



# ACE Classes

**Fairfax County Public Schools  
Adult and Community Education**

**Online Opportunities — [aceclasses.fcps.edu](https://aceclasses.fcps.edu)**

## COMPLETE CLASS SCHEDULE

**Winter 2021**



# Welcome to ACE!



Welcome to the ACE Catalog and Schedule of Classes!

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

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

ACE Online classes will leverage online platforms, like Google Meet and Blackboard Collaborate Ultra, to ensure an easy way to access your virtual session from any device with an internet connection. Additional ACE online classes are now offered through our educational partner ED2Go. With our large selection of online classes in this catalog, we are confident that we have course offerings for everyone's interest and needs!

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

Thank you,

Paul Steiner, ACE Administrator

Last Update: 12-4-2020

## FCPS ACE COVID-19 health and safety protocols

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

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



## Contents

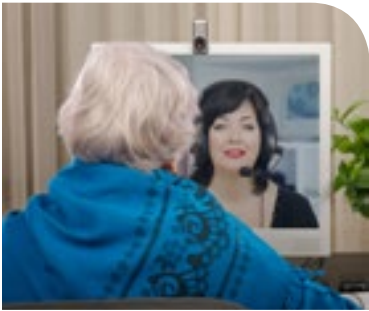
**Pages are linked, click below to go directly to the catalog section**

<b>ACE Makes it Easy – Four Ways to Learn</b>	<b>4</b>
<b>ACE Certificate Programs</b>	<b>5</b>
<b>Business and Management</b>	<b>12</b>
<b>Information Technology</b>	<b>22</b>
<b>Healthcare and Dental</b>	<b>30</b>
<b>Veterinary Studies and Pet Care</b>	<b>35</b>
<b>Apprenticeship &amp; Trades</b>	<b>36</b>
<b>Adult Enrichment</b>	<b>44</b>
<b>World Languages for Adults</b>	<b>50</b>
<b>K-12 Driver Education</b>	<b>60</b>
<b>Adult English for Speakers of Other Languages (ESOL) Classes</b>	<b>61</b>
<b>General Information</b>	<b>63</b>

Register Online—[aceclasses.fcps.edu](http://aceclasses.fcps.edu)



# ACE Makes it Easy – Four Ways to Learn



## Online Instructor-Led (synchronous)

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



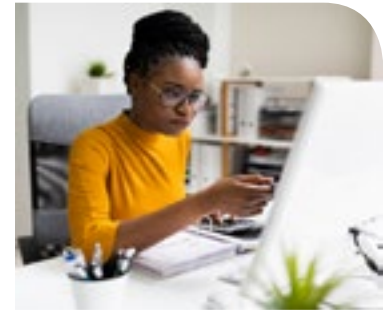
## Online Self-directed Learning (asynchronous)

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



## Traditional In-person Classroom Learning

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



## Blended Learning

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

## ACE Refunds and Cancellations

Visit [aceclasses@fcps.edu](mailto:aceclasses@fcps.edu) and select **Request Refund** option from top headings.

### Refund policy

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

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

## System Requirements

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

To Register please go to:

<http://bit.ly/2K9TEfp>

For Further Assistance:

please email us: [aceonline@fcps.edu](mailto:aceonline@fcps.edu)





# ACE Certificate Programs

- ➔ **Business & Information Technology**
- ➔ **Trades & Apprenticeship**
- ➔ **HealthCare**

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

## Why enroll in an ACE Certificate Program?

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

## Still not sure if this option is for you?

Contact our ACE career counselor for more information:  
[educationalcounseling@fcps.edu](mailto:educationalcounseling@fcps.edu)

## Ready to start? HERE'S HOW:

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

## Contact us

**[business@fcps.edu](mailto:business@fcps.edu)**

Office Assistant  
Accounting Assistant  
Administrative Assistant  
Human Resources Management  
Nonprofit Organization Development  
Small Business Management  
Child Care Provider  
Management and Leadership

**[comptraining@fcps.edu](mailto:comptraining@fcps.edu)**

Computer Support Technician  
Web Designer/Developer

**[healthmed@fcps.edu](mailto:healthmed@fcps.edu)**

Dental Assistant  
Medical Administrative Assistant  
Medical Assistant  
Medical Insurance Biller  
Veterinary Assistant

**[tradeandindustry@fcps.edu](mailto:tradeandindustry@fcps.edu)**

Property Maintenance Technician

## Property Maintenance Technician Certificate Program

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



# Career Certificate Programs in Business & IT

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

Gain career readiness skills and knowledge for today's workplace.  
For more information – [business@fcps.edu](mailto:business@fcps.edu)



## Office Assistant

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



## Professional Admin Assistant

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



## Accounting Assistant

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



## Bookkeeping Assistant

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





## Non-Profit Organization and Development

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



## Child Care Provider

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



## Human Resource Management

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



## Small Business Management

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







## Web Designer

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



## Management and Leadership

CE01011 | Man/Leadership Cert Fee  
 BE01513 | Essential Leadership Skills for  
 Human Resource Management  
 BE01514 | Leadership for Maximum  
 Results  
 BE01510 | What Management Is  
 What Managers Do  
 BE01511 | Fundamentals of  
 Managerial Planning  
 BE01512 | Successful Delegation  
 Achieving Results through  
 Others  
 BE01515 | Exercising Managerial  
 Control



## Computer Support Technician

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





# Career Certificate Programs in Healthcare

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

## **Short on time?**

Many of our credentialed certificate programs can be completed in 5 – 16 weeks.

## **Short on funds?**

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

We are pleased to offer the following NHA exams:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Billing and Coding Specialist (CBCS)
- Certified Pharmacy Technician (CPhT)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)

Exam vouchers may be included. Check specific programs for details. Email [healthmed@fcps.edu](mailto:healthmed@fcps.edu) for information or questions.





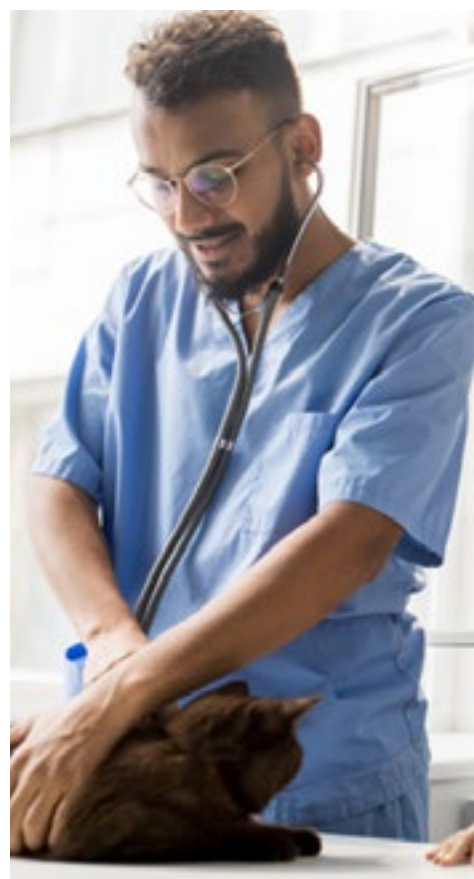
## Medical Administrative Assistant

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



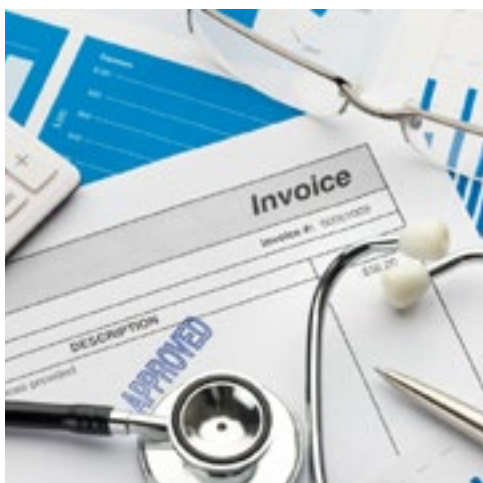
## Medical Assistant

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



## Veterinary Assistant

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



## Medical Billing and Coding

HM01950 | Medical Billing and Coding Comprehensive



## Dental Assistant

HM01647 | Dental Assistant Comprehensive



## Career Certificate Programs in Trade and Industry

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

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

### Property Maintenance Technician

CE01006 | Property Maint Tech Cert Fee

TI05581 | Drywall, Painting, and Waterproofing  
Workshop

TI05582 | Principles of Heating & AC Systems

TI05583 | Nuts and Bolts of PMT Careers

TI05587 | Electrical Workshop: Maintenance & Repair

TI05590 | Plumbing Workshop: Maintenance & Repair

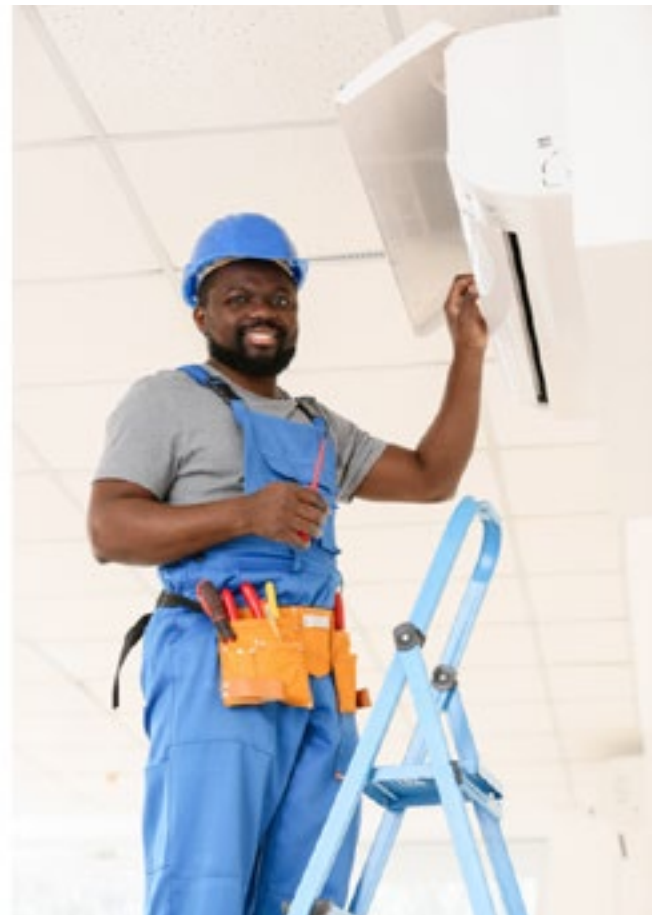
TI05593 | Appliance Repair Workshop

TI05595 | Door Locks Workshop: Installation  
Maintenance & Repair

### Optional Courses

TI05358 | Blueprint Reading

Approved by:



# Business and Management

## BUSINESS FINANCE

### Accounting for Non-Accountants | Course BE01277

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

\$296 Total Cost

**Section A010** 1:00 pm - 4:00 pm  
ACE Online Sa, January 9-January 30  
Chandran Pillai, CPA, instructor

### Fundamentals of Accounting—Part 1 | Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, adjusting and closing entries; preparing financial statements; and payroll. This course will be offered online, 13 sessions at 3 hrs. each.

\$540 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online M W, January 11-February 22  
Chandran Pillai, CPA, instructor

### Fundamentals of Accounting—Part 2 | Course BE01261

Apply your basic accounting principles and learn about organizational structure of single person business, partnerships and corporations and accounting for these business entities. 13 sessions at 3 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1

\$550 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Tu Th, January 5-February 16  
Chandran Pillai, CPA, instructor

### Types of Financial Statements | Course BE02050

Understand the structure and learn the difference to interpret the information of the three principal financial statements: the income statement, the balance sheet, and the cash flow statement. Students must be knowledgeable in basic accounting.

1 session at 1 hr.

\$49 Total Cost

**Section A010** 9:00 am - 10:00 am  
ACE Online F, January 1  
Chandran Pillai, CPA, instructor

### Taxation of Business Entities | Course BE02051

The world of entrepreneurship can get complicated. Understand how different business entities are taxed based on their legal structure what can help you decide what type of business is right for you.

