



# BUSINESS AND INFORMATION TECHNOLOGY

Adult and Community Education  
Certificate Programs

## C O U R S E C A T A L O G

Office Assistant - Administrative Assistant - Accounting Assistant -  
Bookkeeping Assistant - Non Profit Organizational Development - Small  
Business Management - Human Resources Management - Computer  
Support Technician - Web Developer

**REGISTER AT**  
[www.aceclasses.fcps.edu](http://www.aceclasses.fcps.edu)

**ACE** | ADULT AND  
COMMUNITY  
EDUCATION

 **Fairfax County**  
**PUBLIC SCHOOLS**  
ENGAGE • INSPIRE • THRIVE



# ACE CERTIFICATE PROGRAMS

INVEST IN YOURSELF

## ACE Certificate Programs

provide accessible, affordable, short-term Business and Information Technology (BIT) options designed for the adult learner. Our flexible options offer something for everyone, whether you need a specific skill, improved career readiness, or anything in between!

Professional certifications and credentials are in high-demand! Why? Half of America's jobs require more than a high school diploma and less than a college degree. Certificate programs help build job-specific skills without a significant investment of time and money.

Our courses focus on specific skill sets, so if you're applying for jobs, exploring career options, or short on time, an ACE Certificate program can give you a boost in achieving your career goals.

This catalog contains a sampling of ACE BIT offerings, please visit [aceclasses.fcps.edu](http://aceclasses.fcps.edu) for additional information on classes, locations, schedules, and fees.

## Getting started is easy!

- No previous academic requirements!
- Pay a one-time registration fee
- Short and long-term programs
- In-person, Online, and self-paced options

For more information contact [business@fcps.edu](mailto:business@fcps.edu)



# BUSINESS CERTIFICATE PROGRAMS

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## Office Assistant

Office Assistants perform a variety of clerical tasks. They support office operations by receiving and distributing electronic and written communications, maintaining supplies and equipment, and serving customers. An office assistant's daily routine includes data entry, word processing, and many other computer skills. Whether it is working with a spreadsheet or composing emails, office assistants require an understanding of all office operating systems.

Total 78 hours | \$1,688.00

### Required Coursework

#### Keyboarding | 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.

#### PC Basics | 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.

#### Windows 10- File Management | CT01402

You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques.

#### Business English Essentials I | BE01052

Introduces basic principles of grammar and focuses on sentence structure. Learn how to recognize sentence fragments, phrases, complete sentences, dependent clauses, and independent clauses. 4 sessions @ 3 hrs. each

#### Microsoft Office Proficiency Workshop |CT01285

Use MS Office Suite 2019 (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 MOS exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs. each.

#### Microsoft Office Outlook – Basic | CT01426

Learn the key features on how to best create, send, receive, reply, forward and print e-mails; attach a file to your message; manage messages with folders; schedule appointments and events. You will know how to take full advantage of task and note tools and how to share calendars and contacts. 6 sessions at 2 hrs. each.

#### Effective Note Taking | PR09005

This class covers key skills for capturing, editing, and distributing minutes that get results. Upon completion of this workshop, you will know the appropriate information to include in meeting notes; get tips for taking meeting minutes; write action items that are clear and accurate; and practice active listening. 1 session @ 3 hrs.



# BUSINESS CERTIFICATE PROGRAMS



## Administrative Assistant

This program provides students with practical, hands-on essential business skills to become an invaluable member of any organization. Upon successful completions, students may seek employment as an Administrative Assistant in a business, legal, educational, governmental or industrial office.

Total 81 hours | \$2,274.00

### Required Coursework

#### Business English Essentials II | BE01053

This course reviews the building blocks of English. Learn to write cohesive paragraphs with smooth transitions and accurate grammar. Students who attend this class will be able to construct complex sentences with a variety of patterns. 4 sessions @ 3 hrs. each

#### Office Communication Skills | BE01061

A practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 C's of business writing. A Microsoft® PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs. each.

#### Time Management | 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.

#### Mediation and Conflict Resolution | BE01088

This course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others' concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.

#### Introduction to Project Management | 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. 2 sessions @ 6 hrs. each.

#### Excel Intermediate | 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, Pivot Charts and more. 5 sessions @ 3 hrs. each.



