Winter 2022

ACE Classes

Fairfax County Public Schools Adult Community Education

ASPIRE

ACT

ACCOMPLISH

Complete Schedule of Classes

https://aceclasses.fcps.edu

Fairfax County PUBLIC SCHOOLS
ENGAGE • INSPIRE • THRIVE

fcpsACE   @FCPS_ACE   fcpsACE   fcpsACE

Happy New Year from ACE!

Welcome to the 2022 ACE Winter term Catalog and Schedule of Classes!

Here, you will find detailed listings of all Winter term ACE courses, including dates, times, locations and costs. Our goal is to deliver an informative and engaging online catalog that gives you all the information you need in order to enroll. Please be aware that we will be continually rolling out new classes, so check back on the **ACE website** at regular intervals.

For convenience there are **QR** codes and links to the ACE registration page which will allow you to quickly register for the course of your choice.

ACE uses 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. ACE has expanded online offerings by utilizing a new Ed2Go platform to offer additional choices. With our large selection of classes in this catalog, we are confident that we have course offerings for eveyone's interests and needs!

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

Paul Steiner, ACE Administrator

fcpsACE   @fcps_ACE   fcpsACE   fcpsACE

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 **here**.

ACE Transfers, Withdrawal and Refund policy

Effective January 1, 2022, FCPS ACE has updated our transfer, refund, and cancellation policy. For a full description go to: **Transfer Withdrawal, Refund, and Cancellation policy**

What you may not know about the Virginia 529 saving plan!

Did you know that registered apprenticeship programs qualify for the 529 plan. Programs cover areas from healthcare to trade and industry. So start the new year by taking advantage of the variety of options that ACE has to offer!

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

Register Online—aceclasses.fcps.edu

ACE Makes it Easy — Four Ways to Learn

In-Person teacher-led
Meet inside a physical classroom. Instruction is delivered in person by our qualified instructors.

Online teacher-led
Online classroom, led by experienced instructors

Online self-paced
Move through the material at your own pace
Start dates are only place-holders

Blended learning
Combination of in-person and online classroom — led by experienced instructors

ACE Refunds and Cancellations

ACE Withdrawal, Refunds and Cancellations
Effective January 1, 2022, FCPS ACE has updated our withdrawal, refund, and cancellation policy.

Withdrawals and Refund requests for classes starting on or after January 1, 2022 will be charged a $25 withdrawal fee (specific exceptions apply Requests for withdrawal and refund from a class must be submitted in writing to **acerefundrequest@fcps.edu** Requests received after the cut-off date for the class may not be approved (see complete policy for details). Classes that are cancelled will result in a refund of the full purchase price paid Please allow at least four (4) weeks for processing of refunds.

For a full description of the Withdrawal, Refund, and Cancellation policy.
Please visit **www.fcps.edu/node/33601**

System Requirements

For ACE Online classes: A computer and internet access with: Windows 10 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 8 GB RAM; a computer camera and microphone. If joining from a tablet, be sure to download the free Google Meet app before class.

To Register please go to:
https://aceclasses.fcps.edu/Default.aspx
For Further Assistance:
please email us: **aceonline@fcps.edu**

ACE Certificate Programs

➔ **Apprenticeship & Trades**

➔ **Business & Information Technology**

➔ **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 toward a certificate
- ♦ No Prerequisites
- ♦ Affordable and short-term classes
- ♦ Small class sizes
- ♦ Instructors are subject-matter experts
- ♦ Over 165 online courses

Still not sure if this option is for you?

Contact educationalcounseling@fcps.edu for more information.

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

comptraining@fcps.edu
Computer Support Technician
Web Designer/Developer

healthmed@fcps.edu
Dental Assistant
Medical Administrative Assistant
Medical Assistant
Medical Billing and Coding
Veterinary Assistant

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 please email **business@fcps.edu**.