\$49 Total Cost

**Section A010** 11:00 am - 12:00 pm  
ACE Online F, February 5  
Chandran Pillai, CPA, instructor



### **Accrual Versus Cash Basis Accounting | Course BE02052**

Understand the difference between accrual accounting and cash basis accounting and how revenue and expenses are recognized and reported under both methods. Students must be knowledgeable in basic accounting. 1 session at 1 hr.  
\$49 Total Cost

**Section A010** 1:00 pm - 2:00 pm  
ACE Online Sa, March 20  
Chandran Pillai, CPA, instructor

### **Cost Accounting Basics | Course BE01255**

Make accurate business decisions! Learn to control cost, monitor performance, and how to run business effectively and profitably. This course will be offered online 5 sessions at 3 hrs. each.  
\$354 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online F, January 8-February 5  
Chandran Pillai, CPA, instructor

### **Fast Track Bookkeeping and Accounting | Course BE01264**

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

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Tu Th, February 18-April 8  
Chandran Pillai, CPA, instructor

### **QuickBooks Pro 2018 - Level 1 | Course CT01435**

Perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. A general knowledge of accounting principles is required for this course. 7 sessions at 3 hrs. each.

Prereq: BE01260 Fundamentals of Accounting—Part 1  
\$509 Total Cost

**Section A010** 9:00 am - 12:00 pm  
ACE Online Sa, January 2-February 13  
Chandran Pillai, CPA, instructor

### **QuickBooks Pro 2018 - Level 2 | Course CT01436**

A continuation of the basic features for daily accounting tasks using QuickBooks and will introduce several of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory, and payroll. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. 7 sessions @ 3 hrs each.

Prereq: CT01435 QuickBooks Pro 2018 - Level 1  
\$464 Total Cost

**Section A010** 9:00 am - 12:00 pm  
ACE Online Sa, February 20-April 3  
Chandran Pillai, CPA, instructor



## COMMUNICATIONS

### Business English Essentials I | Course BE01052

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

\$231 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu Th, January 5-January 14  
Jones Porter, instructor

### Business English Essentials II | Course BE01053

Apply the building blocks of English grammar! Learn how to construct complex sentences with a variety of patterns and write cohesive paragraphs with smooth transitions and accurate grammar. 4 sessions @ 3 hrs each.

Prereq: BE01052 Business English Essentials I

\$231 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu Th, January 26-February 4  
Jones Porter, instructor

## NEW

### Time Management | Course BE01504

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

\$179 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Sa, January 9-January 23  
Tiffanie Kendrick, MBA, instructor

### Virtual Presentation Essentials | Course BE01041

Create virtual impactful presentations! Learn presentation essentials such as preparation, audience engagement, speaker presence, and developing your message. 1 session at 2.5 hrs

\$99 Total Cost

Section A010 6:00 pm - 8:30 pm  
ACE Online W, February 17  
Lori Muhlstein, MPA, instructor

## NEW

### Think Fast, Talk Smart | Course BE01050

Learn the strategies to get more out of your interactions. Master the ability to think quickly, identifying what you are going to say and the best way to deliver.

\$99 Total Cost

Section A010 6:00 pm - 8:30 pm  
ACE Online W Th, February 11  
Lori Muhlstein, MPA, instructor



## ENTREPRENEURSHIP/SMALL BUSINESS

### Creating a Successful Business Plan | Course BE01879

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

4 sessions @ 3 hrs each.

\$299 Total Cost

Section A010 10:00 am - 1:00 pm  
ACE Online Sa, February 6-February 27  
Tiffanie Kendrick, MBA, instructor

### Developing a Marketing Plan | Course BE01245

Develop and write a comprehensive marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. Special emphasis is placed on integrating Internet marketing and return on investment metrics.

2 sessions @ 2.5 hrs each.

\$129 Total Cost

Section A010 6:00 pm - 8:30 pm  
ACE Online Tu Th, February 16-February 18  
Robert Wise, instructor

### Federal Income Tax for Small Business Owners | Course BE01275

Learn what the IRS considers business income, business expenses, gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses. This course will be offered online, 4 sessions at 3 hrs. each.

\$286 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online F, February 12-March 5  
Chandran Pillai, CPA, instructor

### Financing Your Small Business | Course BE01882

This course is for entrepreneurs ready to start or expand a business. Discussion topics include: loan requirements for both owners and businesses, sources of financing, and different kinds of financing available. 2 sessions @ 3 hrs each.

\$129 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online M W, February 15-February 17  
Karlene Sinclair-Robinson, instructor

### Child Care Provider Program | Course BE08099

Envision a better future for children and a brighter one for you as well. With a Child Day Care Provider certificate, students will be ready to work in day care centers, preschools, home-based centers, and playgroups. Learn about educational games, child growth, development and behavior, scheduling, age-appropriate activities, nutrition, nurturing, socialization and more. No discounts/waivers. The course totals 52 hours and the number of class sessions varies.

\$68 Text: *Essentials for Working with Young Children, 2nd ed* (\$63); *Standards for Licensed Child Day Centers* (\$5)

\$859 Total Cost (includes textbook fee)

Section A010 7:00 pm - 9:30 pm  
ACE Online M W, January 4-March 22  
Hijar, instructor



### **International Business Travel | Course BE01460**

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

\$79 Total Cost

**Section A010** 10:00 am - 12:30 pm  
ACE Online Sa, March 6-March 13  
Tiffanie Kendrick, MBA, instructor

### **Landlording | Course BE01186**

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

\$109 Total Cost

**Section A010** 6:30 pm - 9:00 pm  
ACE Online Th, January 14  
Kathleen McDermott, JD, instructor

### **Small Business Legal Primer | Course BE01880**

Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you are paid.

2 sessions @ 3 hrs.

\$165 Total Cost

**Section A010** 6:00 pm - 8:00 pm  
ACE Online Tu, February 23-March 9  
Kathleen McDermott, JD, instructor

### **Starting Your Own Business | Course BE01896**

Thousands start businesses every day. Success involves planning, maneuvering through bureaucratic hurdles, and finding customers. Learn how to be your own boss, set up your business operations, develop a marketing plan, and plan for growth. 3 sessions @ 2 hrs each.

\$139 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online M W, January 4-January 6  
Karlene Sinclair-Robinson, instructor

## **LEADERSHIP AND MANAGEMENT**

### **Essential Leadership Skills for Human Resource Practices | Course BE01513**

Employees are an organizations most valuable resource. Supervisors are responsible for effectively addressing various issues affecting their employees. This course will discuss the essential skills supervisors need to address employee performance and personnel actions. 2 session @ 2 hrs each.

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu, February 23-March 2  
Staff, instructor





### **Building the HR Organization Structure | Course BE01401**

Study what constitutes the organization structure, how managers and employees can build an organization to function effectively, and how human resource management fits into this picture. Particular attention is paid to building positions, the essential building block for an effective human resource management program. 4 sessions @ 3 hrs each.

\$ 5 Text: *Building the Organizational Structure*

\$234 Total Cost (includes textbook fee)

**Section A010** 6:00 pm - 9:00 pm  
ACE Online M W, February 1-February 10  
Gina Lynch, MA, MS, instructor

### **Exercising Managerial Control | Course BE01515**

The management functions of planning and controlling are closely related. 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. 2 session @ 2hrs each.1

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu Th, March 16-March 18  
Sally Silberman, MBA, ACC, BCC, instructor

### **Fundamentals of Managerial Planning | Course BE01511**

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. 2 session @ 2 hrs each.

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu Th, January 26-January 28  
Sally Silberman, MBA, ACC, BCC, instructor

### **HR Management in the Equal Opportunity Environment | Course BE01406**

This course addresses how to manage employees through frequent and obvious obstacles and pitfalls in carrying out EEO program requirements. It provides an in-depth study of how managers and supervisors can knowingly build a strong organization while implementing anti-discrimination policies required by Federal law. 6 sessions @ 2 hrs each.

\$ 5 Text: *HR Management in the Equal Opportunity Environment*

\$234 Total Cost (includes textbook fee)

**Section A010** 6:00 pm - 8:00 pm  
ACE Online Tu Th, February 2-February 18  
Lopes Matthews, instructor

### **HR Organizational Downsizing | Course BE01404**

In-depth study of the downsizing process, how managers can proceed successfully through each step of the process, and while caring for each employee as far as possible, develop a strong, forward-looking organization prepared for future challenges.

Bring laptop to class. 4 sessions @ 3 hrs each.

\$5 Text: *HR Organizational Downsizing*

\$259 Total Cost (includes textbook fee)

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Tu Th, March 2-March 11  
Lopes Matthews, 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.

\$5 Text: *Recruiting and Placing Employees*

\$239 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online M W, February 22-March 3  
Gina Lynch, MA, MS, instructor

## HR Training the Workforce | Course BE01403

This course 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.

\$5 Text: *Training the Workforce*

\$259 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online M W, January 18-January 27  
Gina Lynch, MA, MS, instructor

## Human Resources 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.

\$239 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online M W, March 15-March 24  
Gina Lynch, MA, MS, instructor

## Human Resources Management Fundamentals | Course BE01400

Study what constitutes human resources management and why is it essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations. This course will be offered online 6 sessions at 2 hrs. each.

\$5 Text: *Human Resources Management Fundamentals*

\$259 Total Cost (includes textbook fee)

Section A010 6:00 pm - 8:00 pm  
ACE Online Tu Th, January 5-January 21  
Lopes Matthews, instructor

## Introduction to Project Management | Course BE01204

Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. 4 sessions @ 3 hrs each.

\$289 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online Th, January 7-January 28  
Melson Martis, MBA, PMP, CSM, instructor



### **Leading for Maximum Results | Course BE01514**

This course increases awareness and builds leadership competencies, so you can lead and manage others to produce maximum results. The class is highly interactive with experiential activities that include skill practices using real-life workplace case studies and facilitated group discussions.

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu Th, March 2-March 4  
Staff, instructor

### **Maintaining a Positive Work Environment | Course BE01407**

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

\$ 5 Text: *Maintain a Positive Work Environment*  
\$234 Total Cost (includes textbook fee)

**Section A010** 6:00 pm - 9:00 pm  
ACE Online M W, January 4-January 13  
Gina Lynch, MA, MS, instructor

### **Successful Delegation: Achieving Results Through Others | Course BE01512**

Learn the concepts of responsibility, authority, and accountability; 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.

3 session @ 2 hrs each.

\$149 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu Th, February 9-February 13  
Sally Silberman, MBA, ACC, BCC, instructor

### **What Management Is, What Managers Do | Course BE01510**

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. 2 sessions @ 2 hrs.

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu Th, January 12-January 14  
Sally Silberman, MBA, ACC, BCC, instructor

## **NONPROFIT**

### **Event Planning | Course BE01886**

Make your company or life event a memorable, affordable, and smoothly executed experience. Learn tricks of the trade on picking the right type of event or activity, location, food, decorations, invitations, entertainment, and cleanup procedures.

Leave with a plan for a memorable event. 1 session @ 2 hrs.

\$89 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 7  
Lynn O'Connell, MA, instructor

### **Grant Writing | Course BE01915**

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

\$121 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 21-January 28  
Lynn O'Connell, MA, instructor



### **Project Management for Nonprofits | Course BE01209**

Learn the basic project management principles for success and details the five processes that make up the PM Life Cycle. Acquire the strategies for communication with stakeholders, cost management, and human resource management. This course will be offered online 3 sessions at 2 hrs. each.

\$169 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Th, February 18-February 25  
Melson Martis, MBA, PMP, CSM, instructor

### **Starting a Nonprofit Organization | Course BE01871**

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

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online M W, February 15-February 22  
Lynn O'Connell, MA, 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.

\$89 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online M, January 25  
Lynn O'Connell, MA, instructor

### **Successful Fundraising | Course BE01913**

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

\$119 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online M, March 8-March 15  
Lynn O'Connell, MA, instructor

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

Discover the five initial steps to effective recruitment! Finish with strategies to make the experience for your volunteers memorable. 1 session @ 2 hrs.

\$89 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online M, February 1  
Lynn O'Connell, MA, instructor





## PERSONAL FINANCE

### Baby Boomer Retirement Planning | Course BE01152

This course prepares students for the real risks, faulty assumptions, and the guardrails they can install in their retirement planning. This is an academic, compressed presentation to fit our busy lives, that you might find as enjoyable as it is valuable. 2 sessions @ 2 hours each.

\$97 Total Cost

Section A010 6:00 pm - 9:30 pm  
ACE Online Tu Th, January 26-January 28  
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 a 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.