#### Word Intermediate | 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. Prerequisite: Word Basics or a working knowledge of the topics covered in that class. 4 sessions @ 3 hrs. each.

#### Outlook Intermediate | CT01429

Optimize your use of this powerful e-mail management tool. Learn how to customize messaging and manage address books and distribution lists and more. 2 sessions @ 3 hrs. each.

#### MS Power Point – Basic | CT01459

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

*Self-paced options may be available for all or most classes, reach out to [business@fcps.edu](mailto:business@fcps.edu) for more information.*

# BUSINESS CERTIFICATE PROGRAMS



## Accounting Assistant

This hands-on training program focuses on the skills that are needed for the job, students learn how to perform essential task such as handling payroll, managing billing functions, and communicating financial data. Successful completion prepares students to begin a career as a bookkeeper, accounts payable clerk, or accounting assistant.

Total 183 hours | \$3,885.00

### Required Coursework

#### Fund. Accounting I | 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 @ 3 hrs. each.

#### Fund. Accounting II | 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 @ 3 hrs. each.

#### Windows 10- File Management | CT01402

You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques.

1 session @ 3 hrs.

#### Office Communication Skills | BE01061

Office Communication Skills is a practical course that examines the basics of communication in the workplace. 3 sessions @ 3 hrs. each.

#### Microsoft Office Proficiency Workshop | CT01285

Use MS Office Suite 2019 (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

#### Microsoft Outlook - Basic | CT01426

Learn the key features on how to best create, send, receive, reply, forward and print e-mails; attach a file to your message; manage messages with folders; schedule appointments and events. You will know how to take full advantage of task and note tools and how to share calendars and contacts. 6 sessions at 2 hrs. each.

#### Excel Intermediate | 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, Pivot Charts and more. 5 sessions @ 3 hrs. each.

#### QuickBooks Pro 2018 I | CT01435

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

#### QuickBooks Pro 2018 II | CT01436

A continuation of the basic features for daily accounting tasks using QuickBooks that 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. 7 sessions @ 3 hrs. each.



# BUSINESS CERTIFICATE PROGRAMS

## Bookkeeping Assistant

Gain valuable finance, business, and accounting competencies with this training program. Learn how to use specialized accounting software, spreadsheets and databases for accurate bookkeeping and accounting records. Students can pursue careers as financial clerks, accounting assistants, and account collectors.

Total 66 hours | \$1,284.00

### Required Coursework

#### Fast Track Bookkeeping and Accounting | 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 @ 3 hrs. each.

#### QuickBooks Pro 2018 II | CT01436

A continuation of the basic features for daily accounting tasks using QuickBooks that 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.

7 sessions @ 3 hrs. each.

## Human Resources Management

Learn real-world practical knowledge to advance in skills they can apply on the job right away. Students will explore all critical human resources functions including HR planning, job analysis, recruitment and placing, employee relations, training and development, employee performance, and more.

Total 99 hours | \$2,142.00

### Required Coursework

#### HR Management Fundamentals | BE01400

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

#### Building the HR Organizational Structure | BE01401

Study what constitutes the HR organization structure, how managers and employees can build an organization to function effectively, and how human resource management fits into this picture. 4 sessions @ 3 hrs. each.

#### Recruiting and Placing Employees | 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.

#### Training the Workforce | BE01403

This course covers what constitutes workforce 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.

#### HR Law Overview | 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. 4 sessions @ 3 hrs. each.



# BUSINESS CERTIFICATE PROGRAMS

## Non-Profit Organization and Development

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

This in-depth study of corporate downsizing covers each step of the process and how managers can carry out difficult tasks with empathy and respect. Learn how to develop a strong, forward-looking organization prepared for future challenges. Bring laptop to class. 4 sessions @ 3 hrs. each.

### **BE01407 | Maintaining A Positive Work Environment**

Maintain a positive workforce environment 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.

### **BE01088 | Mediation and Conflict Resolution**

This course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others' concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.

### **BE01406 | HR Management in The Equal Opportunity Environment**

This course addresses how to manage employees through frequent 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.

Fulfill your mission and contribute to the wellbeing of our communities. This program is designed to strengthen the leadership and management capacity of individuals to respond to the complex challenges and opportunities facing their organizations and communities.

