we will continue our musical journey with Romantic composers; focusing on such luminaries as Berlioz, Brahms, Dvorak, Liszt, Tchaikovsky, and many more. This is a class to learn about the composers and the circumstances surrounding the music’s creation, as well as what to listen for. Students will learn why this music has remained popular for a century and beyond. 2 sessions @ 2.5 hrs each.

$59 Total Cost
$1 User Fee
$60 Total Cost

Section 0010
6:00 am
Plum Center
Rm 100
Miller, instructor

Instructor Spotlight

We are very pleased to welcome to the ACE family, instructor

Ryan Miller, who is offering two very exciting classes as part of our ACE enrichment program: Classical Music Appreciation and What Might Have Been! A Historical Perspective.

Ryan has long been a devotee of classical music and history. Although choosing a career in law, Ryan continues to pursue knowledge in his free time. He can usually be seen with a historical tome in his hand or overheard blasting a symphony at full volume. Ryan has published numerous articles in academic journals on such diverse subjects as the Crusades, the Standard Oil Company, and Stalinism. He was the recipient of an award for outstanding historian. In addition, Ryan has resided in the capital of the orchestral world, Vienna, where he had occasion to walk in the footsteps of such masters as Beethoven, Haydn, Mahler, Mozart, and the Strauss family. He recently decided to begin teaching in order to share his joy with others.

What Might Have Been! A Historical Perspective | Course HI03081

Calling all history buffs and would-be writers. This fun class combines elements of history with discussions and creative writing. Have you ever wondered what the world would look like if Lincoln wasn’t assassinated as the Civil War ended? If President Truman elected not to drop the atomic bombs on Japan? Or what would have occurred if Attila had actually married into the Roman Imperial Family? If so, this is the course for you. Students will be assigned a particular event in world history. After learning what actually happened, students will then prepare a paper and presentation based on the ramifications if something else had transpired. Their alternate scenario will be shared with the class and a lively discussion will follow. Students will learn how decisions from the past impact their lifetimes and the world in which we live, as well as use their imaginations in understanding cause and effect. Please note: The format of this class will include research, writing and discussion. Writing assignments will take place in class as well as possible at home assignments. 4 sessions @ 2.5 hrs each.

$79 Total Cost
$1 User Fee
$80 Total Cost

Section 0010
6:30 pm
Plum Center
Rm 112
Miller, instructor

Section 0011
6:30 pm
Marshall HS
Rm B105
Miller, 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 on-line support sites will be addressed. 4 sessions @ 3 hrs each.
$ 123 Tuition
$ 18 User Fee
$ 141 Total Cost
Section 0010 10:00 am
Plum Center Sa, January 28-February 18
Rm 104
Molnar-Grabowski, instructor

NEW
A Knitter’s Box of Tricks | Course HI06544
“Why does the pattern want me to do it that way? Can I change that?” This class is for the intermediate knitter in an effort to expand the knitter’s skillset and to teach alternative ways of shaping and pattern alterations. Knitters will learn a number of techniques to include: the basics of short row shaping, pairing decreases and increases, a variety of cast-on and cast-off methods and when to use which, and we will discuss obstacles that challenge knitters. Materials required: light-colored worsted weight yarn and size 8 needles to practice techniques, index cards and a pencil. 4 sessions @ 3 hrs each.
$ 126 Tuition
$ 18 User Fee
$ 144 Total Cost
Section 0010 10:00 am
Plum Center F, March 3-March 24
Rm 116
Molnar-Grabowski, instructor

Culinary

NEW
Celebrate Spring with a Fun Brunch | Course HI06417
Nothing says welcome to spring like a delightful brunch. Here we will incorporate some old time favorites, (Biscuits with country ham) as well as some new and refreshing ideas to entertain your guests with. This is a hands-on class, so come join us for some great cooking and sampling. 1 session @ 3 hrs each.
$ 59 Tuition
$ 25 User Fee
$ 84 Total Cost
Section 0010 6:30 pm
Plum Center F, March 24
Rm 115
Kraft, instructor

NEW
Crock Pot Cooking for Today | Course HI06031
Pull out that old crock pot or purchase a new one! Learn to adapt recipes and safely prepare meals that are ready when you get home. By class’ end you’ll take home lots of ideas for warm, satisfying meals as well as the ingredients for a meal the next day. We will also discuss side dishes to go with your crock pot meals. 1 session @ 4 hrs.
$ 59 Tuition
$ 28 User Fee
$ 87 Total Cost
Section 0010 9:30 am
Plum Center Sa, February 18
Rm 115
Kraft, instructor

ROMANTIC VALENTINE DINNER FOR TWO | Course HI03899
Just in time for Valentine’s Day, learn how you too can create a romantic 5-course gourmet dinner for that someone special in your life. The dinner will feature an appetizer, soup, salad, entrée and dessert. Recipes included as well as tasting all the dishes prepared. Note: this is a demonstration class with some class participation. 1 session @ 3 hrs.
$ 59 Tuition
$ 28 User Fee
$ 87 Total Cost
Section 0010 10:00 am
Plum Center Sa, February 11
Rm 115
Kraft, instructor

NEW
Soups & Stews from Mexico & South America | Course HI06002
From Peruvian chicken stew, posole from Mexico to moqueca from Brazil; spicy and smoky Mexican and South American soups and stews continue to excite the senses and tantalize your tastebuds! These are recipes you’ll use again and again as you cook for your family and friends. We’ll be cooking with everything from clams, pork to chicken and many times in combination! No class February 4.
2 sessions @ 3.5 hrs each.
$ 91 Tuition
$ 43 User Fee
$ 134 Total Cost
Section 0010 10:00 am
Woodson HS Sa, January 7-January 14
Rm J103
Das, instructor

NEW
Antipasti, Ragus & Pasta Sauces from Regional Italy | Course HI06452
Fresh and seasonal produce is at the heart of Italy’s regional cuisine. In this 2-session class, we will focus on delicious homemade antipasti and big comfort foods: seafood salads, roasted vegetables, ragus, pasta sauces, and classic roasted meats. Classics such as Osso Bucco, short ribs, spicy seafood sauces with clams and shellfish and a variety of dishes featuring winter produce like root vegetables, herbs and cheeses are some of the dishes we may be cooking up. 2 sessions @ 3.5 hrs each.
$ 91 Tuition
$ 43 User Fee
$ 134 Total Cost
Section 0010 10:00 am
Woodson HS Sa, January 7-January 14
Rm J103
Das, instructor