\$59 Total Cost

Section A010 7:00 pm - 8:30 pm  
ACE Online Tu, April 20  
James Steele, MBA, IAR, instructor

### The Four Secrets for Building Your Personal Wealth | Course BE01102

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

\$109 Total Cost

Section A010 6:00 pm - 8:00 pm  
ACE Online Tu Th, February 23-March 2  
Evangeline Harris, MA, instructor

## SOCIAL MEDIA

### Social Media Networking | Course BE01387

Are you behind the social media curve? Learn do's and don'ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. 1 session @ 3 h

\$209 Total Cost

Section A010 6:00 pm - 9:00 pm  
ACE Online M W, March 15-March 17  
Karlene Sinclair-Robinson, instructor



# Information Technology

## COMPUTER BASICS

### Basic PC Maintenance | Course CT02465

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

Section A010 10:00 am - 12:30 pm  
ACE Online Sa, January 2-January 23  
Bryan Carvajal, instructor

Section A011 10:00 am - 12:30 pm  
ACE Online Sa, March 6-March 27  
Bryan Carvajal, instructor

### NEW

### Keyboarding | Course CT01417

No more pecking for keys! Learn the proper posture and home – key finger position at the work station. Improve your keyboarding speed and accuracy while learning proper keystroke and touch technique. 9 sessions @ 2 hrs each.  
\$5 Text: *PC Basics Keyboarding*  
\$164 Total Cost (includes textbook fee)

Section A010 1:00 pm - 3:00 pm  
ACE Online M W, January 4-February 1  
Susan Kenney, MS, instructor

### PC Basics | Course CT01416

PC Basics focuses on understanding various computer terms, learning the functions of numerous hardware components and software applications, navigating and controlling the Windows operating system environment, and conducting searches and safely navigating within an Internet browser. 4 sessions of 2 hrs each.  
\$5 Text: *Personal Computer Basics*  
\$119 Total Cost (includes textbook fee)

Section A010 7:00 pm - 9:00 pm  
ACE Online W, January 13-February 3  
Dr. Majid Imany, instructor

### Windows 10 - File Management | Course CT01402

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

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu, February 23  
Ricardo Bahr, instructor

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

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

Section A010 2:00 pm - 3:30 pm  
ACE Online Th F, March 4-March 5  
Mary Ann Smith, MOS, instructor



## GRAPHICS AND DESIGN

### Adobe Illustrator Workshop | Course CT02160

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

\$159 Total Cost

**Section A010** 12:00 pm - 2:00 pm  
ACE Online W Th F, February 3-February 5  
Mary Ann Smith, MOS, instructor

### Graphics for the Web | Course CT01550

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

\$254 Total Cost

**Section A010** 9:00 am - 12:00 pm  
ACE Online Sa, February 27-March 20  
Dr. Majid Imany, instructor

### InDesign Workshop 101: Introduction | Course CT02140

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

\$159 Total Cost

**Section A010** 2:00 pm - 4:00 pm  
ACE Online Tu Th, January 12-January 19  
Mary Ann Smith, MOS, instructor

## OFFICE PRODUCTIVITY

### MS Word - Basics | Course CT01342

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

\$27 Text: *MS Word 2013: Part 1*

\$306 Total Cost (includes textbook fee)

**Section A010** 1:00 pm - 3:00 pm  
ACE Online Tu Th, February 9-February 25  
Susan Kenney, MS, instructor

### MS Word - Intermediate | Course CT01344

This course will help you go beyond the basics of word processing to enhance your Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats, and graphics. It will also help you create your own Microsoft Word efficiency tools to produce attractive and effective documents with less time and effort than you have ever needed before. 4 sessions @ 3 hrs each.

Prereq: CT01342 MS Word - Basics

\$27 Text: *MS Word 2013: Part 2*

\$320 Total Cost (includes textbook fee)

**Section A010** 1:00 pm - 4:00 pm  
ACE Online M W, March 1-March 10  
Susan Kenney, MS, instructor

### MS Word: Controlling Alignment Using Indents and Ruler | Course CT02056

Properly align paragraphs and images using margins and indents. Use the ruler markings to adjust paragraph alignment and set tabs. Students must be computer savvy and have basic knowledge of Word. 1 session @t 1hr.

\$49 Total Cost

**Section A010** 10:00 am - 11:00 am  
ACE Online Th, March 4  
Mary Ann Smith, MOS, instructor



### **MS Word: Use Borders in Word | Course CT02051**

Make your documents more attractive, organized, and easy to read! Learn to emphasize text by adding borders to pages, words and paragraphs. Students must be computer savvy and have basic knowledge of Word. 1 session at 1hr.

\$49 Total Cost

Section A010 1:00 pm - 2:00 pm  
ACE Online Tu, March 9  
Mary Ann Smith, MOS, 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 email to retrieve that important message you sent or received. Work with others by sharing calendars and contacts.

2 sessions @ 3 hrs each.

Prereq: CT01426 MS Outlook - Basics

\$27 Text: *MS Outlook 2013: Part 2*

\$176 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online F, February 12-February 19  
Wayne Shewmaker, MBA, MOS, instructor

### **MS Excel - Basics | Course CT01441**

New to Excel? Create, edit, modify the appearance of a worksheet and perform calculations by learning the basics of formulas and functions. 4 sessions at 3 hrs each.

\$27 Text: *MS Excel 2013: Part 1*

\$310 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu Th, January 5-January 14  
Wayne Shewmaker, MBA, MOS, instructor

### **MS Excel - Intermediate | Course CT01442**

Improve your Microsoft Excel worksheet capabilities by calculating data with advanced formulas and specialized functions. Analyze data with text, 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. 5 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel - Basics

\$27 Text: *MS Excel 2013: Part 2*

\$380 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu Th, March 4-March 18  
Wayne Shewmaker, MBA, MOS, instructor

### **MS Excel - Advanced | Course CT01445**

Analyze data with Logical, Combined, and Conditional functions. Analyze data by applying trendlines, sparklines, and performing a What-If Analysis and a Statistical Analysis with the Analysis Toolpak. Consolidate and export Excel data from other applications. 5 sessions @ 3 hrs each.

Prereq: CT01442 MS Excel - Intermediate

\$27 Text: *MS Excel 2013: Part 3*

\$390 Total Cost (includes textbook fee)

Section A010 6:00 pm - 9:00 pm  
ACE Online Tu Th, March 23-April 6  
Wayne Shewmaker, MBA, MOS, instructor





### **MS Excel: VLookup Functions | Course CT02058**

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

\$49 Total Cost

**Section A010** 11:00 am - 12:00 pm  
ACE Online Tu, March 9  
Mary Ann Smith, MOS, instructor

### **MS Excel: Count Functions | Course CT02055**

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

\$49 Total Cost

**Section A010** 10:00 am - 11:00 am  
ACE Online F, March 5  
Mary Ann Smith, MOS, instructor

### **MS EXCEL: How to Mail Merge | Course CT02054**

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

\$49 Total Cost

**Section A010** 6:00 pm - 7:00 pm  
ACE Online F, January 15  
Wayne Shewmaker, MBA, MOS, instructor

**Section A011** 6:00 pm - 7:00 pm  
ACE Online F, March 26  
Wayne Shewmaker, MBA, MOS, instructor

### **MS EXCEL: IF functions | Course CT02052**

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

\$49 Total Cost

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

### **Mastering Pivot Tables and Macros | Course CT01586**

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

Prereq: CT01441 MS Excel - Basics

\$159 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Tu Th, January 26-January 28  
Wayne Shewmaker, MBA, MOS, instructor

### **Excel Formulas and Functions | Course CT01444**

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

\$139 Total Cost

**Section A010** 10:00 am - 11:30 am  
ACE Online Th F, February 4-February 5  
Mary Ann Smith, MOS, instructor



## MS PowerPoint - Basics | Course CT01459

Learn to create presentations from start to finish! Custom your presentation including text, images, shapes, charts, tables, and animation. Prerequisite: Basic experience with Windows. 3 sessions at 2 hrs. each.

Prereq: CT01416 PC Basics

\$27 Text: *MS PowerPoint 2013: Part 1*

\$180 Total Cost (includes textbook fee)

Section A010 10:00 am - 12:00 pm

ACE Online Tu, January 12-January 26

Mary Ann Smith, MOS, instructor

## MS PowerPoint: Master Pages | Course CT02057

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

\$49 Total Cost

Section A010 1:00 pm - 2:00 pm

ACE Online Tu, January 26

Mary Ann Smith, MOS, instructor

## Microsoft Office Proficiency Workshop | Course CT01285

Use MS Office Suite 2013 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MSO exams.

Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.

\$493 Total Cost

Section A010 6:00 pm - 9:00 pm

ACE Online Tu Th, February 4-March 2

Wayne Shewmaker, MBA, MOS, instructor

### NEW

## Google Docs | Course CT01900

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

\$155 Total Cost

Section A010 5:00 pm - 7:00 pm

ACE Online W Th F, February 3-February 5

Mary Ann Smith, MOS, instructor

### NEW

## Google Sheets | Course CT01901

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

\$155 Total Cost

Section A010 5:00 pm - 7:00 pm

ACE Online Tu W Th, February 9-February 11

Mary Ann Smith, MOS, instructor

### NEW

## Google Slides | Course CT01902

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

\$155 Total Cost

Section A010 5:00 pm - 7:00 pm

ACE Online Tu W Th, March 9-March 11

Mary Ann Smith, MOS, instructor



## PROGRAMMING

### Concepts of Programming | Course CT01492

Learn basic concepts and problem solving techniques used in most programming language. 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.

\$395 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online M W, January 4-January 20  
Susan Brun, instructor

**Section A011** 6:00 pm - 9:00 pm  
ACE Online M W, March 15-March 31  
Susan Brun, instructor

### Introduction to Programming Using Python | Course CT02403

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

\$354 Total Cost

**Section A010** 9:00 am - 1:00 pm  
ACE Online Sa, January 9-January 30  
Arshad, instructor

### NEW

### Python Beyond The Basics | Course CT02404

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

\$354 Total Cost

**Section A010** 9:00 am - 1:00 pm  
ACE Online Sa, February 13-March 6  
Arshad, instructor

### Agile Software Project Management with Scrum | Course CT01693

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 Total Cost

**Section A010** 6:00 pm - 9:00 pm  
ACE Online Th, February 4-February 11  
Melson Martis, MBA, PMP, CSM, instructor



## WEB DESIGN AND DEVELOPMENT

### Create Your Own Small Business Website | Course CT01545

Promote your small business and create a professional looking website using content management and publishing platforms. 4 sessions at 3 hrs each.

Prereq: CT01416 PC Basics

\$254 Total Cost

Section A010 9:00 am - 12:00 pm  
ACE Online Sa, January 30-February 20  
Dr. Majid Imany, instructor

### HTML 1 - Your First Website | Course CT01525

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

\$239 Total Cost

Section A010 7:00 pm - 10:00 pm  
ACE Online Tu Th, January 5-January 12  
Dr. Majid Imany, instructor

### HTML 2 - Enhancing Your Website | Course CT01526

Learn how to enter, organize information into tables and add a better browsing experience to your site with navigation bars, colors, and borders. 3 sessions at 3 hrs. each.

Prereq: CT01525 HTML 1 - Your First Website

\$229 Total Cost

Section A010 7:00 pm - 10:00 pm  
ACE Online Tu Th, January 19-January 26  
Dr. Majid Imany, instructor

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

In the last installment of the HTML series, you learn to create better, clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. 3 sessions at 3 hrs each.

Prereq: CT01526 HTML 2 - Enhancing Your Website

\$229 Total Cost

Section A010 7:00 pm - 10:00 pm  
ACE Online M W, February 1-February 8  
Dr. Majid Imany, instructor

### HTML5 for Mobile Websites and Devices | Course CT01530

Learn all the features of HTML5, the new web standard for mobile web sites and devices (iPhone, iPad, Android), including a rich set of multimedia options: audio, video, and 2D drawing. All modern browsers on desktops and mobile devices support HTML5. Recommended text: Programming the Mobile Web ISBN-10: 1449334970; ISBN-13 978-1449334970; Edition: Second Edition. 6 sessions @ 3 hrs each.