Office Assistant - Total $1694

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
Total $2274

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
Total $3885

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 - Total $1284

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

Non-Profit Organization and Development - Total $800

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

Child Care Provider - Total $1079

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

Human Resource Management Total $2142

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

Small Business Management Total $2283

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 - Total $2656

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 1
CT01542 | Web Design with CSS 2
CT01531 |JAVA Script: Building
        Interactive Websites
CT01550 | Graphics for the Web
CT01756 | Intro to Word Press

Computer Support Technician - $2940

CE02000 | Comp Support Tech Cert Fee
CT01402 | Windows 10 – File Management
CT01465 | A+ Troubleshooting Your
        Computer
CT01473 | Network+
CT01480 | Security +

To register please go to:
https://aceclasses.fcps.edu/Default.aspx
For further assistance:
please email us: **aceonline@fcps.edu**

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 courses qualify candidates to sit for the following exams:

- Certified Clinical Medical Assistant (CCMA)

- Certified Medical Administrative Assistant (CMAA)

- Certified Phlebotomy Technician (CPT)

- Certified Billing and Coding Specialist (CBCS)

- Certified Pharmacy Technician (CPhT)*

- Certified EKG Technician (CET)

- Certified Electronic Health Records Specialist (CEHRS)

- Certified Patient Care Technician/Assistant (CPCT/A)

Exam vouchers may be included. Check specific programs for details. Email **healthmed@fcps.edu** for information or questions.

* Pharmacy Technician course prepares students for the PTCB exam AND the NHA exam. Candidate can take the exam of their choosing.

Medical Administrative Assistant
Total $1731

CE01004 | Med Admin Asst Cert Fee
HM05011 | Certified Medical
                 Administrative Assistant
HM01625 | CPR AED First Aid

Medical Assistant - Total Cost*

CE01002 | Med Asst Cert Fee
HM01605 | CNA Placement Test
HM01780 | Certified Nurse Aide,CNA
HM05001 | EKG Technician
HM05002 | Phlebotomy Technician
HM01697 | Basic Life Support
*email healthmed@fcps.edu for details

Veterinary Assistant - Total $2216

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

Medical Billing and Coding
Total Cost*

HM01950 | Medical Billing and Coding
                 Comprehensive
*Instructor-led, online - $3,235
OR
HM05012 |Medical Billing and Coding
*Self-Paced, online - $2,995

Dental Assistant - Total Cost $2999

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!

Questions? Please email **tradeandindustry@fcps.edu**.

Property Maintence Technician - Total $1850

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

Approved by:

VIRGINIA CAREER WORKS

Business and Management

BROADCAST PRODUCTION

Studio Package (Television Studio Production) | Course BE02020

Studio Package is an eight week, 24 hour, all-encompassing course providing hands-on training for all equipment elements needed to help produce a television program using either studio A or B. Key crew positions covered include camera operations, lighting, set-design, audio operations, character generator/Ross Xpression, Chroma Key/Green Screen, technical directing/Ross Carbonite, and proper production planning tips. If you would like to know how to create a show in studios A or B – whether it is a talk show, sports, news or interview segments, then this is the class for you. By the end of this course you will be certified in the use of all the studio and control room equipment and authorized to volunteer in equipment positions for studio A/B productions. Note: volunteering and continued practice with the equipment is key to improve ones skills and experience.
8 sessions @ 3 hrs each.
$285 Total Cost

Section W010   7:00 pm - 10:00 pm
Fairfax Public Access (TV & Radio)   Tu Th, February 15-March 10
TBD, instructor

Radio Production | Course BE02022

This course is designed to teach the key operating functions of FPA's radio studios and includes topics such as: operating the audio board, the use and mixing of multiple sources, proper on-air presentation, and the essential station policies and procedures. You will be required to prepare a few mini radio shows and present them live, on-air as the class progresses. Upon completion of the class students are certified as FPA Radio Producers and will be able to start a show of their own.
Basic knowledge of computers is recommended for this course. 6 sessions @ 3 hrs each.
$200 Total Cost

Section W010   7:00 pm - 10:00 pm
Fairfax Public Access (TV & Radio)   Tu Th, February 15-March 3
TBD, instructor