NEW
Classic French Cooking | Course HI06320
Classic, easy, and fancy. Prepare a low cost seasonal French meal. In this two session class, learn the basics of French cooking; learn to make the classic French crust, stews, soups, mains and desserts. Also, a featured demonstration on homemade bread making. Here’s the menu: 01/17—Soup, cassoulet, Pot au chocolat; 01/24—Quiche, steak au poivre, French fries, crème caramel; 02/21—Soup, Navarin printanière, pear tart; 02/28—Salad, fish, chocolat mousse. Bon appétit! 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 39 User Fee
$ 128 Total Cost
Section 0010 10:00 am
Plum Center Tu, January 17-January 24
Rm 115
Gaston, instructor
Section 0011 10:00 am
Tu, February 21-February 28
Plum Center Rm 115

NEW
Cooking Basics 101 | Course HI06471
Lack confidence in the kitchen? Do you find the idea of cooking intimidating or stressful? Here’s a great class for young adults, those heading for college or just about anyone who wants to move beyond TV dinners and takeout food. This class is designed for you! Using the Preparation-Organize-Focus method (POF), a systematic approach to meal preparation, participants will follow tested recipes to prepare a delicious 3-course meal in each session—salad, main course, and dessert. Knife skills and safe food handling practices will also be covered. 3 sessions @ 3 hrs each.
$ 139 Tuition
$ 43 User Fee
$ 182 Total Cost
Section 0010 10:00 am
L. Braddock SS Sa, March 4-March 18
Rm C174
Brady, instructor

NEW
Dinner in Normandy | Course HI06071
It was at a restaurant in Normandy, La Couronne in Rouen, where Julia Child first tasted real French cooking and was inspired to embark on her culinary journey. In this one session class we will explore and enjoy the cooking of Normandy with a full meal. Who knows what you may be inspired to take up? Please note: This is a class for beginner and novice chefs. 1 session @ 3 hrs.
$ 59 Tuition
$ 28 User Fee
$ 87 Total Cost
Section 0010 10:00 am
Plum Center Sa, February 25
Rm 115
Brady, instructor

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.
NEW Just Desserts! | Course HI06445
Fire up the oven and take a sweet culinary tour as we create desserts from American, Italian, and French cuisines. Items to be prepared include Clafoutis, Tiramisu, and Cobbler. Some no bake desserts will be included as well. Please note: This is a class for beginner and novice chefs. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 41 User Fee
$130 Total Cost
Section 0010
6:30 pm
Plum Center F, February 3-February 10
Rm 115 Brady, instructor

NEW Soup and Stew for a Snowy Day | Course HI03876
In this 2-session class we will prepare some easy and fun comfort food to keep the house warm and toasty as the icicles form. Easy to prepare, these dishes are practically guaranteed to cure even the worst case of cabin fever. Please note: This is a class for beginner and novice chefs. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 39 User Fee
$128 Total Cost
Section 0010
1:00 pm
Plum Center Su, January 22-January 29
Rm 115 Brady, instructor

NEW An Introduction to Middle Eastern Cooking | Course HI03880
Ready to take the plunge into Middle Eastern cooking? If so, this class will get you started. We will create some representative dishes of the region that are both tasty and easy to prepare from readily available ingredients. A new world of culinary delights awaits you. Please note: This is a class for beginner and novice chefs. 1 session @ 3 hrs.
$ 69 Tuition
$ 33 User Fee
$102 Total Cost
Section 0010
6:30 pm
Plum Center Th, February 23
Rm 115 Brady, instructor
Section 0011
6:30 pm
Plum Center F, March 10
Rm 115 Brady, instructor

COOK, TALK, LEARN...IN A FOREIGN LANGUAGE

NEW Cook, Learn, Talk..Handmade Pasta & Meatballs! | Course HI06438
Simple ingredients and little bit of love is all you need to make your own perfect pasta dough. Add yummy meatballs and enjoy your meal! There is nothing like handmade pasta; it's delicious, and will take your pasta game to a new level. Only a few ingredients, and that's it! Please note: Class will be held in introductory level Italian with support in the English language as required. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 41 User Fee
$130 Total Cost
Section 0011
10:00 am
Plum Center Sa, January 14-January 21
Rm 115 TBO, instructor
Section 0010
6:30 pm
Woodson HS Th, February 2-February 9
Rm J103 De Bernardinis, instructor

NEW Cook, Talk, Learn...Flavors from Puglia | Course HI06013
Roman cuisine is the food of the people, flavored by land and olive oil, perfumed by sage and rosemary, Pasta and chickpeas, saltimbocca “jump in the mouth”(veal with ham and sage), Roman spinach and fave del morti (cookies). Ready? Set? Mangia-or as they say in Rome, magna! The instructor is a native Italian speaker. Please note: Class will be held in introductory level Italian with support in the English language as required. 1 session @ 3 hrs.
$ 59 Tuition
$ 28 User Fee
$ 87 Total Cost
Section 0010
6:30 pm
Plum Center W, February 22
Rm 115 De Bernardinis, instructor

NEW Cook, Talk, Learn In Italian...Handmade Pasta & Vegetables! | Course HI03802
Sift the flour, make a well in the center, add the eggs. Use a fork and your fingertips and enjoy your homemade pasta! Fresh ingredients are all that’s needed for exalting flavors. We’ll enjoy some delicious vegetables as a side for our fresh pasta! Please note: Class will be held in introductory level Italian with support in the English language as required. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 41 User Fee
$130 Total Cost
Section 0010
1:00 pm
Plum Center Su, March 5-March 12
Rm 115 De Bernardinis, instructor

NEW Cook, Talk, Learn....Flavors of Rome | Course HI06431
Roman cuisine is the food of the people, flavored by land and olive oil, perfumed by sage and rosemary, Pasta and chickpeas, saltimbocca “jump in the mouth”(veal with ham and sage), Roman spinach and fave del morti(cookies). Mangia-or as they say in Rome, magna! Instructor is a native Italian speaker. Please note: Class will be held in introductory level Italian with support in the English language as required. 1 session @ 3 hrs.
$ 59 Tuition
$ 28 User Fee
$ 87 Total Cost
Section 0010
6:30 pm
Plum Center W, January 25
Rm 115 De Bernardinis, instructor

NEW 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.
$ 59 Tuition
$ 38 User Fee
$ 97 Total Cost
Section 0010
10:00 am
Woodson HS Sa, March 25
Rm J103 Euipiyachat, instructor

NEW 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, Matsuman Curry Chicken, Meatball Noodle Soup and Banana Spring Rolls for dessert. 1 session @ 3 hrs.
$ 59 Tuition
$ 38 User Fee
$ 97 Total Cost
Section 0010
1:00 pm
Plum Center Su, February 19
Rm 115 Euipiyachat, instructor

NEW 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.
$ 59 Tuition
$ 38 User Fee
$ 97 Total Cost
Section 0010
10:00 am
Woodson HS Sa, January 21
Rm J103 Euipiyachat, instructor

NEW Thai Vegetarian Cooking | Course HI03864
This class will cover a variety of vegetarian dishes utilizing vegetables, tofu and Textured Vegetable/Soy Protein (TVP). It will be a 2-session class. The dishes include TVP and mushroom Laab (Thai spicy salad), Panang Curry Tofu, Stir-fry TVP and cashew nut and etc. 2 sessions @ 3 hrs each.
$ 89 Tuition
$ 38 User Fee
$127 Total Cost
Section 0010
10:00 am
Plum Center Sa, March 18-March 25
Rm 115 Euipiyachat, instructor

NEW 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.
$ 84 Tuition
$ 43 User Fee
$127 Total Cost
Section 0010
6:30 pm
Plum Center F, February 17-February 24
Rm 115 Moore, instructor
Do-It-Yourself

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.