Prereq: CT01525 HTML 1 - Your First Website

Prereq: CT01531 JavaScript: Building Interactive Websites

\$354 Total Cost

Section A010 7:00 pm - 10:00 pm  
ACE Online M W, February 15-March 3  
Dr. Majid Imany, instructor





## JavaScript: Building Interactive Websites | 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 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 Concepts of Programming

Prereq: CT01525 HTML 1 - Your First Website

\$349 Total Cost

[Section A010](#) 6:00 pm - 9:00 pm  
ACE Online M W, February 8-February 24  
Susan Brun, instructor

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

CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables the creation of easily maintainable websites. 3 sessions at 3 hrs. each.

Prereq: CT01525 HTML 1 - Your First Website

\$215 Total Cost

[Section A010](#) 7:00 pm - 10:00 pm  
ACE Online Tu Th, February 16-February 23  
Dr. Majid Imany, instructor

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

Fully master this simple language to create clean web layouts and maintain the look of your site with ease. 4 sessions at 3 hrs. each.

Prereq: CT01541 Web Design with Cascading Style Sheets 1

\$254 Total Cost

[Section A010](#) 7:00 pm - 10:00 pm  
ACE Online Tu Th, March 2-March 11  
Dr. Majid Imany, instructor



# Healthcare and Dental

## CPR AND FIRST AID

### CPR Skills Evaluation and Check Off | Course HM01699

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

Meets requirements for:

- HM01625 Heartsaver First Aid CPR AED
- HM01695 Heartsaver CPR & AED - Adult, Child, Infant
- HM01796 Pediatric CPR and First Aid

\$99 Total Cost

**Section A100** 10:00 am - 12:00 pm  
Pimmit Hills Ctr Sa, January 9  
Couillard, instructor

**Section A101** 7:00 pm - 9:00 pm  
Plum Center Tu, January 19  
Stevens, instructor

**Section A102** 10:00 am - 12:00 pm  
Pimmit Hills Ctr Sa, January 30  
Pellerin-Schaaf, instructor

**Section A103** 6:30 pm - 8:30 pm  
Plum Center Th, February 11  
Lorena Williams, APRN-BC, instructor

**Section A104** 10:00 am - 12:00 pm  
Pimmit Hills Ctr Sa, February 20  
Perez, instructor

**Section A105** 7:00 pm - 9:00 pm  
Plum Center Tu, March 2  
Mikhalevsky, instructor

**Section A106** 9:30 am - 11:30 am  
Plum Center Th, March 18  
Tartt, instructor

**Section A107** 10:00 am - 12:00 pm  
Pimmit Hills Ctr Sa, March 27  
Couillard, instructor



## Heartcode BLS | Course HM01879

Blended learning for Basic Life Support (for Healthcare Providers). Must have completed on-line course through American Heart Association and present certificate for Heartcode BLS.

\$99 Total Cost

**Section A010** 6:30 pm - 9:30 pm  
Plum Center Th, January 14  
Henry, instructor

**Section A011** 6:30 pm - 9:30 pm  
Plum Center Tu, February 2  
Evans, instructor

**Section A012** 6:30 pm - 9:30 pm  
Pimmit Hills Ctr W, February 24  
Tartt, instructor

**Section A013** 6:30 pm - 9:30 pm  
Plum Center Th, March 11  
Atkins, instructor

**Section A014** 6:30 pm - 9:30 pm  
Pimmit Hills Ctr W, April 7  
Tartt, instructor

## MEDICAL

### Medical Terminology With Anatomy—Part 1 | Course HM01600

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

Advanced English skills recommended.

\$461 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online W, January 27-March 31  
Cossio, instructor

### Medical Terminology With Anatomy—Part 2 | Course HM01601

Continue building medical vocabulary. (Same textbook as Part 1.)

Prereq: HM01600 Medical Terminology With Anatomy—Part 1

\$349 Total Cost

**Section A010** 9:00 am - 11:00 am  
ACE Online Sa, February 27 9-May 1  
Unood, instructor

**Section A011** 9:00 am - 11:00 am  
ACE Online Tu, January 12-March 16  
Cossio, instructor



### **Pharmacy Technician Placement Test | Course HM01607**

Placement test for entering the Pharmacy Technician program. This test must be passed before registering for this course. Basic skills in reading, writing and math will be tested. Proficiency in English is required. Test offered online. Email [healthmed@fcps.edu](mailto:healthmed@fcps.edu) to schedule.  
\$35 Total Cost

### **Pharmacy Technician Program | Course HM01659**

Training provides critical concepts to include medical terminology, common drugs and medical conditions, medication safety, pharmacy math, prescription ordering, processing and preparation. Includes hands-on experience with pharmacy software. Externship optional. Placement test required. Email [healthmed@fcps.edu](mailto:healthmed@fcps.edu) for details. Taught by clinical pharmacist.  
\$2199 Total Cost

Section B010 9:00 am - 1:00 pm  
ACE Online Tu, January 26-April 8  
Pittman, instructor

### **EKG Interpretation | Course HM01614**

Learn 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. Successful completion qualifies student for NHA Certified EKG Technician (CET) exam. Exam voucher included.  
\$995 Total Cost

Section B010 12:00 pm - 3:00 pm  
ACE Online Sa, March 6-May 22  
Hernandez, instructor

### **Phlebotomy Training Program | Course HM01617**

Perform venipunctures competently and safely. Includes terminology, collection and transport procedures, hands-on laboratory practice. Students are eligible for national certification exam at completion of course. Current vaccine documentation due first week of class. Minimum age for this class is 18.

**COMING SOON!**

### **Administrative Medical Office Procedures | Course HM01620**

Comprehensive online course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Hands-on practice on web-based simulated medical office electronic health record.  
\$765 Total Cost

Section A010 7:00 pm - 9:00 pm  
ACE Online Th, January 28-May 20  
Macon, instructor

### **Emergency Medical Technician—Basic | Course HM01655**

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

Section X010 6:00 pm - 10:00 pm  
Pimmit Hills Ctr M W, January 6-March 20  
Mercer instructor





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

Placement exam for entering the CNA program (course HM01780). This class must be passed prior to registering for HM01780. Basic skills in reading and writing will be tested. Proficiency in English required. Tests are offered online. Please contact [healthmed@fcps.edu](mailto:healthmed@fcps.edu) to schedule the test.  
\$35 Total Cost

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

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

Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test  
\$1299 Total Cost

**Section F010** 8:30 am - 4:30 pm  
Plum Center M W F, January 25-March 1  
Albert, instructor

**Section F011** 8:30 am - 4:30 pm  
Plum Center M W F, March 15-April 23  
Albert, instructor

### **Certified Nurse Aide (CNA) Exam Prep | Course HM01781**

Reviews skills needed for CNA licensure exam. Includes 8 hours of review and 8 hours of skills testing. Must have completed a Virginia approved CNA program. 2 sessions @ 8 hrs each.  
\$399 Total Cost

**Section F010** 8:30 am - 4:30 pm  
Plum Center Tu Th, January 19-January 21  
Albert, instructor

**Section F011** 8:30 am - 4:30 pm  
Plum Center Tu Th, March 16-March 18  
Albert, instructor

### **NEW**

### **Soft Skills for Success | Course HM01773**

Learn how communication, teamwork, adaptability, emotional intelligence and other soft skills will help you in your current or future employment. Include specific soft skills in your resume and demonstrate them in your interview!  
Email [healthmed@fcps.edu](mailto:healthmed@fcps.edu) to choose start dates and activate class. Online and Self-Paced  
\$99 Total Cost



## MEDICAL INSURANCE

### Medical Billing and Coding—Comprehensive | Course HM01950

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

\$2679 Total Cost

**Section A010** 7:00 pm - 10:00 pm  
ACE Online Tu Th, January 12-March 23  
Crudup, instructor

**Section A011** 7:00 pm - 10:00 pm  
ACE Online M, F February 26-May 7  
Perez, instructor

## DENTAL

### Dental Assistant Comprehensive | Course HM01647

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

\$2999 Total Cost

**Section F010** 9:00 am - 3:00 pm  
Plum Center F, February 19-July 16  
Vejar-Rodriguez, instructor

### Dental Office Administration Basics | Course HM01645

Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance.

\$408 Total Cost

**Section A010** 10:00 am - 12:00 pm  
ACE Online Sa, January 23-March 27  
Julia Johanning, instructor



# Veterinary Studies and Pet Care

## VETERINARY STUDIES

### **Veterinary Terminology and Anatomy | Course HM01980**

Basic terms used in animal hospitals amongst veterinary assistants, technicians, and doctors. Wonderful introduction into the veterinary medical field. No prerequisites.

\$449 Total Cost

**Section A010**      10:00 am - 11:00 am  
ACE Online      Tu, January 19-March 9  
Lanie Samonte Martin, AAS, LVT, BA, instructor

### **Veterinary Parasitology, Hematology, and Wet Lab | Course HM01981**

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

\$289 Total Cost

**Section B010**      7:00 pm - 8:00 pm  
ACE Online      W, January 13-February 24  
Lanie Samonte Martin, AAS, LVT, BA, instructor

### **Veterinary Preventive Medicine for Dogs and Cats | Course HM01982**

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

\$399 Total Cost

**Section A010**      7:00 pm - 8:00 pm  
ACE Online      W, March 3-April 14  
Lanie Samonte Martin, AAS, LVT, BA, instructor



# Apprenticeship & Trades

## ASSORTED TRADES - PRO-SERIES

### 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. (handtools required) 5 sessions @ 3 hrs each.

\$63 Text: *Troubleshooting and Repairing Major Appliances*

\$328 Total Cost (includes textbook fee)

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr Tu, February 23-March 23  
Williams, instructor

### Drywall, Painting, and Waterproofing Workshop | Course TI05581

Hang, tape joints, finish new, and repair damaged drywall. 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.

\$ 9 Text: *Step By Step Guide to Room Finishing*

\$290 Total Cost (includes textbook fee)

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr Tu, January 12-February 9  
Godfrey, instructor

## NEW

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

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

\$159 Total Cost

Section A010 6:30 pm - 9:30 pm  
ACE Online W, February 10-February 17  
Bookfor, instructor

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

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

\$230 Total Cost

Section A010 6:30 pm - 9:30 pm  
ACE Online W, January 13-January 27  
Bookfor, instructor

Section A011 6:30 pm - 9:30 pm  
ACE Online W, March 3-March 17  
Bookfor, instructor



### Home Inspector Prelicensing Course | Course TI05354

DPOR approved, meets Virginia Board for Asbestos, Lead, and Home Inspectors, home inspector pre-licensing Virginia Core course requirement of 35 hours plus one hour of “how to pass your test” and general test-taking skills for all test takers. This is a comprehensive course in residential construction for people that want to learn how to read code books and obtain a working knowledge of residential construction, all trades, interior, and exterior. Applicable for people not necessarily interested in obtaining a license. No late entry. 12 sessions @ 3 hrs each.

\$499 Total Cost

**Section A010** 6:30 pm - 9:30 pm  
ACE Online M, January 11-March 29  
Bookfor, instructor

### Nuts and Bolts of PMT Careers | Course TI05583

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field.

1 session @ 3 hrs. <https://bit.ly/3iyhWOF>

\$104 Total Cost

**Section A010** 6:30 pm - 9:30 pm  
ACE Online Th, February 18  
Degges, instructor

### Obtaining VA Trade and Contractor's Licenses | Course TI05350

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

\$59 Total Cost

**Section A010** 6:30 pm - 9:30 pm  
ACE Online W, February 3  
Bookfor, instructor

**Section A011** 5:30 pm - 8:30 pm  
ACE Online W, April 28  
Bookfor, instructor

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

Become eligible to obtain any contractors' license. Those applying for an initial contractor's license (Class A, B or C) in Virginia must complete an 8-hour business class approved by DPOR. This class fulfills that requirement. Note: All contractors must have a specialty and all specialties require a DPOR exam. You must bring a government issued ID to class.

See enclosure! Course TI05351 should also be taken, 1 session @ 8 hrs.

\$220 Total Cost

**Section A010** 8:00 am - 4:00 pm  
ACE Online Sa, February 20  
Chestnut, instructor



## ELECTRICAL

### Electrical License Exam Prep | Course TI05417

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

\$67 Text: *Electrical NEC Exam Preparation 2014*

\$461 Total Cost (includes textbook fee)

Section A010 6:30 pm - 9:30 pm  
ACE Online M, February 8-March 29  
Black, instructor

### Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Student required to purchase tools & textbook separately. 5 sessions @ 3 hrs each.