Total 22 hours | \$800.00

### **Required Coursework**

#### **Starting A Nonprofit | 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.

#### **Grant Writing | 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.

#### **Successful Fundraising | 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.

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

Make your personal and professional events a memorable, affordable, and smoothly executed experience. Learn tricks of the trade on choosing the right event or activity, location, food, decorations, invitations, entertainment, and cleanup procedures. Leave with a plan for a memorable event. 1 session @ 2 hrs.



# BUSINESS CERTIFICATE PROGRAMS

## **The 3 R's of Volunteerism | BE01872**

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

## **Strategic Planning for Your Nonprofit | 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.

## **Project Management for Nonprofits | BE01207**

This course will walk participants through project development: defining your project, outlining the steps to implement the project, and processes to control quality. Prior knowledge of project management recommended. 1 session @ 3 hrs.

## **Small Business Management**

Whether you already own a small business or are thinking about opening one, this program is designed to prepare students to own, operate and successfully manage a small business. Students will learn how to create a successful business plan, effective marketing strategies, accounting, budgeting, how to comply with legal and tax issues and more.

Total 83 hours | \$2,283.00

### **Required Coursework**

#### **Starting Your Own Business | 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. 2 sessions @ 3 hrs. each.

#### **Creating a Successful Business Plan | 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.

#### **Create Your Own Business Web Site | CT0154**

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

#### **Small Business Legal Primer | 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.

#### **Developing a Marketing Plan | BE01245**

Develop and write a comprehensive marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. 2 sessions @ 2.5 hrs. each.

#### **Accounting for Non-Accountants | BE01277**

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



# BUSINESS CERTIFICATE PROGRAMS

## **Federal Income Tax for Small Business Owners | 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. 4 sessions @ 3 hrs. each.

## **Financing your Small Business | 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.

## **Social Media Networking | BE01387**

Learn dos and don'ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. 2 sessions @ 3 hrs.



## **Child Care Provider**

This certificate program offers psychology, growth and development and educational courses that allow day care workers to understand children's behavior and thought processes. Students learn to communicate with children and provide discipline within structured day care programs. Programs also teach students about the day care industry and how to work with parents to meet children's needs.

Total 57 hours | \$1079.00



## **Child Care Provider Program | 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. The course totals 52 hours and the number of class sessions varies.

## **Heartsaver CPR & AED - Adult, Child, Infant | HM01695**

Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and includes choking and AED training. Must be on time. Certification valid for two years. Book required. Ideal for Boy Scout and Girl Scout leaders! 1 session @ 5 hrs.

# YOUR CAREER STARTS HERE!

Certificate programs offer an efficient and effective means to establish your credentials using industry-recognized standards. FCPS ACE offers an extensive variety of Career Readiness and certification prep courses to get you started.

By completing a certificate program you can open the way to a new career, position yourself for advancement, and add value to your resume. Earn a competitive advantage with an ACE certificate!

## How to get started

### Choose the best way for you

- In-person
- Online live instruction
- Online guided study
- Self-paced

### Register online

[aceclasses.fcps.edu](http://aceclasses.fcps.edu)

**Phone registration** 703.658.1201

(M-F, 9am - 4:30pm)

### Books

Many courses require that you purchase a textbook separately and review the first two chapters before the start of the class.

### Questions:

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

703.506.2275



# INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS



## Computer Support Technician

This program prepares individuals with little-to-no computer experience for entry-level employment in a variety of positions including PC repair, desktop support, help desk, networking and security. Successful completion prepares students to take CompTIA A+, CompTIA Network + exam and CompTIA Security + exam. Total 119 hours | \$2940.00

### Required Coursework

#### Windows 10 – File Management | CT01402

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

#### A+ Troubleshooting Your Computer | CT01465

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn in-depth maintenance, troubleshooting, virus protection, and disaster recovery. The course totals 50 hours and the number of class sessions varies.