$214 Tuition
$25 User Fee
$239 Total Cost

Section 0010
11:00 am
Hayfield SS
Su, January 8-January 15
Rm 017
Terrien, instructor

Section 0011
11:00 am
Hayfield SS
Su, January 22-January 29
Rm 017
Terrien, instructor

Section 0012
11:00 am
Hayfield SS
Su, March 19-March 26
Rm 017
Terrien, instructor

Auto Mechanics—Advanced | Course TI05313
This is a hands-on class where students will learn about various systems and develop skills for tasks you can then do at home. Students will diagnose and perform repairs on their own vehicle and learn what repairs are appropriate to do yourself. This course does not cover major repairs such as replacing pistons, pulling an engine or transmission work. Assistance is available as needed. Bring your project vehicle, any special tools and necessary parts to the first class, if possible. Most basic hand tools are provided. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

$335 Tuition
$30 User Fee
$365 Total Cost

Section 0010
11:00 am
Hayfield SS
Su, February 5-February 26
Rm 017
Terrien, instructor

Auto Body Repair—Personal Repair and Refinishing | Course TI05323
$449 Total Cost
See page 34 for course information and schedule.

Bathroom Design Seminar | Course TI05162
Professional architect discusses newest methods and materials for bathrooms: cost, decorating, latest fixtures. 1 session @ 3 hrs.

$69 Tuition
$6 User Fee
$75 Total Cost

Section 0010
6:30 pm
Marshall HS
Tu, February 28
Rm B101
Pierce, instructor

Bathroom Remodeling Workshop | Course TI05179
Learn how to makeover a complete bathroom to include lavatory, shower/tub, plumbing, tile, and vanity/sink. The class builds a mock bathroom and will have plenty of hands-on opportunities. 10 sessions @ 3 hrs each.

$449 Tuition
$76 User Fee
$525 Total Cost

Section 0010
6:30 pm
Bryant Ctrl
W, January 18-March 22
Rm 50A
Raiche, instructor

Beginner’s Guide to Drywalling | Course TI05208
Through lecture, board diagrams, and hands-on practice with models, students learn how to tip and techniques for repairing and installing drywall. Topics include, repairing cracks and nail pops and covering stains. Other topics include feathering and painting drywall. Students will also learn how to control that annoying drywall dust. Part of the Elementary Home Maintenance for the Beginner Series. 1 session @ 4.5 hrs.

$104 Tuition
$31 User Fee
$135 Total Cost

Section 0010
12:00 pm
Pimmit Hills Ctrl
Sa, January 7
Rm 158
Raiche, instructor

Section 0011
8:00 am
Pimmit Hills Ctrl
Sa, March 11
Rm 158
Raiche, instructor

Beginner’s Guide to Plumbing | Course TI05206
Using a combination of lecture, board diagrams, and 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. 1 session @ 4.5 hrs.

$99 Tuition
$30 User Fee
$129 Total Cost

Section 0010
8:30 am
Pimmit Hills Ctrl
Sa, January 7
Rm 156
McCrone, instructor

Section 0011
8:30 am
Pimmit Hills Ctrl
Sa, March 4
Rm 145
McCrone, instructor

Ceramic Tile: Just Do It | 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.

$169 Tuition
$30 User Fee
$199 Total Cost

Section 0010
6:30 pm
Chantilly HS
Tu, January 10-January 24
Rm G77
Dominick, instructor

Section 0011
6:30 pm
Bryant Ctrl
Th, March 9-March 23
Rm 50A
Raiche, 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.

$199 Tuition
$20 User Fee
$219 Total Cost

Section 0010
6:30 pm
Marshall HS
Th, January 26-February 23
Rm B101
Pierce, instructor

Do-It-Yourself Plumbing | Course TI05190
Repair and maintain faucets, valves, toilets, and clogged drains. 3 sessions @ 3 hrs each.

$110 Tuition
$10 User Fee
$120 Total Cost

Section 0010
6:30 pm
Pimmit Hills Ctrl
Tu, January 10-January 24
Rm 158
McCrone, instructor

Section 0011
6:30 pm
Pimmit Hills Ctrl
Tu, March 7-March 21
Rm 158
McCrone, instructor

Home Remodeling Basics | Course TI05173
This is a hands-on course for do-it-yourself enthusiasts consisting of three hours spent on layout; six hours on wall framing; three hours on electrical; six hours on drywall; and six hours on trim. 8 sessions @ 3 hrs each.

$329 Tuition
$46 User Fee
$375 Total Cost

Section 0010
6:30 pm
L. Braddock SS
Tu, January 31-March 21
Rm A103
Dominick, instructor

Kitchen Design Seminar | Course TI05161
Professional architect discusses space planning, equipment, building materials, code requirements, and cost. Determine whether to do it yourself or use a professional. 1 session @ 3 hrs.

$69 Tuition
$4 User Fee
$73 Total Cost

Section 0010
6:30 pm
Marshall HS
Tu, January 24
Rm B101
Pierce, instructor

Section 0011
6:30 pm
Marshall HS
Tu, March 7
Rm B101
Pierce, instructor

 Permitting that Project | Course TI05186
A three-hour class on the who, what, where, why, and how of construction permits in the Virginia metro area (Fairfax, Arlington and Prince William Counties, in addition to the cities of Alexandria, Fairfax, and Manassas). 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.