\$271 Total Cost

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr Tu, March 2-April 6  
Yven, instructor

### Electrician Continuing Education | Course TI05275

Comprehensive review of the 2014 (NEC) changes to fulfill the continuing education requirement for electricians with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. (for PG County Continuing Ed take TI05419)

1 session @ 3 hrs.

\$137 Total Cost

Section A010 8:30 am - 11:30 am  
ACE Online Sa, January 23  
Black, instructor

Section A011 8:30 am - 11:30 am  
ACE Online Sa, February 20  
Black, instructor

Section A012 8:30 am - 11:30 am  
ACE Online Sa, April 17  
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.

\$67 Text: *Electrical NEC Exam Preparation 2014*

\$399 Total Cost (includes textbook fee)

Section A010 8:30 am - 3:30 pm  
ACE Online Sa, March 6-March 13  
Black, instructor



## Gas Fitter

### Gas Fitters Continuing Education | Course TI05278

Comprehensive review of the 2015 International Fuel Gas Code changes to fulfill the continuing ed requirement for gasfitters with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival required. Workbooks will be distributed at class. 1 session @ 3 hrs.

\$44 Text: *2015 International Fuel Gas Code Updates*

\$99 Total Cost (includes textbook fee)

**Section F010** 11:45 am - 12:45 pm

ACE Online Sa, January 23

Fortney, instructor

**Section F011** 11:45 am - 12:45 pm

Pimmit Hills Ctr Sa, February 20

Fortney, instructor

**Section F012** 11:45 am - 12:45 pm

ACE Online Sa, April 17

Fortney, instructor

## HVAC-R

### HVAC-R Continuing Education | Course TI05276

Comprehensive review of the 2015 IMC changes to fulfill the continuing education requirement for HVAC-R/mechanical tech's holding either journeyman or master license in the Commonwealth of Virginia. You are required to bring government issued photo ID to class and provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Workbook is required. 1 session @ 3 hrs.

\$44 Text: *2015 International Mechanical Code Updates*

\$179 Total Cost (includes textbook fee)

**Section F010** 8:30 am - 11:30 am

ACE Online Sa, January 23

Fortney, instructor

**Section F011** 1:00 pm - 4:00 pm

Pimmit Hills Ctr Sa, February 20

Fortney, instructor

**Section F012** 8:30 am - 11:30 am

ACE Online Sa, April 17

Fortney, 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 hrs each.

\$90 Text: *2015 International Mechanical Code*

\$527 Total Cost (includes textbook fee)

**Section A010** 6:30 pm - 9:30 pm

ACE Online Th, January 21-March 18

Fortney, instructor

### Principles of Heating & AC Systems | Course TI05582

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

\$268 Total Cost

**Section F010** 6:30 pm - 9:30 pm

Bryant Ctr Th, January 14-February 11

Degges, instructor



PLUMBING

Plumbers Continuing Education | Course TI05277

Comprehensive review of the 2015 IPC changes to fulfill the continuing ed requirement for plumbers with a VA journeyman or master license. Bring a government issued photo ID to class and provide your trade license number and birth date at registration. On time arrival and purchase of workbook is required. 1 session @ 3 hrs each.

\$44 Text: *2015 International Plumbing Code Updates*  
\$181 Total Cost (includes textbook fee)

Section F010 1:00 pm - 4:00 pm  
ACE Online Sa, January 23  
Fortney, instructor

Section F011 8:30 am - 11:30 am  
Pimmit Hills Ctr Sa, February 20  
Fortney, instructor

Section F012 1:00 pm - 4:00 pm  
ACE Online Sa, April 17  
Fortney, instructor

Plumbing Workshop: Maintenance and Repair | Course TI05590

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

\$19 Text: *Ultimate Plumbing Guide, 4th ed*  
\$315 Total Cost (includes textbook fee)

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr W, February 17-March 17  
Staff, instructor



# Apprenticeship

## 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. Please see list of textbooks students should purchase from preferred online retailer on receipt.

\$30 Text: *FCPS Electricity 1 Workbook*

\$1075 Total Cost (includes textbook fee)

**Section F010** 6:30 pm - 9:30 pm  
Pimmit Hills Ctr M W, January 13-May 19  
Yven, instructor

**Section A011** 6:30 pm - 9:30 pm  
ACE Online Tu Th, January 14-May 4  
Staff, instructor

## 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. 150 program hours. See the list of textbooks on your receipt to purchase.

\$30 Text: *FCPS HVAC-R Workbook*

\$1433 Total Cost (includes textbook fee)

**Section A011** 6:30 pm - 9:30 pm  
ACE Online Tu Th, January 21-May 11  
Staff, instructor

**Section F010** 6:30 pm - 9:30 pm  
Plum Center M W, January 27-May 26  
Staff, instructor

## PLUMBING

### Plumbing 1—Introduction to Professional Plumbing | Course AP08100

Basic plumbing tools and terminology; pipes and fittings; joining pipes and fittings of all types, spigots; soldering and brazing; trade math; and safety. An 8-week, hands-on lab that requires you to provide your own helper's tools and have math competency, are both required. The lab and math competency exam are scheduled by your instructor. Students are required to order textbooks from an online retailer of their choice - see your receipt for the book list.

\$30 Text: *FCPS Plumbing 1 Workbook*

\$1339 Total Cost (includes textbook fee)

**Section F010** 6:30 pm - 9:30 pm  
Pimmit Hills Ctr M W, January 13-May 19  
Staff, instructor

**Section A011** 6:30 pm - 9:30 pm  
ACE Online Tu Th, January 14-May 4  
Staff, instructor





## ASSORTED TRADES—DO IT YOURSELF

### Bathroom Remodeling Workshop | Course TI05179

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

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr W, January 13-March 24  
Abdou, instructor

### Beginner's Guide to Drywalling | Course TI05208

Through lecture, board diagrams, and hands-on practice with models, students learn how-to tips and techniques for installing drywall; repairing cracks, nail pops, and feathering; covering stains; and painting. Students will also learn how to control that annoying drywall dust. 1 session @ 4.5 hrs.  
\$145 Total Cost

Section F010 8:30 am - 1:00 pm  
Pimmit Hills Ctr Sa, April 17  
Godfrey, instructor

### Beginner's Guide to Plumbing | Course TI05206

Using a combination of lecture, board diagrams, and limited hands-on practice with models, students will learn the tools and techniques to perform simple repairs and maintenance to home plumbing systems. Topics include: "P" traps, sink strainers, shut-off valves, supply tubes, garbage disposals, and connecting and soldering pipe. See also TI05190 1 session @ 4.5 hrs.  
\$149 Total Cost

Section F010 8:30 am - 1:00 pm  
Pimmit Hills Ctr Sa, April 17  
Sickels, instructor

### Do-It-Yourself Plumbing | Course TI05190

The basics of your plumbing system including the repairs and maintenance that you can do featuring faucets, valves, toilets, and clogged drains. See class TI05206 if you are an experienced DIY'er and only need pointers. This class is designed to give more details with more time with hands on activities. 3 sessions @ 3 hrs each.  
\$19 Text: *Ultimate Plumbing Guide, 4th ed*  
\$199 Total Cost (includes textbook fee)

Section F010 6:30 pm - 9:30 pm  
Pimmit Hills Ctr M, March 8-March 22  
Kabiri, instructor

### Permitting that Project | Course TI05186

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

Section A010 6:30 pm - 9:30 pm  
ACE Online W, February 10  
Bookfor, instructor

Section A011 6:30 pm - 9:30 pm  
ACE Online M, April 12  
Bookfor, instructor



## Residential Electricity- The Basics | Course TI05199

Become familiar with electrical supplies and equipment (wires, boxes, outlets, switches, and breakers); stripping and connecting wire (terminals, wire nut, and splicing). See enclosure online or on receipt for tool list. 2 sessions @ 4.5 hrs each.  
\$295 Total Cost

**Section F010** 8:30 am - 1:00 pm  
Pimmit Hills Ctr Sa, January 23-January 30  
Sickels, instructor

## Selecting a Contractor | Course TI05147

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

**Section A010** 8:30 am - 11:30 am  
ACE Online Sa, February 6  
Bookfor, instructor

## What Do I Need for My Project? | Course TI05187

Deciding on appliances/fixtures, plans, budgeting and materials needed can be daunting. Poor planning costs you both time and money. Each attendee will discuss their specific projects then our experienced instructor will discuss key items to consider when planning your project and make recommendations and provide resources to take your project to completion. 1 session @ 3hrs.  
\$59 Total Cost

**Section A011** 1:30 pm - 4:30 pm  
ACE Online Sa, April 24  
Bookfor, instructor

## NEW

## Why Call a Professional When You Can Fix it Yourself? | Course TI05171

Why call a professional when you can just fix it yourself? Most repairs you do yourself will cost less than hiring a professional even if you include the cost of speciality tools. Our instructor has many years of home repair experience and is happy to share tips and tricks for easy fixes. Washer water issues; garbage disposals; Dryer vents, broken switches and receptacles. 1 session 3 hours each.  
\$69 Total Cost

**Section A010** 8:30 am - 11:30 am  
ACE Online Sa, February 20  
Bookfor, instructor

**Section A011** 8:30 am - 11:30 am  
ACE Online Sa, April 17  
Bookfor, instructor



# Adult Enrichment

## BAKING AND PASTRY ARTS

**NEW**

### **German Pastry Classic: Strudel | Course HI03962**

Strudel is a German pastry classic. Strudel, like several other German pastries originally comes from Austria and it is one of those treats that most people think of with awe, reverence, and trepidation - at least when it comes to making it from scratch. In this class you will learn how to prepare the dough and how to stretch it into a large, paper thin rectangle to be filled with a variety of fillings from sweet to savory. 1 session @ 3 hours.

\$75 Total Cost

**Section A010** 10:00 am - 1:00 pm  
ACE Online Sa, March 20  
Hofstetter, instructor

**NEW**

### **German Pastry Classic: Black Forest Cake | Course HI03860**

Learn how to bake, fill, add decorate the most famous of the German cakes. In this class we will bake the chocolate sponge base from scratch, build a three layer cake with cherry filling and decorate the cake the classic way. Ingredient list will be sent prior to class so you can cook along from home. 1 session @ 3 hours.

\$101 Total Cost

**Section A010** 10:00 am - 1:00 pm  
ACE Online Sa, January 30  
Hofstetter, instructor

## CULINARY ARTS

### **At Home With the Mediterranean Diet | Course HI06016**

Perhaps the world's healthiest diet, the Mediterranean diet is abundant in fruits, vegetables, whole grains, legumes, and olive oil. Find out how to get started eating a Mediterranean diet and how to eat to reap the health benefits of the this wonderful way of life - healthy fats, wholegrains, vegetables, fish, nuts and fruits. 1 session @ 2 hours.

\$51 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online W, February 17  
Perrine, instructor



## NEW

### Keto/Paleo Cooking 101 | Course HI05020

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

\$40 Total Cost

**Section A010** 6:30 pm - 8:00 pm  
ACE Online M, January 4-January 11  
Perrine, instructor

**Section A011** 10:00 am - 11:30 am  
ACE Online Sa, March 13-March 20  
Perrine, instructor

### Meatless Meals | Course HI03810

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

\$39 Total Cost

**Section A010** 6:30 pm - 8:00 pm  
ACE Online Tu, January 26  
Perrine, instructor

### Easy No Bake Pi(e) | Course HI06491

Celebrate Pi Day with Pies! A perfect class for novices or those who want to put together quick and easy desserts. Kids 10+ welcome to register as well. 1 session @ 3 hrs.

\$124 Total Cost

**Section A010** 10:00 am - 1:00 pm  
ACE Online Su, March 14  
Molnar-Grabowski, instructor

## GENEALOGY

### Beginning Genealogical Research in the 21st Century | Course HI04768

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

\$155 Total Cost

**Section A010** 10:00 am - 12:30 pm  
ACE Online Sa, January 9-January 30  
Mason, instructor



**NEW**

### **Finding Female Ancestors | Course HI03072**

Our ancestors did not go through life alone. Our female ancestors lived in the shadows of her male relatives, her father, her husband and her sons. They often created few if any records of their own. Identifying female ancestors often presents a challenge to the genealogist, but it can be done. 1 session @ 2.5 hours

\$70 Total Cost

**Section A010**

7:00 pm - 9:30 pm

ACE Online

M, February 22

Mason, instructor

### **Our Ancestors' FAN Club | Course HI04729**

Our ancestors did not go through life alone. Their FAN club (Family, Acquaintances, Neighbors) must all be examined to understand our ancestors and their lives. This course will use a variety of records, documents, censuses, directories, and maps to find and understand our ancestors' lives. 1 session @ 2.5 hrs.