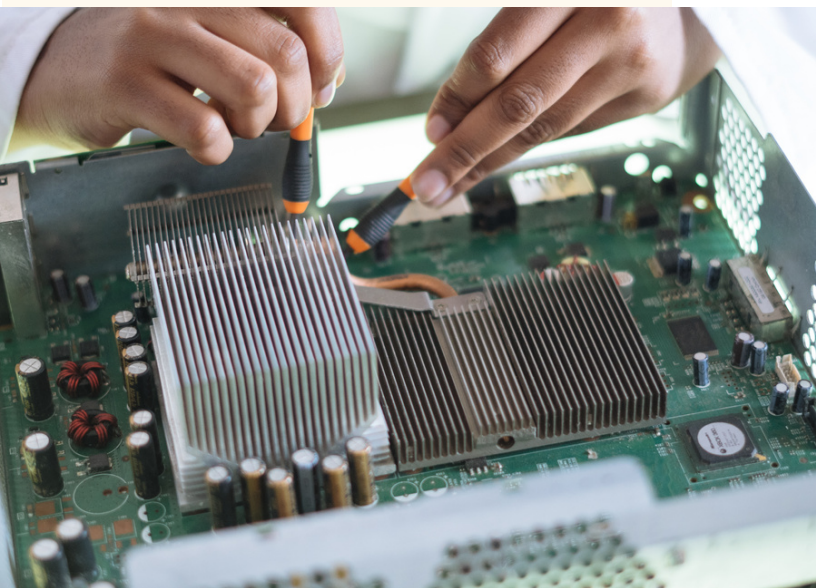


#### Network+ | CT01473

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

#### Security + | CT01480

Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics. CT01770 Windows 10: MCTS Prep or an equivalent amount of experience required to succeed in this class. Exam is not offered as part of the course. 11 sessions @ 3 hrs. each.



# INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS

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## Web Designer & Developer

Provides students with the foundational skills and experience needed to succeed in today's technology-driven workforce. Students will learn web site construction, including designing and programming pages, developing multimedia content, as well as building and managing a web site. Ideal for individuals interested in pursuing a web design/interactive media career or whose current jobs include website responsibilities. Total 114 hours | \$2656.00

### Required Coursework

#### HTML Part 1 | CT01525

Learning HTML is easier than you thought! Create a linked multi-page site with text, color, and images. You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. 3 sessions @ 3 hrs. each.

#### HTML Part 2 | CT01526

Enhance your website with tables, navigation bars, colors, and borders. 3 sessions @ 3 hrs. each.

#### HTML Part 3 | 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 @ 3 hrs. each.

#### HTML Part 5 for Mobile Websites and Devices | 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. 6 sessions @ 3 hrs. each.

#### Web Design w/ Cascading Style Sheets 1 | CT01541

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



# INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS

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## **Web Design w/ Cascading Style Sheets 2 | CT01542**

Create professional and appealing websites that don't need hours of updating when information changes! Enter CSS (Cascading Style Sheets). Fully master this simple language to create clean web layouts and maintain the look of your site with ease. 4 sessions @ 3 hrs. each.

## **JavaScript: Building Interactive Websites | 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 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. 6 sessions @ 3 hrs. each.

## **Graphics for the Web | CT01550**

Learn how to create your own graphics and images using Photoshop Elements. This course is about bringing the exciting vision of your website to life. Create banners, buttons, and background images to help make your web site "pop" and stand out from the rest. This course will be offered online 4 sessions @ 3 hrs. each.

## **Intro. To WordPress | CT01756**

WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video. This class teaches the new user how to get their blog up and started quickly while teaching students to understand the right way to install, administer, customize, and market their blog. 6 sessions @ 3 hrs. each.

*Self-paced options may be available for all or most classes, reach out to [business@fcps.edu](mailto:business@fcps.edu) for more information.*

## **Learn Online!**

### **ADVANCE CAREER OPTIONS AT YOUR OWN PAGE**

**AWS System Operations  
Certification Bundle-  
Voucher Included (CT03530)**

**Certified Ethical Hacker-  
Voucher Included (CT03526)**

**Cisco CCNA Certification  
Training (Voucher Included)  
(CT03525 )**

**CompTIA Security+  
Certification Training  
(CT03524)**

**CompTIA™ A+ Certification  
Training (Vouchers Included)  
(CT03528)**

**CompTIA Cloud Essentials+  
(Voucher Included)  
(CT03122)**

**CompTIA™ Network+  
Certification Training  
(Voucher Included)  
(CT03529)**

**ITIL 4 Foundation-Voucher  
Included (CT03527)**

**Oracle SQL and PL/SQL +  
Python Developer + Java  
Programmer (CT03534)**

**Web Applications  
Developer (CT03531 )**



# RESOURCES AND POLICIES

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## 4 WAYS TO LEARN

### In-person

Instructor facilitates classes in-person at one of our facilities. Classes are scheduled at a specific place, date and time.