$49 Tuition
$49 Total Cost

Section 0010
6:30 pm
Plum Center
M, January 23
Rm 147
McDonald, instructor

Section 0011
8:30 am
Pimmit Hills Ctrl
Sa, February 25
Rm 115
Tompkins, instructor

Section 0012
6:30 pm
Herndon HS
Tu, March 7
Rm 129
McDonald, instructor

CPR & First Aid classes (Heartsaver CPR AED, First Aid (presented in English or Spanish), Pediatric CPR & First Aid, Mental Health First Aid) available on pages 23-25.
Residential Electrical—The Basics | Course TI05199
Become familiar with 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.
$ 236 Tuition
$ 53 User Fee
$ 289 Total Cost
Section 0010
8:30 am
Section 0011
1:00 pm
Section 0012
5:00 pm
Rm 158 Kasulaitis, instructor
Rm L113 Mason, instructor
Rm 158 Kasulaitis, instructor

Residential Moldings | Course TI05163
Learn how to improve the look of your room by replacing or installing mitered or non mitered moldings. Learn the structure and function of baseboard, chair rail, picture, flat, crown, and custom/buildup moldings. Also learn the different methods for attaching molding such as nailing, stapling, and using adhesives. 3 sessions @ 3 hrs each.
$ 199 Tuition
$ 199 Total Cost
Section 0010
6:30 pm
Section 0011
6:30 pm
Section 0012
6:30 pm
Rm L113 Mason, instructor
Rm 158 Kasulaitis, instructor
Rm 158 Kasulaitis, instructor

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

Introduction to Floral Design 1—Basic | Course HI03374
Study the principles and elements of good design. You will learn how to select and care for various flowers and foliage for optimal results. Four design styles; vertical line, triangular, round, and mixed vase arrangements; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.
$ 149 Tuition
$ 153 User Fee
$ 12 Text: Design School
$ 314 Total Cost
Section 0010
8:30 am
Section 0012
9:30 am
Section 0011
10:30 am
Rm L113 Mason, instructor
Rm L113 Mason, instructor
Rm L113 Mason, instructor

NEW Design with Grocery Store Bunches | Course HI03790
Learn how to select, prepare, and take care of flowers purchased at your favorite grocery store. Several designs will be created using mixed bunches of flowers. Bring floral shears to class. 1 session @ 3 hours.
$ 59 Tuition
$ 38 User Fee
$ 97 Total Cost
Section 0010
6:30 pm
Section 0011
7:30 pm
Section 0012
8:30 pm
Woodson HS M, January 30
Rm L113 Mason, instructor
Woodson HS M, January 30
Rm L113 Mason, instructor
Woodson HS M, January 30
Rm L113 Mason, instructor

NEW Spring Flowers and Foliage | Course HI06476
Students will learn about the language of flowers—the meaning of different flowers and how to use them in creating artfully constructed gifts. In the garden: students will make their own floral bouquet using the language of flowers and practice their own floral bouquet using the language of flowers and practice their hand at other uses including making potpourri and flower/herbal oils. 1 session @ 3 hrs.
$ 59 Tuition
$ 43 User Fee
$ 102 Total Cost
Section 0010
6:30 pm
Section 0011
7:30 pm
Section 0012
8:30 pm
Woodson HS W, March 15
Rm L113 Mason, instructor
Woodson HS W, March 15
Rm L113 Mason, instructor
Woodson HS W, March 15
Rm L113 Mason, instructor

NEW Valentines Roses and Lace | Course HI03410
Create an arrangement of roses and lace reminiscent of the Victorian era. This arrangement is sure to please anyone who loves roses. Bring floral shears and scissors to class. 1 session @ 3 hrs each.
$ 59 Tuition
$ 43 User Fee
$ 102 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
L. Braddock SS Sa, February 11
Rm C151 Mason, instructor
L. Braddock SS Sa, February 11
Rm C151 Mason, instructor
L. Braddock SS Sa, February 11
Rm C151 Mason, instructor

Nutrition

Guide to Nutrition Knowledge | Course HM01793
This course will provide non-nutritionists, particularly those working in the wellness field, with the latest evidenced based dietary resources. Topics covered: anthropometric data collection, label reading, food environment trends, fam diets, signs/symptoms of metabolic syndrome, MyPlate methods. At the end of the course students will be able to provide basic dietary information and identify misinformation and barriers to weight management. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
Plum Center W, February 25
Rm H206 Negron, instructor
Plum Center W, February 25
Rm H206 Negron, instructor
Plum Center W, February 25
Rm H206 Negron, instructor

Malnutrition Screening | Course HM01728
Learn about the latest updates on diagnostic criteria for malnutrition. Students are introduced to the nutrition focused physical exam and collection of anthropometric data (heights, weights, etc). Risk factors for malnutrition will be explored. Taught by a nutritionist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
Edison HS Tu, January 24
Rm B143 Negron, instructor
Edison HS Tu, January 24
Rm B143 Negron, instructor
Edison HS Tu, January 24
Rm B143 Negron, instructor

NEW Polypharmacy | Course HM01736
Polypharmacy refers to the effects of taking multiple medications concurrently to manage coexisting health problems like diabetes and high blood pressure. Too often this becomes problematic, such as when elderly patients are prescribed too many medications by multiple healthcare providers working independently of each other. This class will discuss the prevalence of polypharmacy and unnecessary medication use; the negative consequences of polypharmacy and interventions that can improve this growing concern. Taught by pharmacist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor

NEW Exercise and Sports Nutrition | Course HM01954
Power up your exercise routine by giving your body what it needs to reap the maximum benefit from your hard work. Getting the right nutrition through a balanced diet affects your performance. Come calculate anthropometrics and plan a meal. 1 session @ 2 hours.
$ 39 Tuition
$ 39 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor

NEW Childhood Nutrition | Course HM01953
Address your concerns about obesity, food allergies, and picky eaters with this overview of a childhood balanced diet that includes healthy meals, after school snacks. Session two includes preparation of healthy snacks. 1 session @ 2 hrs and 1 session @ 1.5 hrs.
$ 59 Tuition
$ 10 User Fee
$ 69 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
Plum Center W, February 8
Rm B143 Negron, instructor
Plum Center W, February 8
Rm B143 Negron, instructor
Plum Center W, February 8
Rm B143 Negron, instructor

NEW Personal Health Matters

HEALTH AND FAMILY MATTERS

NEW Polypharmacy | Course HM01736
Polypharmacy refers to the effects of taking multiple medications concurrently to manage coexisting health problems like diabetes and high blood pressure. Too often this becomes problematic, such as when elderly patients are prescribed too many medications by multiple healthcare providers working independently of each other. This class will discuss the prevalence of polypharmacy and unnecessary medication use; the negative consequences of polypharmacy and interventions that can improve this growing concern. Taught by pharmacist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor

NEW Polypharmacy | Course HM01736
Polypharmacy refers to the effects of taking multiple medications concurrently to manage coexisting health problems like diabetes and high blood pressure. Too often this becomes problematic, such as when elderly patients are prescribed too many medications by multiple healthcare providers working independently of each other. This class will discuss the prevalence of polypharmacy and unnecessary medication use; the negative consequences of polypharmacy and interventions that can improve this growing concern. Taught by pharmacist. 1 session @ 2 hrs.
$ 49 Tuition
$ 49 Total Cost
Section 0010
10:00 am
Section 0011
11:00 am
Section 0012
12:00 pm
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
L. Braddock SS Sa, January 7
Rm H206 Negron, instructor
Palliative Care and End of Life | Course HM01735

Don’t wait until it’s too late to decide. Come and join our discussion about the growing field of palliative care and planning for end of life decision making. Facilities versus home care, advanced directives and living wills and more will be introduced. Discuss the best seller by Atul Gawande, “Being Mortal”. Appropriate for everyone—healthcare professionals, caregivers, family members, and you. Plan for yourself and learn what others are doing.