Adobe Audition Fundamentals (Digital Audio Editing) | Course BE02023

In this workshop, you will learn the basics of digital recording, audio editing, and processing, as well as mixing voice with sound effects and music, using the industry standard Adobe Audition CC program. The class is designed to teach the necessary skills to edit radio shows or creating audio promos. Furthermore, you'll gain an understanding on how to prepare audio files for podcasting or web purposes. Upon completion of this course use of this equipment is authorized for volunteer purposes or for those working on their own approved FPA program. We highly recommend beginner students to take our Radio Production course first to learn all the capabilities available in our Radio Fairfax and WRLD Radio studios prior to registering in this class. Class fee includes course textbook Audition CC. 6 sessions @ 3 hrs each.
$200 Total Cost

Section W010   9:00 am - 12:00 pm
Fairfax Public Access (TV & Radio)   Sa, March 5-March 26
TBD, instructor

Adobe Premiere Essentials | Course BE02026

Adobe Premiere is a real-time computer video editing software application applicable to both beginner enthusiast and those working in the professional field. Our Adobe Premier class has been designed with new students in mind in order to teach them the essential editing techniques and functions of this program. Some of the items that will be covered in the class include importing, project management, trimming clips, creating titles, and final outputting. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. (Class fee includes textbook) 6 sessions @ 3 hrs each.
$285 Total Cost

Section W010   7:00 pm - 10:00 pm
Fairfax Public Access (TV & Radio) Tu Th, January 25-February 8
TBD, instructor

Adobe After Effects Essentials - CC version | Course BE02028

After Effects is an industry standard digital, post-production program that provides a comprehensive set of 2D and 3D tools for creating graphic animations and effects used for broadcast television, web, and other video production needs. Using the program, you can composite layers in various ways and combine sophisticated visual effects to enhance a presentation, image, or a particular video project. Through the use of class demonstrations and practice sessions, this course is designed to teach the essential functions of the program to beginners and those with editing experience alike. (Class fee includes the new course textbook, AE creative cloud version for 2017.) For this class, knowledge of basic computer non-linear video editing is recommended. We also recommend each student bring their own external hard-drive as part of the course. Certification requires the completion of class project. 6 sessions @ 3 hrs each.
$285 Total Cost

Section W010   7:00 pm - 10:00 pm
Fairfax Public Access (TV & Radio) F, January 14-February 18
TBD, instructor

BUSINESS FINANCE

Accounting Fundamentals I | Course BE03401

Get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. From writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. This course covers it all! This course is 24 hrs total.
$299 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

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 V010   6:00 pm - 9:00 pm
ACE Online   F, January 21-April 15
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   6:30 pm - 9:30 pm
ACE Online   M W, January 24-March 9
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, January 25-March 15
Chandran Pillai, CPA, instructor

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   6:00 pm - 9:00 pm
ACE Online   M, January 3-January 31
Chandran Pillai, CPA, instructor

Accounting with QuickBooks Online Suite | Course BE03430

This comprehensive course will teach you the basics of accounting with QuickBooks Online, the most widely used accounting software for small business owners. You'll master the basics double-entry bookkeeping and get hands-on experience handling accounts receivable, accounts payable, sales taxes and other common financial activities. 96 hrs in total.
$495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

NEW

Certified Bookkeeper with Microsoft Excel 2019 | Course BE03435

Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. Gaining industry-recognized certification increases your earning potential and enhances your professional status. This course prepares for American Institute of Professional Bookkeepers (AIPB) certification as well as Microsoft Office Specialist and Expert certification exams for Microsoft Excel 2019. Gaining AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.
$2495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

MS Excel: Charts | Course CT02059

A picture is worth a thousand words! Learn how we can use graph in Excel such as bar, line, and pie charts to visualize our data in both columns and rows.
$49 Total Cost

Section A010   10:00 am - 11:00 am
ACE Online   W, February 9
Mary Ann Smith, MOS, instructor