### Online live instruction

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

### Online guided study

These have a monthly start date, biweekly lesson releases, and a 6-week time limit. These classes allow students to learn and interact with a cohort and facilitator through a discussion board.

### Self-paced

Self-paced classes do not have an instructor online with the student; but provide ultimate flexibility for the student. Open enrollment allows students to begin their course at any time with immediate access to all lessons. Classes are typically available for 3 months from the enrollment date.

## REGISTRATION

To learn more about and to register to any of FCPS Adult and Community Education classes, programs or continuing education options, visit our website <http://aceclasses.fcps.edu> or email [business@fcps.edu](mailto:business@fcps.edu).

## BOOKS

ACE does not hold inventory on books. Students secure required books prior to the start date of the class. ISBN is detailed in the course descriptions or will be provided by the instructor.

## INCLEMENT WEATHER POLICY

All classes missed due to inclement weather will be made up by extending class end date. Rescheduled classes may meet on different days at the instructor's discretion. For weather updates, visit [www.fcps.edu](http://www.fcps.edu) for emergency announcements. FCPS uses News You Choose, which includes electronic notification options, to communicate school closing information. Sign-up at <https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new>.

## GRADES AND ATTENDANCE

To earn the certificate, students must earn a P (Pass) for each course taken in the program. Attendance is recorded and becomes part of your official transcript. Students must attend 75% of the classes in a course to receive credit for the course. Makeup sessions for missed classes are not typically offered.

Once you have successfully completed all program requirements please reach out to the Program Specialist to request your certificate of completion. All students will receive one (1) electronic certificate with official transcripts in a pdf format, a paper copy is available upon request. If you request a duplicate of the official transcript and certificate, there is a \$12.00 processing fee.

## TRANSFERS, WITHDRAWALS AND REFUNDS

ACE students may need to transfer to another class or withdraw from a class and request a refund. Please refer our website <http://aceclasses.fcps.edu> for our policies surrounding class transfers, withdrawals, and refunds.

## NEED MORE INFO?

For more information on these or any of our courses or programs. please contact:  
703.506.2275  
or email [business@fcps.edu](mailto:business@fcps.edu)

# WORK PLACE TRAINING



## ABOUT US

When you partner with FCPS - Adult Community Education (ACE) Workplace Training you enhance the capabilities of your employees. Boost a bottom line with a retention strategy that promises more stability, sustainable high performance, improved reputation, and a skilled workforce. Our objective is to collaborate with organizations to improve, develop and maintain their competitive edge with customized training programs that are responsive to the specific challenges and needs of the business and its people.



### CREATIVE SOLUTIONS

- Business Writing
- Communication in the Workplace
- Time-Management
- Computer Training - *English and Spanish*
- CPR and First Aid
- Leading Productive Meetings
- Stay Connected! Build Remote Relationships
- Project Management
- Team Building
- Performance Management
- Negotiation Skills
- Coaching, Mentoring, Managing
- Conflict Management



### LEARNING EXPERIENCE

- Courses are led by subject matter experts who enhance each experience and encourage personal growth.
- Conveniently offered at one of our FCPS locations or at your worksite to meet your schedule.
- Training sessions can be combined with other delivery methods and technology.
- Our instructors encourage group discussion and hands-on learning opportunities.
- Sessions allow participants to practice their new skills with the support they need before applying them at work.
- All training materials are included.



### INDUSTRIES SERVED

- Banking
- Child Care
- Community Services
- Compliance Management
- Construction
- Education
- Health Care
- Human Resources Solutions
- Insurance
- Non-Profits
- Property Management
- Real Estate
- Security
- Technology

**Funding available through Virginia Career Works Northern Region for qualified employers**

**ACE** ADULT AND  
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EDUCATION

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NORTHERN REGION

GET IN TOUCH:

• 703-506-2275

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



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7510 Lisle Avenue  
Falls Church, VA 22043



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