$102 Tuition
$ 5 User Fee
$ 12 Text: Being Mortal
$119 Total Cost

Section 0010 5:30 pm
Plum Center
W, January 11-February 1
Rm 140
Mikhalevsky, 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.

$ 49 Tuition
$ 49 Total Cost

Section 0010 10:00 am
Plum Center
Sa, February 4
Rm 161
Hammer, instructor

Bounce Back from Adversity | Course HM01710

Everyone faces challenges in their daily lives, and your response to these challenges affects your outlook. This class will teach skills and give you tools to help you cope and improve your resiliency. 1 session @ 3 hrs.

$ 69 Tuition
$ 69 Total Cost

Section 0010 6:30 pm
Plum Center
W, March 15
Rm 150
Baringer, instructor

Calling all Caregivers! | Course HM01734

Are you searching for a way to have meaningful, engaging interactions with a person with dementia? Learn techniques for communication. Discover the importance of processing time and how to find out what the person likes and dislikes, their leisure and recreational interests, and how they find meaning and purpose. Hear about activity domains and what choices they provide. Explore one-on-one activities and come away with several ideas and approaches to use. 2 sessions @ 3.5 hrs. each

$ 59 Tuition
$ 4 User Fee
$ 63 Total Cost

Section 0010 9:00 am
Woodson HS
Sa, February 4-February 11
Rm G113
Surash, 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.

$ 99 Tuition
$ 99 Total Cost

Section 0010 6:30 pm
Plum Center
Tu, February 7-February 21
Rm 147
Cushman, instructor

Doubting Your Memory? | Course HM01789

Worrying more about forgetting things? Worried that you might be developing dementia? Is this more than normal aging? Discover why this may be happening. Learn how the brain works and how brain exercises, learning something new and novel, can improve your cognitive skills. 1 session @ 3.5 hrs

$ 45 Tuition
$ 4 User Fee
$ 49 Total Cost

Section 0010 10:00 am
Plum Center
Sa, February 11
Rm 116
Surash, 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.

$ 49 Tuition
$ 49 Total Cost

Section 0010 6:30 pm
Edison HS
W, February 15
Rm B143
Surash, instructor

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.

$ 55 Tuition
$ 4 User Fee
$ 59 Total Cost

Section 0010 6:30 pm
L. Braddock SS
W, February 1
Rm H266
Surash, instructor

Writing

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You’ll begin with learning how to view the world around you creatively, then move on to the value of reading as a writer. We’ll cover a technique a week: character development, dialogue, plotting, show v. tell, and more. You will have a short reading and a writing assignment each week. Both fiction and nonfiction are covered with an emphasis on fiction. Marketing and the business of publishing will be explored. 8 sessions @ 2 hrs.

$ 179 Tuition
$ 1 User Fee
$ 180 Total Cost

Section 0010 12:30 pm
Pimmit Hills Ctr
Th, January 19-March 9
Rm 156
Page, instructor

NEW

Share Your Story! Writing Your Memoirs | Course HI06494

Whether you hope to capture your life’s meaningful moments for family, publication, or personal satisfaction, this class will help you get started. We will talk about how to compose your storytelling and offer some insights into what makes for memorable reading. We will discuss the difference between writing a memoir and writing an autobiography. Classes are highly interactive, with some time spent reading and critiquing each other’s work. Sharing of written work is optional. We will also touch on publication options and some of the rules you need to know and understand regarding publication of your written works. 4 sessions @ 2 hrs each.

$ 89 Tuition
$ 1 User Fee
$ 90 Total Cost

Section 0010 7:30 pm
Plum Center
F, January 27-February 17
Rm 150
Kraft, instructor

Section 0011 7:30 pm
Plum Center
M, February 27-March 20
Rm 112
Kraft, instructor

Pet Emergencies: What to Do First! | Course HM01632

Pets are part of the family and it’s important for professionals interested in a career in the veterinary field and pet owners alike to recognize medical problems and give immediate help. Topics include basic pet first aid and CPR including vital signs, moving injured animals, signs of common emergency conditions, and when to call for emergency assistance. 2 sessions @ 3 hrs each.

$ 69 Tuition
$ 69 Total Cost

Section 0010 6:30 pm
Pimmit Hills Ctr
M, January 30-February 6
Rm 156
Peeler, instructor

NEW

Common Pet Medications | Course HM01840

Come and discuss some of the common pet medications given by veterinarians and how they differ from the medications your doctor may give you. Taught by a licensed veterinary technician. 1 session @ 2.5 hrs.

$ 39 Tuition
$ 39 Total Cost

Section 0010 10:00 am
Plum Center
Sa, February 25
Rm 147
Martin, instructor
Day Writers | Course HI04019
Take a little time for yourself and come join this midday group for writers who have already begun or who want to begin writing and who would like some help and guidance in a non-hurried, relaxed atmosphere of support and encouragement. Every level of writer, from beginning to advanced, and every type of writing, both fiction and nonfiction—literary, mainstream, mystery, thriller, sci-fi, romance, young adult, memoirs, essays, poetry, and more. The business of marketing and publishing will also be explored. 8 sessions @ 2 hrs each.
$179 Tuition
$1  User Fee
$180 Total Cost
Section 0010 12:30 pm
Pimmit Hills Ctr W, January 18-March 8
Rm 115 Page, instructor

NEW
So You Think You Have Your Manuscript? Make it Print Ready for Publishers! | Course HI04036
This six session class, taught by two different Instructors is designed to give you all the tools to create a Print Ready Manuscript. In sessions 1 and 2, taught by Instructor Wayne Shewmaker, learn proper formatting and avoid common mistakes in Microsoft® Word. Topics covered subjects; title page, fonts, margins, headers and footers, chapter and book titles, paragraph spacing, page and section breaks and manuscript templates. Sessions 3 thru 6 with Instructor Mary Ellen Gavin enables writers to learn the industry/marketing standards of Professional Writing needed by self Indie as well as Professional Publishing. 6 sessions @ 2.5 hrs each.
$159 Tuition
$1  User Fee
$160 Total Cost
Section 0010 6:30 pm
Chantilly HS W, February 22-March 29
Rm 213 Shewmaker/Gavin, Instructors