PERSONAL FINANCE

Preparing Your Home for Sale Seminar | Course BE01175

Learn through examples & discussions on what a Residential Home Inspector evaluates for your potential buyer. It enables you to reflect about the condition of your home and address concerns before placing your house on the market. Course is taught by a Virginia certified home inspector. 1 session @ 2 1/2 hours.
$59 Total Cost

Section F010   9:00 am - 11:30 am
Pimmit Hills Ctr   Sa, January 22
John L. LaFever, CPI, instructor

Section F011   6:00 pm - 8:30 pm
Pimmit Hills Ctr   Th, February 17
John L. LaFever, CPI, instructor

Section F012   6:00 pm - 8:30 pm
Pimmit Hills Ctr   Th, March 17
John L. LaFever, CPI, 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   6:30 pm - 9:30 pm
ACE Online   M Th, February 7-February 17
Jones Porter, instructor

Office Communication Skills | Course BE01061

Office Communication Skills is a practical course that examines the basics of communication in the workplace.
3 sessions @ 3 hrs each.
Prereq: BE01052 Business English Essentials I
$205 Total Cost

Section A010   6:30 pm - 9:30 pm
ACE Online   M Th, January 13-January 24
Jones Porter, instructor

Mediation - Conflict Resolution | Course 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.
$95 Total Cost

Section F020   6:30 pm - 9:30 pm
Plum Center   Tu, March 29
Eric Assur, MA, 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.
$177 Total Cost

Section A010   6:30 pm - 9:30 pm
ACE Online   M Th, February 28-March 3
Jones Porter, instructor

NEW

Effective Business Writing | Course BE03014

Learn the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. 24 hrs total. This class is self-paced
$199 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Goal Setting and Time Management | Course BE03015

Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. Goal setting is one of the most important time-management techniques. This course will help you set goals that are your own and help you use leading edge strategies to bring them to culmination.
$119 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Twelve Steps to a Successful Job Search | Course BE03431

Learn the step-by-step on how to get the job you need, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want!
$119 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Executive Assistant (Voucher Included) | Course BE03432

If you're pursuing a career as an executive assistant, this course will prepare you for the Certified Administrative Professional (CAP) and teach you key business management skills. This body of knowledge will help you thrive in an executive assistant role in any corporate office setting. You will learn the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You'll also gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes.
$3595 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Certified Administrative Professional (Vouchers Included) | Course BE03439

The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicineIn this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You'll gain event and project management skills, which includes virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you to effectively track your progress and test your skills. This course includes a voucher which covers the fee of the exam.
$1695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Enhance your Career Skills (Self-Paced) | Course BE03447

Personal development is key to success in and out of the workplace.Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. Improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life.
$129 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Using Social Media in Business (Self-Paced Tutorial) | Course BE03448

As you progress through the course, you'll master a simple process for making social media work for you. You'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—and study secrets for using them and other social media platforms to promote your business. You'll also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate. And finally, you'll gain techniques for measuring and tracking your social media success.
$129 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Resume Writing Workshop | Course BE03510

Transform your resume into a powerful tool that will get you interviews. Make the most of your work experience and discover how to use references to your advantage. 24 hrs total.
$119 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

ENTREPRENEURSHIP/SMALL BUSINESS

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   9:30 am - 12:00 pm
ACE Online   Sa, January 22
Kathleen McDermott, JD, instructor

Section A011   9:30 am - 12:00 pm
ACE Online   Sa, March 19
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 - 9:00 pm
ACE Online   W, January 19-January 26
Kathleen McDermott, JD, instructor

Section A011   6:00 pm - 9:00 pm
ACE Online   W, March 9-March 16
Kathleen McDermott, JD, instructor

NEW

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   Th, January 27-February 17
Chandran Pillai, CPA, instructor

Start Your Own Arts and Crafts Business | Course BE03021

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn to start your own arts and crafts business that will set yourself up for success whether you are selling through craft shows, in galleries, online, or even in your own retail store.
$229 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Chartered Tax Professional | Course BE03444

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential. After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States.
The Enrolled Agent credential is issued and regulated by the Internal R
$1895 Total Cost