\$87 Total Cost

**Section A010**

7:00 pm - 9:30 pm

ACE Online

M, February 1-February 8

Mason, instructor

## **PERSONAL AND CREATIVE INTEREST**

### **Interior Design | Course HI02054**

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

\$159 Total Cost

**Section A010**

9:30 am - 12:30 pm

ACE Online

Sa, January 23-February 13

Hubler, instructor

### **Digital Photography Basics | Course HI03783**

Do you want to step up from smartphone and point-and-shoot photography? Do you wonder why a friend's photos always look better than yours? Do you want to better understand the controls on your camera and how to use them to improve your shots? Do you wonder how to push the capabilities of your dSLR or mirrorless camera? This course will cover common features of all these cameras, as well as lenses, storage, and post-processing. It will lay the foundation to add to your digital photographic skills and capture photos under a wider range of conditions. 2 sessions @ 2 hrs each.

\$119 Total Cost

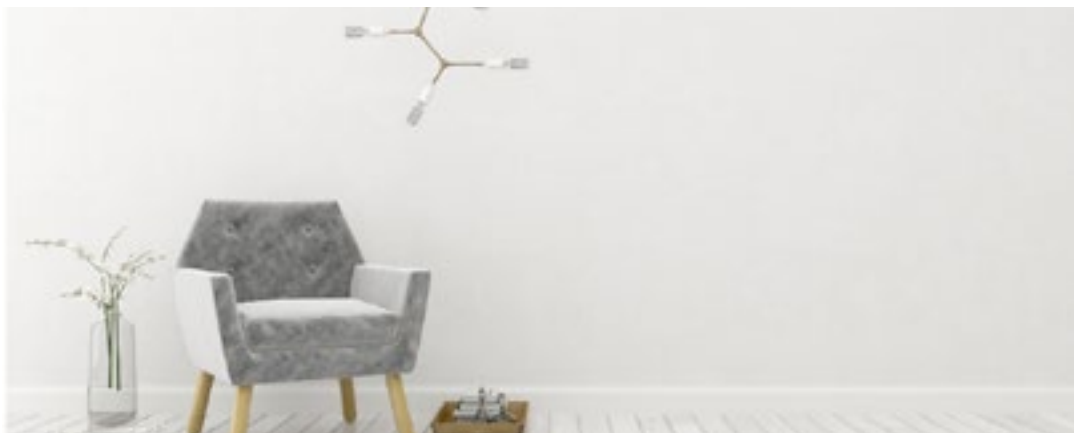
**Section A010**

7:00 pm - 9:00 pm

ACE Online

Tu, January 12-January 19

Kovacs, instructor





**NEW**

### **Cricut Design Space 101 | Course HI05066**

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

\$89 Total Cost

**Section A010**

1:00 pm - 3:00 pm

ACE Online

W, February 17

Uhl, instructor

### **Bridge Made Easy | Course HI03024**

Stimulate your brain and keep your mind active. Learn to play bridge with dynamic presentations and interactive lessons. It's a safe way to have fun, stay connected and make new friends during a pandemic. In 8 weeks, you can play socially with friends or compete in low cost tournaments. Your next adventure begins here. 8 sessions @ 3 hrs each.

\$266 Total Cost

**Section A010**

9:30 am - 12:30 pm

ACE Online

Sa, January 9-February 27

DeAnda, instructor

### **How to Become a YouTube Star | Course HI05115**

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

\$221 Total Cost

**Section A010**

7:00 pm - 9:00 pm

ACE Online

Th, January 21-March 11

Kovacs, instructor



## PERSONAL DEVELOPMENT

### NEW

#### **Alzheimer's and the Other Dementias | Course HI01665**

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

\$95 Total Cost

##### Section A010

6:00 pm - 9:30 pm

ACE Online

Tu, January 12

Vicky Waller-Surash, MS MS ACC CDP, instructor

### NEW

#### **Doubting Your Memory? | Course HI01789**

Worrying more about forgetting things? Worried that you might be developing dementia? Is this more than normal aging? Discover why this may be happening. Learn how the brain works and how brain exercises, learning something new and novel, can improve your cognitive skills. 1 session @ 2.5 hrs

\$79 Total Cost

##### Section A010

9:30 am - 12:30 pm

ACE Online

Th, February 25

Vicky Waller-Surash, MS MS ACC CDP, instructor

#### **Normal Aging | Course HI01944**

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

1 session @ 3 hrs.

\$82 Total Cost

##### Section A010

9:30 am - 12:30 pm

ACE Online

W, February 10

Vicky Waller-Surash, MS MS ACC CDP, instructor

### NEW

#### **Promoting Mental Fitness | Course HI01790**

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

\$59 Total Cost

##### Section A010

9:30 am - 12:30 pm

ACE Online

Th, January 28

Vicky Waller-Surash, MS MS ACC CDP, instructor

#### **Self Care for the Caregiver - The Art of Refueling | Course HI01919**

Wondering how to nurture your own well being while taking care of someone you love or being a service provider? Explore developing the art of refueling with creative self-care approaches. Discover new possibilities for replenishing your energy and serenity and most importantly how to integrate these practices into your day. Let this class be your first step in your own self-care! Ideal for home caregivers, parents, adult children caring for parents and siblings, nurses, doctors, and all medical professionals. You will receive a certificate of completion for use with your employer, school or to acknowledge you have taken a step forward in developing a health promotion mindset and activity. 1 Session @ 3 hrs.

\$65 Total Cost

##### Section A010

10:00 am - 1:00 pm

ACE Online

Sa, January 30

Eileen Caroscio, CSC, RN, MSN, instructor



## The Alphabet Soup of Medicare | Course HI01928

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

\$99 Total Cost

Section A010 7:00 pm - 8:30 pm  
ACE Online Tu, February 23-March 2  
Sharpe, instructor

## At Home, In Home—Aging in Place | Course HI06502

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

\$115 Total Cost

Section A010 9:30 am - 12:30 pm  
ACE Online Sa, March 6-March 13  
Hubler, instructor

## WRITING AND PUBLISHING

NEW

### Storytelling: Painting Pictures with Words | Course HI04026

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

\$141 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Su Th, January 28-February 7  
Stawarski, instructor

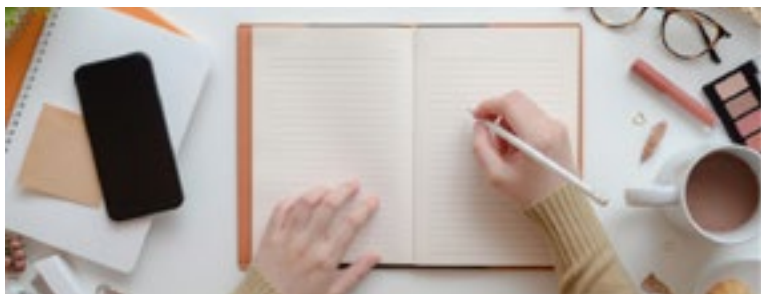
NEW

### Writing Treasured Stories and Memories | Course HI04166

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

\$89 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Tu, March 2-March 16  
Stawarski, instructor



# World Languages for Adults



Students are encouraged to register at least four days prior to the start date. If the class has already started and you would still like to register or have a question about which class to take, please call 703-506-2278 or email us at [language@fcps.edu](mailto:language@fcps.edu). Please note that the tuition will not be pro-rated for any late registrations. For ACE Foreign/Sign Virtual classes: All students are required to have a Google email account. Teachers will send an invitation the day prior to the class.

Material Requirement: Access to a computer with good audio and good video connection is requested.  
Time Requirements: Depending on student ability and interest, students will usually devote a maximum of 2 - 3 hours per week completing class activities.

Books: ISBN will be provided, students will have to order their own books.  
ACE Adult Community Education follows FCPS Fairfax County Public School regulations.

## ARABIC

### Introduction to Arabic | Course FL02618

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

\$315 Total Cost

Section A010 7:00 pm - 9:00 pm  
ACE Online Tu, February 2-April 6  
Shokry, instructor

### Arabic 100—Beginning 1 | Course FL02621

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

Prereq: FL02618 Introduction to Arabic

\$315 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Sa, February 6-April 10  
Shokry, instructor

## 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.

\$315 Total Cost

Section A010 12:30 pm - 2:30 pm  
ACE Online Sa, February 6-April 10  
Hall, instructor

Section A011 7:00 pm - 9:00 pm  
ACE Online W, January 13-March 24  
Mohaghegh, instructor



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

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

Prereq: FL02560 American Sign Language 100—Beginning 1  
\$315 Total Cost

Section A010 7:30 pm - 9:30 pm  
ACE Online Tu, January 12-March 16  
Mohaghegh, instructor

## **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.

Prereq: FL02563 American Sign Language 300—Beginning 3  
\$319 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Sa, February 6-April 10  
Hall, instructor

## **FRENCH**

### **French 100—Beginning 1 | Course FL02671**

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

\$339 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online M, January 18-April 5  
Molnar-Grabowski, instructor

Section A011 7:00 pm - 9:00 pm  
ACE Online Tu, January 26-April 13  
Antoons, instructor

### **French 200—Beginning 2 | Course FL02672**

Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire.

Advance your conversational skills. 12 sessions @ 2 hrs each.

Prereq: FL02671 French 100—Beginning 1  
\$339 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Tu, January 12-March 30  
Molnar-Grabowski, instructor

Section A011 7:00 pm - 9:00 pm  
ACE Online Th, January 28-April 15  
Antoons, instructor

### **French 210—Encore! | Course FL02666**

Où en êtes-vous? Review of basic grammar from French Beginning 1 and 2, listening comprehension exercises, vocabulary development and basic conversational practice. Significant pronunciation practice. For beginning students with one or two previous courses or the equivalent of one semester of college French. 8 sessions @ 2 hrs each.

Prereq: FL02672 French 200—Beginning 2  
\$259 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Th, February 4-March 25  
Shahin, instructor





### **French 300—Beginning 3 | Course FL02673**

Consolidate command a present tense and become familiar with the past and future tenses. Continue to develop conversational skills, with focus on increasing tense facility. 12 sessions @ 2 hrs each.

Prereq: FL02672 French 200—Beginning 2

\$339 Total Cost

**Section A010** 10:00 am - 12:00 pm  
ACE Online Sa, January 30-April 17  
Antoons, instructor

### **French 320—Beginning 3 Conversation and Review | Course FL02675**

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

Prereq: FL02673 French 300—Beginning 3

\$319 Total Cost

**Section A010** 6:00 pm - 8:00 pm  
ACE Online W, January 6-March 17  
Weimerskirch, instructor

### **French 400—Beginning 4 | Course FL02674**

Converse in French on a wide range of subjects in the past, present, and future tenses. You will also learn the conditional. 12 sessions @ 2 hrs each.

Prereq: FL02673 French 300—Beginning 3

\$349 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu, January 19-April 6  
Molnar-Grabowski, instructor

### **French 420—Beginning Conversation | Course FL02676**

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

Prereq: FL02674 French 400—Beginning 4

\$319 Total Cost

**Section A010** 10:00 am - 12:00 pm  
ACE Online Tu, January 12-March 16  
Shahin, instructor

### **French 600—Conversation, lecture et revisions | Course FL02686**

Course offers structured grammar review and guided conversation with the opportunity for casual discussions. For intermediate students with extensive exposure to French grammar and vocabulary, who seek to improve their conversation skills. 12 sessions @ 2 hrs each.

Prereq: FL02681 French 500—Intermediate 1

\$349 Total Cost

**Section A010** 10:00 am - 12:00 pm  
ACE Online M, January 25-April 12  
Shahin, instructor

**Section A011** 12:30 pm - 2:30 pm  
ACE Online M, January 11-March 29  
Molnar-Grabowski, instructor



## French 680—Conversation et Lecture | Course FL02690

Lire et discuter un roman contemporain. Suivre 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.