NEW
Writing Treasured Stories and Memories | Course HI04026
If you have ever been tempted to write stories about your experiences, this class is for you. Imagine the satisfaction of sharing your stories and traditions with future generations or simply reflecting on past experiences. Whether you want to write a few simple short stories, or document enough of your personal history to fill a book, this class can help you get started. We will go through a process that will help you identify memories you might want to share and techniques that can be used to generate the details of your stories. Additional discussion will focus on options to enhance stories with your personal interests or talents (e.g., adding photos, drawings, music, or fictional characters) and how to present stories in different formats (e.g., poem, lyrics, art, narrated slide show, blog). Students will be encouraged to share their writing with the class. 3 sessions @ 2 hrs each.
$ 79 Tuition
$ 1 User Fee
$ 80 Total Cost
Section 0010 10:00 am
Plum Center Sa, January 14-January 28
Rm 116 Stawarski, instructor
Section 0011 10:00 am
Woodson HS Sa, March 11-March 25
Rm G107 Stawarski, instructor

Registration opens December 8. To register, go to www.fcps.edu/academics/global-plus. $10 Early Bird Discount on a 10 week course using promo code: GLOBAL10. Deadline is December 31.

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.
$201 Tuition
$ 18 Text: Effective Study Skills for Teens Workbook
$219 Total Cost
Section 1020 9:30 am
Woodson HS Sa, February 25-March 25
Rm G121 Staff, instructor
Section 1030 10:00 am
Pimmit Hills Ctr Sa, March 4-April 1
Rm 160 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.
$239 Tuition
$ 30 Text: Fundamental Skills of Algebra I Workbook ($15); Painless Algebra, 4th Ed. ($15)
$269 Total Cost
Section 1020 6:30 pm
Bryant Ctrl M W, March 1-April 5
Rm TBD Pair, 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.
$249 Tuition
$ 20 Text: Barron’s E-Z Geometry
$269 Total Cost
Section 1020 6:30 pm
Bryant Ctrl M W, April 24-May 24
Rm TBD Pair, instructor

Additional writing courses available. See pages 19 and 22.
Young Writer’s Workshop (Grades 6-8) | Course SM07639

Take your writing skills to the next level. Practice tried and true techniques for organizing ideas, creating strong sentences, using detail effectively, and revising text. Exercises emphasize strengthening vocabulary and grammar. 5 sessions @ 3 hrs each.

$199 Tuition
$ 26 Text: Painless Writing, 3rd ed ($11); Young Writers Workshop Handbook ($15)
$225 Total Cost

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<td>3/1</td>
<td>3/23</td>
<td>Plum Center</td>
<td>Sa, April 1-5</td>
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Test Prep

7th Grade Jumpstart: TJ Test Prep | Course TX04000

The 7th Grade Jumpstart: Thomas Jefferson Test Prep classes are being offered to students currently in grade 7 during the 2016-2017 school year. Participants should have strong mathematical reasoning and problem-solving skills appropriate to viable candidacy for admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction focuses on admissions test-related mathematical and verbal reasoning, essay writing, and study strategies. Participation in this seminar does not constitute application, admission, or acceptance to TJHSST. Applying to TJHSST is a separate process. 10 sessions @ 2 hrs each. Reduced tuition is not available.

$273 Tuition
$ 50 Text: Jumpstart: TJ Math Student Workbook ($11); Jumpstart: TJ Verbal Student Workbook ($11); Kaplan New York City SHSAT, 7th ed ($15); TJ Admissions Test Student Handbook ($13)
$323 Total Cost

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<td>W, February 8-April 19</td>
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<td>Su, February 12-April 30</td>
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<td>Chantilly HS</td>
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<td>4/23</td>
<td>L. Braddock SS</td>
<td>W Sa, March 8-April 8</td>
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<tr>
<td>1060</td>
<td>3/16</td>
<td>4/23</td>
<td>Pimmit Hills Ctr</td>
<td>Sa, April 8-May 13</td>
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</table>

SAT Test Preparation | Course SM08000

This course prepares students for the NEW SAT exam which began in March 2016. Students begin the course with a 4 hour pre-test using full-length retired SAT tests and receive a detailed analysis showing strengths and weaknesses. Five math and five verbal classes are offered for 2 hours each. A 4 hour post-test will provide improvement feedback.

$530 Tuition
$ 73 Text: Victory for SAT, 12th ed
$603 Total Cost

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<tr>
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<td>Tu Th, February 7-March 9</td>
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<td>Rm 258</td>
<td>Staff, instructor</td>
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<td>Staff, instructor</td>
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<td>Rm 258</td>
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<td>Th, March 23-May 2</td>
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<td>Rm 134</td>
<td>Staff, instructor</td>
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<td>1060</td>
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<td>Edison HS</td>
<td>Tu Th, March 28-May 4</td>
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<td>Rm B143</td>
<td>Staff, instructor</td>
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<tr>
<td>1070</td>
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<td>Woodson HS</td>
<td>Sa, March 25-April 29</td>
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<td>Rm G120</td>
<td>Staff, instructor</td>
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<td>Pimmit Hills Ctr</td>
<td>M Tu W Th, April 18-May 3</td>
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<td>6:30 pm</td>
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<td>Rm 115</td>
<td>Staff, instructor</td>
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SAT Pre Test Schedule

Plum Center | 1:00 pm-5:00 pm
| Su, January 29 |

SAT Post Test Schedule

Plum Center | 1:00 pm-5:00 pm
| Su, May 14 |

SAT Math Victory | Course SM08110

Have you been preparing for the SAT and find that you are weak in mathematics? College applications are just around the corner, and a mathematics specific course may be just what you need to raise your score. 10 sessions @ 2 hrs each.

$290 Tuition
$ 39 Text: Cambridge SAT Math Victory, 2nd ed
$329 Total Cost

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<td>Rm G111</td>
<td>Staff, instructor</td>
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Test Prep—Online

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.

$449 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.

$199 Total Cost
Visit https://aceclasses.fcps.edu to register.

Driver Education

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 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.