Section V010
Online   Th, March 31-May 5

Chartered Tax Professional | Course BE03444

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential. After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal R
$1895 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

LEADERSHIP AND MANAGEMENT

Introduction to Project Management | Course BE01204

Learn to lead a project effectively using a structured approach for full completion of requirements on time and within budget. Covers the four project lifecycle phases and includes plans, templates, and terminology used in the project management arena. 2 sessions 6 hrs each
$289 Total Cost

Section F010   9:00 am - 3:00 pm
Plum Center   Sa, January 22-January 29
Melson Martis, MBA, PMP, CSM, instructor

Project Management Fundamentals (self-paced) | Course BE03209

Gain the skills you'll need to succeed in the fast-growing field of project management. Discover and master the critical concepts you need to plan, implement, control and close any type of project.
$119 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

The Complete Project Manager with CAPM and PMP Prep | Course BE03440

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.
$1995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Procurement & Purchasing Management | Course BE03445

A career in purchasing can be fun and rewarding if you have the right skill set to succeed on the job. Buyers and purchasing agents buy products and services for organizations to use or to resell. But the job isn't as simple as just shopping. These professionals must consider many factors when purchasing such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events. The Procurement & Purchasing Management course will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.
$2295 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

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.
$229 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, February 15-February 24
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.
$254 Total Cost

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

Maintaining a Positive Work Environment | Course BE01407

Maintain a positive workforce relation to assure maximum performance. Learn the essential aspects of appraising performance, maintaining proper discipline and the nature and value of effective communications. This course will be offered online 6 sessions at 2 hrs. each.
$229 Total Cost

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

Office Manager (Voucher Included) | Course BE03436

ffice managers are vital in any business office setting, ensuring day-to-day workflow runs smoothly. This online course will train you for a career as an office manager and equip you with a highly transferable skill set. You'll learn effective business management techniques and gain with essential computer software skills, including best practices for using QuickBooks 2019 and Microsoft Office 2019. By course completion, you will also be fully prepared to take the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, Outlook and Access.This course offers enrollment with vouchers for the Microsoft Office Specialist (MOS) 2019 certification exams.
$5495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

PMI Risk Management Professional | Course BE03441

When it comes to cybersecurity projects, there are many knowns and unknowns. Luckily, risk management professionals plan for all potential risks during a project's lifecycle. If you manage complex projects, earning the PMI RMP certification confirms that you can identify, assess, and mitigate project risks. This online project management course will fully prepare you for the Project Management Institute's Risk Management Professional certification exam.
$799 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Leadership | Course BE03446

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.
$129 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced
TBD, instructo

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.
$87   Total Cost

Section F010   7:00 pm - 9:00 pm
Plum Center   M, February 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
$119 Total Cost

Section A010   7:00 pm - 9:00 pm
Plum Center   Tu, February 1-February 8
Lynn O'Connell, MA, instructor

NEW

Nonprofit Boot Camp | Course BE01043

Are you an emerging or aspiring nonprofit leader in our nonprofit community? Are you interested in taking your skills to the next level and learning from peers at other organizations? Topics will include: leadership and building culture; strategic development & organizational planning; nonprofit finance; fund development; board-staff relations; and partnership strategies. Participants will also work in pairs or a small group on a specific topic pertinent to their current organizational need.
$329 Total Cost

Section F010   1:00 pm - 4:00 pm
Plum Center   F, January 7-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.
1 sessions at 6 hrs.
$179 Total Cost

Section F010   9:00 am - 3:00 pm
Plum Center   Sa, March 12
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 F010   7:00 pm - 9:00 pm
Plum Center   Tu, January 11-January 18
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 F010   7:00 pm - 9:00 pm
Plum Center   W, February 9
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 F010   7:00 pm - 9:00 pm
Plum Center   Tu, 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 F010   7:00 pm - 9:00 pm
Plum Center   W, January 12
Lynn O'Connell, MA, instructor