Prereq: FL02686 French 600—Conversation, lecture et revisions

\$349 Total Cost

Section A010 12:00 pm - 2:00 pm  
ACE Online Th, January 7-March 11  
Hengel, instructor

## French 750—Club de lecture | Course FL02687

Il n'est jamais trop tard pour tomber en amour avec les livres. Le club de lecture est là pour vous aider à mieux parler et comprendre le français. En plus d'explications grammaticales selon le besoin, beaucoup de conversations et de discussions seront également prévues. 10 sessions @ 2 hrs each.

Prereq: FL02685 French 700—Conversation

\$349 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online F, January 22-March 26  
Shahin, instructor

## GERMAN

### Jump Start Beginning German | Course FL06502

Have you always wanted to learn German, but you're a bit nervous about getting started? Or have you dropped out of a beginner class in the past, because the other students seemed to have a lot more experience? If so, this is the class for you! Starting from the very first simple words, you'll build skills and confidence fast in a high-energy, fun and supportive learning environment. 4 sessions @ 2 hrs each.

\$159 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online W, January 6-February 3  
Manley, instructor

Section A011 7:00 pm - 9:00 pm  
ACE Online Tu, January 5-January 26  
Manley, instructor

### German 100—Beginning 1 | Course FL02701

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

\$329 Total Cost

Section A010 7:00 pm - 9:00 pm  
ACE Online Tu, January 12-March 30  
Long, instructor

Section A011 10:00 am - 12:00 pm  
ACE Online W, February 10-April 28  
Manley, instructor

### German 200—Beginning 2 | Course FL02702

Expand vocabulary, speaking, reading, and writing skills and extend your knowledge of regular and irregular verbs. New grammar nominative & accusative cases, separable & inseparable verbs, and future tense. 12 sessions @ 2 hrs each.

Prereq: FL02701 German 100—Beginning 1

\$329 Total Cost

Section A010 7:00 pm - 9:00 pm  
ACE Online M, January 11-March 29  
Long, instructor



### **German—Basic conversation | Course FL02697**

Do you have a good foundation in German grammar but lack experience conversing? This is the perfect opportunity to practice, improve, and gain confidence in your ability to carry on a conversation by joining a group of fellow students for basic conversation practice. You will learn new vocabulary and review some grammar, but the focus of the class will be on conversation practice. Let's start! Lasst uns anfangen! 8 sessions @ 2 hrs

Prereq: FL02703 German 300—Beginning 3

\$259 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online W, January 6-March 3  
Long, instructor

### **German 500—Mittelstufe 1 | Course FL02709**

Bauen Sie auf das in den Anfängerklassen erlernte Wissen auf. Erweitern Sie Grammatik und Wortschatz, um Ihre Deutschkenntnisse kontinuierlich zu verfeinern. Jedes Semester widmet sich einem Thema aus der deutschen Kultur, Literatur oder aktuellen Ereignissen. Material will be provided by instructor. 12 sessions @ 2 hrs each.

Prereq: FL02704 German 400—Beginning 4

\$345 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 7-March 25  
Long, instructor

### **NEW**

### **German Reading Group | Course FL02699**

Are you ready to read and discuss an entry level book and getting to know a German city? If you have basic knowledge of German, you will love diving into Ferien in Frankfurt. Students will expand vocabulary, pronunciation, and speaking skills while reading and discussing the book. Join the reading group / Lesezirkel now! 8 sessions @ 2 hrs each.

\$259 Total Cost

**Section A010** 10:00 am - 12:00 pm  
ACE Online Sa, January 16-March 6  
Long, instructor

## **ITALIAN**

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

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

\$319 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online M, January 25-March 29  
Politano, instructor

### **Italian 100—Beginning 1 | Course FL02771**

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

\$319 Total Cost

**Section A010** 2:00 pm - 4:00 pm  
ACE Online M, January 11-March 15  
Hengel, instructor

**Section A011** 7:00 pm - 9:00 pm  
ACE Online W, January 13-March 24  
Oddo, instructor



### **Italian 200—Beginning 2 | Course FL02772**

Practice conversing about every day subjects and learn to converse about past events. New grammar: present perfect tense. 10 sessions @ 2 hrs each.

Prereq: FL02771 Italian 100—Beginning 1

\$319 Total Cost

#### **Section A010**

5:00 pm - 7:00 pm

ACE Online

Th, January 14-March 18

Bucelli, instructor

### **Italian 210—A che punto siamo? | Course FL02758**

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.

Prereq: FL02772 Italian 200—Beginning 2

\$229 Total Cost

#### **Section A010**

7:00 pm - 9:00 pm

ACE Online

Th, February 4-March 25

Politano, instructor

### **Italian 300—Beginning 3 | Course FL02773**

Enhance your conversation skills as you continue to build vocabulary. New grammar: future, simple past, conditional. 10 sessions @ 2 hrs each

Prereq: FL02772 Italian 200—Beginning 2

\$319 Total Cost

#### **Section A010**

7:00 pm - 9:00 pm

ACE Online

Tu, January 12-March 16

Oddo, instructor

### **Italian 420—Beginning Conversation | Course FL02770**

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

Prereq: FL02774 Italian 400—Beginning 4

\$339 Total Cost

#### **Section A010**

9:00 am - 11:00 am

ACE Online

Sa, January 9-March 13

Baietti, instructor

### **Italian 510—Intermediate 1 | Course FL02775**

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

Prereq: FL02774 Italian 400—Beginning 4

\$345 Total Cost

#### **Section A010**

5:00 pm - 7:00 pm

ACE Online

W, January 13-April 7

Bucelli, instructor

### **Italian 530—Intermediate 3 | Course FL02777**

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

Prereq: FL02775 Italian 510—Intermediate 2

\$359 Total Cost

#### **Section A010**

2:00 pm - 4:00 pm

ACE Online

Tu, January 12-March 30

Moore, instructor



### **Italian 600—Advanced Conversation | Course FL02781**

Conversazione italiana intermedia e avanzata per gli studenti che vogliono approfondire la propria conoscenza della lingua e acquisire maggiore accuratezza nel parlare. Delucidazioni grammaticali quando necessarie. Il materiale usato in classe sarà fornito dall'istruttore" 12 sessions @ 2 hrs each.

Prereq: FL02780 Italian 580—Advanced Conversation

\$369 Total Cost

**Section A010** 12:15 pm - 2:15 pm  
ACE Online W, January 13-April 7  
Moore, instructor

### **Italian 675—Advanced Conversation | Course FL02754**

Italian Corso di Conversazione e Lettura Avanzata . 10 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature

\$339 Total Cost

**Section A010** 10:30 am - 12:30 pm  
ACE Online W, January 6-March 17  
Hengel, instructor

### **Italian 700—Advanced Conversation | Course FL03800**

Conversazione in lingua italiana avanzata su temi che esplorano il quotidiano, la cultura e l'attualità. Gli studenti a turno scelgono un argomento da presentare e discutere con i compagni la settimana successiva. Ripasso della grammatica su argomenti scelti dagli studenti. Some grammar material provided by the instructor. 12 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature

\$369 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 7-March 25  
Oddo, instructor

**Section A011** 10:00 am - 12:00 pm  
ACE Online W, January 13-April 7  
Moore, instructor

## **JAPANESE**

### **Japanese 100—Beginning 1 | Course FL02785**

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

\$329 Total Cost

**Section A011** 7:00 pm - 9:00 pm  
ACE Online Tu, January 5-March 9  
Kurimoto, instructor

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 28-April 1  
Toba, instructor

### **Japanese 200—Beginning 2 | Course FL02786**

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

Prereq: FL02785 Japanese 100—Beginning 1

\$339 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online W, January 13-March 24  
Toba, instructor





## SPANISH

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

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

\$319 Total Cost

Section A010 6:45 pm - 8:45 pm  
ACE Online M, January 4-March 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. Also learn about being more (culturally) aware of the diversity of cultures in Spanish speaking countries from historical Mexico to vibrant Argentina.

10 sessions @ 2 hrs each.

Prereq: FL02848 Introduction to Spanish for Beginners and Travelers Part 1

\$305 Total Cost

Section A010 6:45 pm - 8:45 pm  
ACE Online M, March 15-May 17  
Nader, instructor

### Spanish 100—Beginning 1 | Course FL02861

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

\$339 Total Cost

Section A010 10:00 am - 12:00 pm  
ACE Online Sa, January 16-April 3  
Rios, instructor

Section A011 10:30 am - 12:30 pm  
ACE Online Tu, January 19-April 6  
Roberts, instructor

Section A012 7:00 pm - 9:00 pm  
ACE Online F, January 29-April 16  
Peralta Rocha, instructor

Section A013 7:00 pm - 9:00 pm  
ACE Online W, January 13-April 7  
Rios, instructor

### Review one with the Basics | Course FL02807

REVIEW articles agreements, adjectives, the most regular and irregular verbs, how to build a sentence in Spanish as opposed to English. 4 sessions @ 2hrs each.

Prereq: FL02864 Spanish 400—Beginning 4

\$161 Total Cost

Section A010 6:45 pm - 8:45 pm  
ACE Online W, January 6-February 3  
Nader, instructor

### Spanish 101—Review Special for Beginners | Course FL02851

Review “ser/estar” and “tener” and other grammar points cover in Spanish 100. 5 sessions @ 2 hrs each.

Prereq: FL02861 Spanish 100—Beginning 1

\$148 Total Cost

Section A010 2:30 pm - 4:30 pm  
ACE Online Sa, January 16-February 13  
Rios, instructor



### Spanish 200—Beginning 2 | Course FL02862

Increase knowledge and application of the present tense while developing comprehension skills, and it will establish a stronger foundation and promote future success in Spanish learning for the next levels. 12 sessions@2hrs each

Prereq: FL02861 Spanish 100—Beginning 1

\$339 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Th, January 14-April 1  
Rios, instructor

**Section A011** 10:30 am - 12:30 pm  
ACE Online F, January 15-April 2  
Roberts, instructor

**Section A012** 7:00 pm - 9:00 pm  
ACE Online Th, January 28-April 15  
Mutterperl, instructor

**Section A013** 10:00 am - 12:00 pm  
ACE Online Sa, January 16-April 3  
Peralta Rocha, instructor

### Spanish 003—Conversation for Beginners | Course FL02858

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

Prereq: FL02862 Spanish 200—Beginning 2

\$319 Total Cost

**Section A010** 7:00 pm - 9:00 pm  
ACE Online Tu, January 12-March 16  
Peralta Rocha, instructor

### Spanish 300—Beginning 3 | Course FL02863

Practice conversation, as you continue to reinforce the present tense and consolidate the use of grammar, such as reflexive verbs, direct and indirect objects, pronouns, adverbs, comparatives and superlatives. Additionally, you will be introduced to the past tense. 12 sessions @ 2 hrs each.

Prereq: FL02862 Spanish 200—Beginning 2

\$339 Total Cost

**Section A010** 6:30 pm - 8:30 pm  
ACE Online Th, January 14-April 1  
Peralta Rocha, instructor

**Section A011** 10:00 am - 12:00 pm  
ACE Online Tu, January 12-March 30  
Peralta Rocha, instructor



### **Spanish 400—Beginning 4 | Course FL02864**

Hone in your conversation and grammar skills. Review the conjugation of irregular verbs in present, preterit, future and conditional. Plus, get comfortable with the subjunctive moods and uses. Prereq: Spanish 300 level. 12 sessions @ 2 hrs each.

Prereq: FL02863 Spanish 300—Beginning 3

\$339 Total Cost

**Section A010** 10:30 am - 12:30 pm

ACE Online W, January 13-April 7

Roberts, instructor

**Section A011** 12:30 pm - 2:30 pm

ACE Online Sa, January 9-March 27

Peralta Rocha, instructor

**Section A012** 7:00 pm - 9:00 pm

ACE Online Th, January 21-April 8

Smith, instructor

### **Spanish 430—Beginning 4 Review and Conversation | Course FL02860**

A review course to reinforce command of basic verb tenses introduced in Spanish 100 to 400. Conditional and future tense will be introduced. Vocabulary review, directed conversation and writing skills will be strengthened. 10 sessions @ 2 hrs each.

Prereq: FL02864 Spanish 400—Beginning 4

\$319 Total Cost

**Section A010** 1:00 pm - 3:00 pm

ACE Online F, January 15-March 19

Roberts, instructor

### **Spanish 520—Intermediate 2 | Course FL02869**

Hone grammar skills and expand vocabulary through conversation. For intermediate students. 10 sessions @ 2 hrs each.