$315 Tuition
$315 Total Cost
February 6-14
February 15-24
February 27-March 7
March 8-16
March 20-28
March 29-April 6
April 8-15
April 18-26
April 27-May 5
May 8-16
May 18-26
May 30-June 7
June 8-15

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

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies. See page 61 for more information.
Effective Presentations and Self-Expression

Improvisation Workshop | Course HI03126
If you've ever wanted to explore your funny side or try your hand at a whole new fun adventure, improvisational comedy can give you confidence and help you discover talents you never knew you had. Besides, improvisation is a wonderful tool for promoting creativity, public speaking, stage presence, characterizations, and quick thinking. The class will start with fun warm ups with fellow students. Then the students will participate in structured games created for class and that have also been used on stage with past improv performers such as Robin Williams, Catherine O'Hara and Mike Meyers. 8 sessions @ 2 hrs each.
$88 Tuition | $1 User Fee | $89 Total Cost

Section 0010
Plum Center
7:00 pm
Tu, January 17-February 7
Rm 112
LeBlanc, instructor

Section 0011
Marshall HS
6:45 pm
Tu, February 28-March 21
Rm A106
Bailey, instructor

Genealogy

Beginning Genealogical Research in the 21st Century | Course HI04768
Many things have changed in genealogical research in the last ten to twenty years. 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.
$148 Tuition
$1 User Fee
$149 Total Cost

Section 0010
Marshall HS
7:00 pm
M, February 27-March 20
Rm B114
Mason, instructor

NEW
Genealogy: Navigating the National Archives | Course HI04770
This class will look beyond the basic (census, military, passenger, and naturalization records) holdings at the National Archives. The archives holds many other records for genealogists to research in their facilities around the United States. What might you find for your ancestors? 3 sessions @ 2.5 hrs each.
$108 Tuition
$1 User Fee
$109 Total Cost

Section 0010
L. Braddock SS
7:00 pm
Tu, February 21-March 7
Rm H213
Mason, instructor

NEW
Genealogy: Probate Records | Course HI04798
Probate records play a critical part in researching the lives of our ancestors. Wills, administrations, estate inventories, and guardianship records contain very valuable information about our ancestors. They may be complicated to understand and must be carefully examined. 2 sessions @ 2.5 hrs each.
$98 Tuition
$1 User Fee
$99 Total Cost

Section 0010
Marshall HS
7:00 pm
Th, January 12-January 19
Rm B105
Mason, instructor

Cinema

German Anti-Establishment Thrillers | Course HI06542

World Film presents films from the young generation of German film makers who want nothing to do with the horrendous world of their forefathers. In The Edukators (Die Fetten Jahre sind Vorbei), based on the actual experiences of the director, Hans Weingartner, three young people break into the homes of the wealthy, leaving only messages stating that the days of the wealthy are numbered. The Baader Meinhof Complex depicts the real life terror created by the children of the Nazi generation who, in their struggle for spiritual freedom, lost their way in a maelstrom of bombings, robberies, kidnappings, and assassinations, and inspired similar groups around the world. Based on a chilling true story, and directed by Oliver Hirschbiegel the director of Downfall, Das Experiment is an intense thriller that leaves you breathless. Finally, two films by Tom Tykwer, Run Lola Run and The Princess and the Warrior (Der Krieger und Die Kaiserin), explore the complexity of modern romance. The former film, starring Franka Potente, won the audience award at Sundance as well as 28 international awards, and presents the difficulties faced by two star-crossed lovers in the roller-coaster ride of their lives, set to a throbbing techno score. The latter film is a dazzling fable set in a labyrinth of unpredictability, and a compelling romantic drama. No tuition discounts. 5 sessions @ 3 hrs each.

$86 Tuition | $3 User Fee | $89 Total Cost

Section 0010
6:45 pm
Tu, Jan 10-Feb 7
Plum Center
Rm 115
LeBlanc, instructor

Section 0011
6:45 pm
W, Jan 11-Feb 8
Plum Center
Rm 112
LeBlanc, instructor

Section 0012
6:45 pm
Th, Jan 12-Feb 9
Plum Center
Rm 112
LeBlanc, instructor

World Film Masterpieces | Course HI06543

World film presents award winning foreign films of recent years: Force Majeure, a Swedish film, is an “ice-cold knockout” and “brilliantly perceptive and frostily funny”, according to the Village Voice. A model father and husband abandons his family to an approaching avalanche to save his gloves and cell phone. From Russia comes the Golden Globe winner for Best Foreign Language Film, Leviathan. The New York Times calls it “[a] grave and beautiful drama, at once intimate and enormous.” Misfortune plies on misfortune in a small Russian coastal town. From Hungary, Son of Saul is the winner of both the Academy Award and a Golden Globe Award for Best Foreign Film. At Auschwitz-Birkenau, a Hungarian Sonderkommando becomes witness to unspeakable horrors. Winning seven major international awards, Two Lives (Zwei Leben) comes from Norway. Steven Holden of the New York Times calls it “[a]n absorbing, well acted, suspenseful mystery.” Turkish director Fatih Akin’s Head-On (Gegen die Wand), a German film, has won 25 international awards and has been nominated for many more. And finally, 3, a Berlin-set drama directed by Tom Tykwer of Run Lola Run and The Princess and the Warrior, centers on a 40-something couple who, separately, fall in love with the same man. No tuition discounts. 5 sessions @ 3 hrs each.

$86 Tuition | $3 User Fee | $89 Total Cost

Section 0010
6:45 pm
Tu, Feb 28-March 28
Plum Center
Rm 112
LeBlanc, instructor

Section 0011
6:45 pm
W, March 1-March 29
Plum Center
Rm 112
LeBlanc, instructor

Section 0012
6:45 pm
Th, March 2-March 30
Plum Center
Rm 112
LeBlanc, instructor

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 sessions @ 4 hrs.

$59 Tuition | $1 User Fee | $60 Total Cost

Section 0010
9:30 am
Sa, January 28
Plum Center
Rm 112
Jeffries, instructor

Section 0011
9:30 am
Sa, March 18
Plum Center
Rm 116
Jeffries, instructor
ADULT HIGH SCHOOL COMPLETION

ADULT BASIC EDUCATION CLASSES

These classes help you with Language Arts (reading and writing) and Math. They help you improve your skills so you can do high school work for the Adult High School, GED®, and NEDP. They also help you to pass the NOVA placement tests. Computer skills are practiced in all these classes. New classes start in September.

For more information:
• For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
• For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
• For classes in Central Fairfax, contact Ann Wyllie at abwyllie@fcps.edu or call 703-506-2252.

GENERAL EDUCATIONAL DEVELOPMENT—GED®

The GED® test is a computerized standardized test. It provides a Certificate of General Educational Development, which is equal to a high school diploma for most colleges and some branches of the military. The GED® Test is in four sections: Language Arts (reading and writing), Science, Social Studies, and Mathematics. For more information, contact Ann Wyllie at 703-506-2252 or abwyllie@fcps.edu. If you have high school level skills, GED® preparation classes help you get ready to take the GED® test. New classes start in February.

For more information:
• For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
• For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
• For classes in Central Fairfax, or for GED® practice tests, contact Ann Wyllie at abwyllie@fcps.edu or call 703-506-2252.

FAIRFAX COUNTY ADULT HIGH SCHOOL—FCAHS

FCAHS is a high school completion program for Fairfax County residents 18 years of age and older. It offers all courses necessary for the Adult high school diploma.