MARKETING

NEW

Advertising & Outreach Specialist | Course BE03443

Nearly every business uses some form of advertising to promote their products or services. Even in today's digital marketing arena, advertising professionals play a vital role in driving product awareness. This course will teach you how to create advertisements for print and digital media. Being successful in advertising requires more than just creative thinking, it requires research and project management skills. This course will also teach you how to couple creative and strategic thinking. You will learn how to analyze consumer motives, research markets, and use this data to plan and create advertisements.
$1295 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Digital Marketing Strategist | Course BE03442

Digital marketing is one of the fastest growing industries globally. With more customers shopping online, many organizations are using marketing strategies like paid advertising, email, and SEO to reach new audiences. This course will teach you how to leverage your talent to plan and implement digital marketing campaigns. You will learn how to integrate digital, social, and content marketing verticals to drive engagement and build a sales funnel. You will also learn best practices for using today's most effective marketing tools. Topics include direct marketing, market research, Google AdWords, and more.
$3595 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Information Technology

COMPUTER BASICS

NEW

Computadoras para Principiantes – Computers for Beginners | Course CT01406

Desea aprender el funcionamiento de las computadoras, lo suficientemente bien como para usar una con éxito en el hogar? Domine las habilidades básicas del ratón, aprenda cómo navegar en Windows y hasta escriba una carta. También, explorará las maravillas del Internet y el uso del correo electrónico. Éste curso es perfecto para adultos que desean aprender en grupos pequeños a su propio ritmo. 4 sesiones de 3 horas cada una.

A computer novice, you want to understand their operation well enough to use one successfully at home. Master basic mouse skills, learn how to navigate the Windows desktop, and write a letter. You'll also delve into the wonders of the Internet and e-mail. Perfect course for adults looking for a smaller class and gentler pace. 4 sessions @ 3 hrs each.

$ 5   Text: *Computers for Beginners*
$219 Total Cost (includes textbook fee)

Section F010   9:00 am - 11:00 am
Plum Center   Sa, January 8-February 26
Nova De Nunez, instructor

Section F011   7:00 pm - 9:00 pm
Pimmit Hills Ctr   M F, March 7-March 25
Nova De Nunez, instructor

Computers for Beginners | Course CT01401

Learn how to navigate the Windows desktop, and write a letter. You'll also delve into the wonders of the Internet and e-mail. Perfect course for adults looking for a smaller class and gentler pace. 4 sessions @ 3 hrs each.

$ 5   Text: *Computers for Beginners*
$219 Total Cost (includes textbook fee)

Section F010   6:00 pm - 9:00 pm
Pimmit Hills Ctr   M, January 3-January 31
Louise Glenn, instructor

Section F011   6:00 pm - 9:00 pm
Pimmit Hills Ctr   Tu Th, March 8-March 17
Louise Glenn, 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*
$129 Total Cost (includes textbook fee)

Section F010   6:00 pm - 8:00 pm
Pimmit Hills Ctr   M W, February 7-February 16
Louise Glenn, instructor

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. 4 sessions at 2.5 hrs. each.
$249 Total Cost

Section F010　　　　　　2:00 pm - 4:30 pm
ACE Online　　　　　　　Sa, January 8-January 29
Bryan Carvajal, instructor

Section F011　　　　　　2:00 pm - 4:30 pm
ACE Online　　　　　　　Sa, February 5-February 26
Bryan Carvajal, instructor

Section F012　　　　　　2:00 pm - 4:30 pm
ACE Online　　　　　　　Sa, March 5-March 26
Bryan Carvajal, instructor

Keyboarding | Course CT03023

Master the skills to become faster and more confident at the keyboard! By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. 24 hrs total. This class is self-paced
$115 Total Cost

Section V010
Online　　　　　　　　　Open Enrollment, Self-Paced

Section V011
Online　　　　　　　　　Open Enrollment, Self-Paced

Section V012
Online　　　　　　　　　Open Enrollment, Self-Paced

Windows 10 - File Management | Course CT01402

Once saved, do you have difficulty locating files on your computer? Do you wish you could organize your computer better than your closet? Do you wish you had backup files saved in case your computer decides to self-destruct? Are there files sitting on your computer that need to be renamed, redone, or removed? If you said yes to any of these questions, then this course is designed for you! You will be introduced to some wonderful shortcuts in Windows, and more importantly, learn how to organize your files better with quick, time saving techniques.1 session @ 3 hrs.
$99 Total Cost