Prereq: FL02868 Spanish 500—Intermediate

\$339 Total Cost

**Section A010** 1:00 pm - 3:00 pm

ACE Online W, January 13-March 24

Roberts, instructor

### **Spanish 750—Seminario-Panel: Estudios avanzados | Course FL02873**

Lecturas de obras literarias, publicaciones de los diarios y temas libres presentados por los estudiantes son discutidos en esta clase. Todos los estudiantes participan con sus puntos de vista en todas las clases. El Instructor coordina los debates. El curso es conducido totalmente en la lengua de Cervantes. 6 sessions @ 2 hrs each.

\$275 Total Cost

**Section A010** 6:45 pm - 8:45 pm

ACE Online W, February 10-March 17

Nader, instructor

### **Book club in Spanish | Course FL02809**

Students will read "Las grietas de Jara" de Claudia Piñeiro.

Una historia fascinante sobre secretos del pasado que retornan a sorprender a los protagonistas. Escrito por una de las mejores nuevas escritoras en Argentina. 4sessions@2hrs each.

\$159 Total Cost


**Section A010** 6:45 pm - 8:45 pm

ACE Online Tu, February 9-March 2

Nader, instructor



# K-12 Driver Education

A flyer for 'BEHIND-THE-WHEEL WINTER 2021' featuring a smiling woman's face and snowflake graphics. The text includes a list of requirements for students, a cost of \$329, and a note about a new offering for \$30. A circular callout states that texting while driving is prohibited in Virginia.

**BEHIND-THE-WHEEL WINTER 2021**

Does your student have:

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

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

**COST: \$329**

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

**Now Offering Partners For Safe Teen Driving: \$30**

## Behind-The-Wheel Driver Training Winter/Spring 2021

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

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

Register early for your first choice. You must provide a valid Virginia learner's permit, proof of classroom enrollment, and a signed parent permission form to the driving instructor on the first day of class.

**Course required for licensing up to age 19.**

**7 sessions @ 1 hour, 45 minutes each.**

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

Email [drivered@fcps.edu](mailto:drivered@fcps.edu).

\$ 329 Total Cost

Jan 14-22	Jan 25-Feb 2
Feb 4-12	Feb 15-23
Feb 25-Mar 5	March 8-16
March 17-25	March 27-April 3
April 5-13	April 15-23
April 26-May 4	May 6-14
May 17-25	May 26-June 4
June 7-14	

To register go to  
<http://bit.ly/2K9TEfp>



# Adult English for Speakers of Other Languages (ESOL) Classes

## General Adult ESOL Classes Online

Develop the English language skills that you need for your life. Participate in online classes with other adults, complete individual work at home, and meet with your teacher to talk about your goals and your progress. Classes are provided at 6 levels of English (low beginning to high advanced).

**Classes start the week of January 25 and end the week of March 22.**

Class times and costs:

- 9:30-11:45am Tuesday, Wednesday, Thursday \$199.00\*
- 7:00-9:15pm Monday and Wednesday \$130.00\*
- 7:00-9:15pm Tuesday and Thursday \$130.00\*

\*Textbooks are not included. Students will receive information on how to buy textbooks,

Not all levels will be offered at all times/days.



**All new students must take an intake test. To sign up for testing or to get more information on classes and registration complete the form at**

<https://tinyurl.com/winter21reg>



### FOR THE BEST EXPERIENCE

- Use a laptop or tablet
- Have good internet access
- Have basic computer skills
- Attend your online classes
- Complete your assignments
- Meet online with your teacher
- Buy the textbook required





# Adult ESOL Specialty Classes

New students must test before registering for classes.

Go to <https://tinyurl.com/winter21reg> for information.

## **American English Pronunciation Online Course ES0V643**

You have learned English and now you want to speak more effectively. Advanced learners improve business, professional and personal communication skills. Instruction will focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. New students are required to test before registering. 8 sessions @ 2.25 hours each. Textbook purchase required.

\$165 Total Cost

**Section A101** 9:00 am - 11:15 am  
Sa, January 30-March 27

## **Conversation High Intermediate Plus Online Course ES0V661**

Practice your higher-level conversation skills while reading and discussing current cultural and social events and issues. Expand your vocabulary, express and support your opinions, and respond appropriately and effectively to the opinions of others.

8 classes @ 2.25 hours each. Materials included in price of class.

\$130 Total Cost

**Section A101** 9:00 am - 11:15 am  
Sa, January 30-March 27

## **Conversation High Intermediate Plus In-person Course ES06561**

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

\$140 Total Cost

**Section F119** 7:00 pm - 9:15 pm  
Th, January 28-March 18

## **Microsoft Office Integrated Applications with MOS PowerPoint Certification Online Course ET0V101**

Expand your technology skills critical for career success in today's world. We offer a series of courses that provide language support as you build your technology skills and achieve Microsoft Office Specialist (MOS) certifications. This term we will offer a special class that will prepare you for MOS Certification in PowerPoint and then provide hands-on experience integrating multiple Microsoft Office applications (Word, Excel and PowerPoint) to accomplish tasks and projects typical in work and life. New students are required to test before registering. 17 classes @ 2 hours each. The textbook and the MOS PowerPoint Certification exam are included in the price of the class.

\$145 Total Cost

**Section A101** 7:00 pm - 9:00 pm  
M W, January 25-March 24

## **English for Employment Success PM Online Course ET0V502**

Are you looking for a new or better job? Do you need help with job searches, applications, resumes and interviews? Do you want to expand your vocabulary and communications skills for the workplace? Work with an ESOL teacher and your classmates to practice English language skills while learning more about planning for a career, finding and applying for a job, and developing employability skills for job success. Learn more about the American workplace and what employers expect from successful employees. 16 classes @ 2.25 hours each. No textbook purchase required.

\$100 Total Cost

**Section A161** 7:00 pm - 9:15 pm  
Tu Th, January 26-March 18

# General Information



## CONTACT US

ESOL | 703-658-2777

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

### Assistance in other languages

Spanish | 571-423-4950

Korean | 571-423-4951

Arabic | 571-423-4952

## HELPING OTHERS

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

## POLICIES

### Purchase order - PO/LOA\*

Companies/organizations may use POs, LOAs, or set up a company account and enroll with a company credit card. If enrolling with a PO or LOA, please allow two weeks for processing email completed registration forms, along with an attached copy of your PO or LOA to:

[ACEOnline@fcps.edu](mailto:ACEOnline@fcps.edu). Companies/organizations enrolling using these methods are obligated to pay textbook, material, lab, and tuition fees associated with these enrollments within 30 days of registration. There are no discounts for classes missed. Students dropping classes are still assessed tuition and other fees unless a formal withdrawal is received See 'Refund/Cancellation' for details. Send payment referencing invoice number to:

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

Looking to save time and effort by setting up a company account for self registrations? Go to:

<https://aceclasses.fcps.edu/default.aspx>

Once you set up the account, select "Add Student", complete the online form, then register your people for class(es) and get instant proof of registration.

\*Letters of authorization



# REGISTRATION

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

## Confirmation and Payment

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

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

**Textbooks & Materials:** If needing a textbook, register at least 10 days before class start date to guarantee delivery to first class session. Textbook payments required when registering.

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

## FCPS ACE WELCOMES ALL

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



## Under 18?

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

## Over 62?

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

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

## CONTACT STUDENT SERVICES—PLUM CENTER

(By Appointment only)

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

Questions?

Email [educationalcounseling@fcps.edu](mailto:educationalcounseling@fcps.edu)



# REFUNDS/CANCELLATIONS

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

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

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

Refund requests should be emailed or mailed to:

- [acerefundrequest@fcps.edu](mailto:acerefundrequest@fcps.edu)
- **Adult and Community Education, Dept. F 7510 Lisle Avenue Falls Church, VA 22043**

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

Please go to [www.fcps.edu/node/33601](http://www.fcps.edu/node/33601) for more specifics on refunds, withdrawal, and/or cancellations.

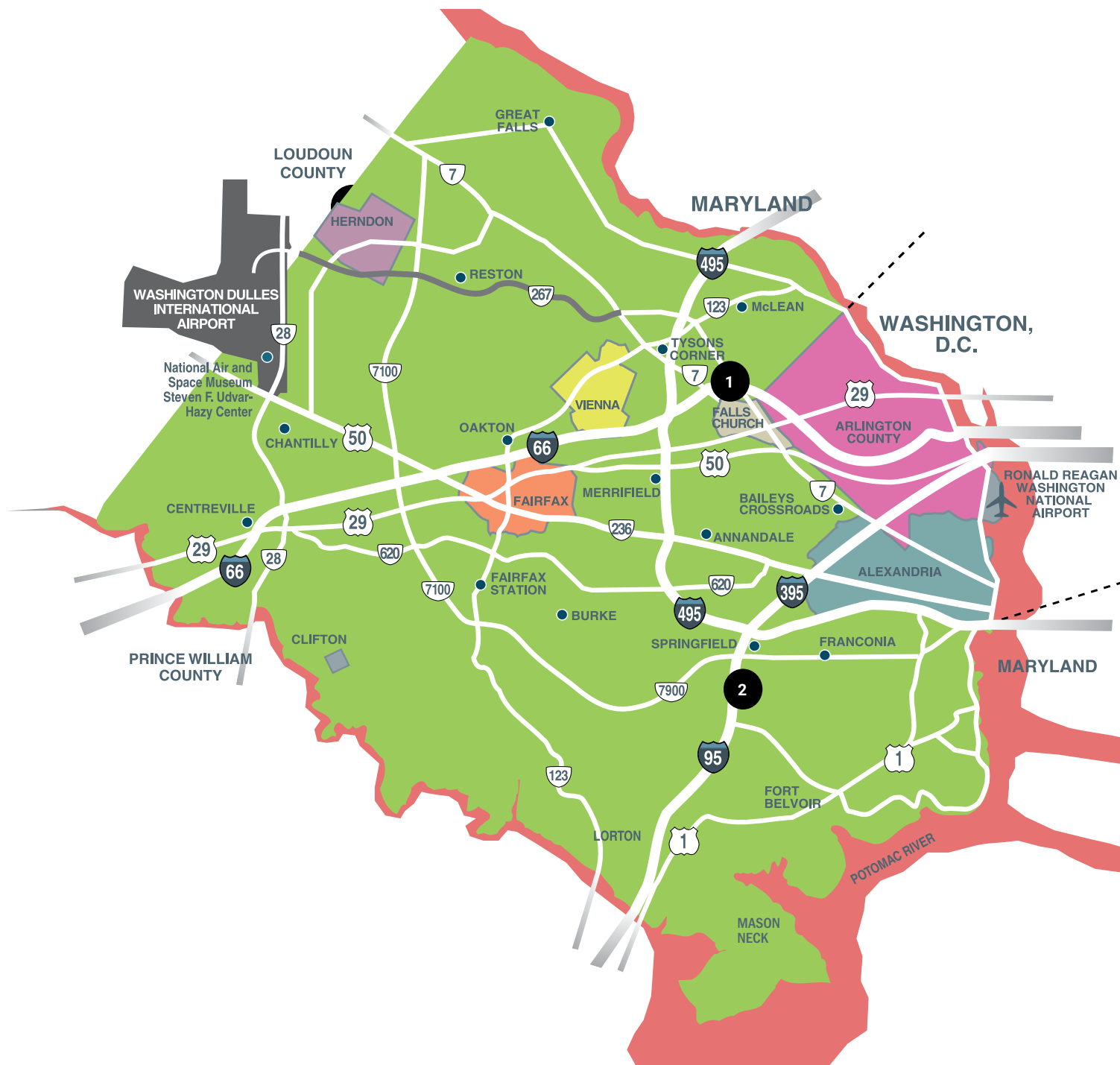
## FCPS ACE COVID-19 HEALTH AND SAFETY PROTOCOLS

See inside cover for details or go to our website. As of the time of printing this catalog, ACE classes are currently scheduled for Online only. We hope to expand to in-person locations as the situation safely allows and will be adding additional classes, so don't forget to check our website at [aceclasses.fcps.edu](http://aceclasses.fcps.edu).

Visit: [www.fcps.edu/registration/adult-and-community-education-registration](http://www.fcps.edu/registration/adult-and-community-education-registration)







## Locations

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

1

Plum Center for Lifelong Learning  
6815 Edsall Rd, Springfield 22151

2