Classes are offered at four sites including Bryant High School, Pimmit Alternative School, South Lakes High School, and Woodson High School. Information about the programs at each site is listed below.
• Bryant High School, Alexandria
  Tuesdays & Thursdays, 5:00 p.m.–8:30 p.m.
• Pimmit Alternative, Falls Church
  Monday through Friday, 9:00 a.m.–3:15 p.m.
• South Lakes High School, Reston
  Tuesdays & Thursdays, 5:00 p.m.–8:30 p.m.
• Woodson High School, Fairfax
  Monday through Thursday, 4:30 p.m.–9:00 p.m.

FCAHS enables students to:
• Take up to six courses, depending on the site, taught by certified Fairfax County Public Schools teachers.
• Take courses using a personalized, blended learning model.

How to get started:
• Obtain a copy of your transcript, immunization records, and testing records, then make a registration appointment. Classes begin in September and end in June with enrollment windows throughout the school year.
• To make a registration appointment, please call 703-503-6442 to speak with the Registrar.

National External Diploma Program—NEDP, see page 59.

Tuition varies for each option.
NATIONAL EXTERNAL DIPLOMA PROGRAM
Fairfax County Adult High School

*An alternative path to your high school diploma

Tel: 703-503-2580

NEDP is a nationally recognized high school completion program and is one of the three high school completion options in Fairfax County. If you are a self-directed adult who would like to discuss whether NEDP is right for you, call us or contact us via e-mail to make an appointment for an information session.

“This program is not only a well thought-out program, but a life-changing learning experience. I guarantee that at the end of the day, you will have gained so much more than what you put in.”—NEDP Graduate

Who We Are

NEDP is a high school completion option for adults age 18 or older. The curriculum includes assignments and projects that are done independently at home. Assignments and in-office checks are evaluated by an assessor during weekly office appointments.

NEDP is an online program with individual in-person appointments once a week. There is also an opportunity for learners to work with tutors at each location.

NEDP is an adult diploma program that is designed to be completed within nine to twelve months.

Our Story

The National External Diploma Program has been part of Fairfax County Public Schools for nearly thirty-five years. It is one of the three ways available in the county to earn a high school credential, along with the adult high school and the GED. We have helped hundreds of learners of all ages obtain a high school diploma!

The Right Fit

NEDP is a good match for adults who can take charge of their education and have learned to manage their time to get the work done.

NEDP is good match for adults who can answer the following questions with a YES:

- Are you willing to devote four or more hours per week to complete your work?
- Are you persistent in getting the work done even when you hit a bump in the road?
- Are you self-directed and can you work without a teacher?

The Advantages

NEDP has many advantages. Because the program is online, you can work on it whenever it is convenient for you. There are no classes to attend and you can choose a time during the week to meet with your assessor. Morning, evening and Saturday appointments are available.

While in the program, there are tutors available to provide support when you need a little extra help getting past a roadblock.

NEDP offers three locations to meet your assessor: Fairfax, Alexandria and Herndon.

Contact Us

NEDP
9517 Main Street #3 Fairfax, VA 22031
(703) 503-2580
rlberlin@fcps.edu

Visit us on the web: www.fcps.edu/adulths
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**Clases en español**

Heartsaver AED CPR en español | 24
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 e-mail 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 e-mail notification of school closings, visit www.fcps.edu and sign up for News You Choose.
STUDENT SERVICES
- Educational information and referral
- Course selection assistance
- Payment plans by appointment
- Accommodations
- Underage waivers for students under 18

For more information, call Student Services:
Plum Center | 703-658-2709

CONTACT US
For more information
ESOL | 703-658-2777
General Information | 703-658-1200
Marketing/publications | 703-658-2797
Program Information | 703-658-2727
Registration assistance
Online | Phone-in | 703-658-1201

Assistance in other languages
Spanish | 571-423-4950
Korean | 571-423-4951
Arabic | 571-423-4952

24-hour information line
Recorded information for your convenience.
General information | 703-658-1200

HELPING OTHERS

ACE Training and Scholarship Foundation
The Foundation is a non-profit 501(c)(3) organization created to provide tuition assistance to low-income students enrolling in career classes offered by ACE.

We appreciate the Foundation’s recognition of ACE adult education programs as a valuable resource to the community and gratefully acknowledge the support of its donors.

For information on how you or your organization can make a donation and help Fairfax County invest in its workers and build community through lifelong learning, visit www.ace-foundation.org.

Teaching for ACE
We welcome great teachers and new course ideas. Visit: https://www.fcps.edu/node/31451 for information on part-time teaching opportunities.

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 41.

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 e-mail 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 submit 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 cancellations, your written request must be received two 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 e-mailed, mailed, or faxed: acerefundrequest@fcps.edu
Adult and Community Education, Dept. F
6815 Edsall Road
Springfield, VA 22151
703-658-2748 - fax

A $15 withdrawal fee is assessed for each refund. Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

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.
Winter 2017 Registration Form

Six Ways to Register

ONLINE
Register anytime by visiting https://aceclasses.fcps.edu

PHONE
703-658-1201
Monday–Friday, 9 am–5 pm

FAX
Fax your completed form (including credit card information) to 703-658-1251.

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.)

PURCHASE ORDER
Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

Course No. | Section No. | Start Date | Start Time | Course Title | Tuition Fee | Text Fees | User Fee | Total Fees
---|---|---|---|---|---|---|---|---

| 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 | BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR)
---|---|---|---

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

PLEASE PRINT CARDHOLDER’S NAME CLEARLY (AS IT APPEARS ON CARD)

CARDHOLDER’S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE)

Customer Service
Phone: 703-658-1201 (M-F, 9 am-5 pm)
FAX: 703-658-1251
E-mail: aceclasses@fcps.edu

PLUM CENTER
6815 Edsall Road
Springfield, VA 22151

Hours:
Phone: M–F, 9 am–5 pm
Walk-in: M–F, 9 am–5 pm

CENTERS WILL BE CLOSED:
F, December 23
M, December 26
F, December 30
M, January 2
M, January 16
F, January 20
M, February 20

HOURS WILL CHANGE:
F, December 16, 9 am-10 am
F, February 10, 9 am-11 am

Directions to FCPS locations are available at http://www.fcps.edu
www.fcps.edu (search for adult education)

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

Look for our spring catalog after February 27.

Support the ACE Training and Scholarship Foundation!

Give the gift of education!

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.

What has the ACE Training Scholarship Foundation accomplished?

Since its inception in 2002, the ACE Training and Scholarship Foundation has provided over $500,000 to adult students for tuition assistance.

The Foundation continues to help develop a talented pool of qualified workers, contributing to the economic development of the region while building a strong educational, trade-oriented, and technologically-savvy workforce, and supporting the well being of families in our community.

Visit www.ace-foundation.org