Section A010　　　　　　6:00 pm - 9:00 pm
ACE Online　　　　　　　Th, January 20
Dr. Majid Imany, instructor

Section A011　　　　　　6:00 pm - 9:00 pm
ACE Online　　　　　　　M, February 28
Dr. Majid Imany, instructor

Section A012　　　　　　6:00 pm - 9:00 pm
ACE Online　　　　　　　M, March 21
Dr. Majid Imany, instructor

Windows 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　　　　　　1:00 pm - 4:00 pm
ACE Online　　　　　　　W, January 12
Mary Ann Smith, MOS, instructor

Section A011　　　　　　6:00 pm - 9:00 pm
ACE Online　　　　　　　M, March 14
Dr. Majid Imany, instructor

CERTIFICATION PREP

A+: Troubleshooting Your Computer | Course CT01465

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. Covers new curriculum for exams 220-1001 and 220-1002. Purchase book prior to first class: CompTIA A+ Complete Study Guide: Exams 220-1001 and 220-1002. ISBN: 9781119515968.
50hrs of instruction.
Prereq: CT02465 Basic PC Maintenance
$999 Total Cost

Section F010   9:00 am - 2:30 pm
Pimmit Hills Ctr   Sa, January 8-March 26
Shahriyar Behbahani, A+, CCNA, MCSE, instructor

NEW

CompTIA Network+ Certification Prep | Course CT03012

This course will teach you everything you need to take and pass the CompTIA Network+ certification exam (N10-007). You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more. 24 hrs total.
$349 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Basic CompTIA A+ Certification Prep | Course CT03013

This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams. 24 hrs total.
$349 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Intermediate CompTIA A+ Certification Prep | Course CT03014

Learn how to install, organize, maintain, and trouble-shoot three different versions of Windows, plus explore similar features in macOS and Linux. You will examine and compare the features and structures of Windows 7, 8/8.1, and 10. Toward the end of the course, you will get a deeper understanding of virtualization and virtual ma-chines in modern networks. Plus, you will learn about printers and multifunction devices, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 1001 and 1002 competencies. 24 hrs total. Prerequisites: Successful completion of the Basic CompTIA A+ Certification Prep course.

$349 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Advanced CompTIA A+ Certification Prep | Course CT03015

The Advanced CompTIA A+ Certification Prep course fo-cuses on fun technology. You'll learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches network-ing, both wired and wireless, because every well-rounded tech needs to know it. You'll dive in to all things security. Plus you'll get excellent insight into adding mo-bile devices such as tablets and smartphones to your computing environment. The Advanced course com-pletes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 1001/1002 ex-ams and for real life as a tech. 24 hrs total. Pre-requisite: :Successful completion of the Basic CompTIA A+ Certifi-cation Prep and Intermediate CompTIA A+ Certification Prep courses.

$349 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

CompTIA Security+ Certification Training | Course CT03524

The Security+ training course will assist you in preparing for the CompTIA Security+ certification SY0-601 exam through comprehensive material that covers the key objectives and fundamentals to perform core security functions while pursuing an information technology-based career. Successful completion of this course will allow you to assess an organization's security strength while recommending and implementing appropriate security solutions based on those assessments. Learners will be able to monitor and secure various security environments like cloud, mobile, and IoT (Internet of Things) in addition to obtaining an awareness of applicable laws, policies, and compliance standards. Also, you will be able to identify, analyze, and properly respond to security incidents.
$1495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Cisco Networking | Course CT01474

Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of subnetting different classes of IP addressing. Configure networks using RIP, IGRP and other routing protocols. Secure the networks by creating Access lists and VLANs as you work hands-on with several routers and switches. Network+ or equivalent a must. Exam is not included.
14 sessions covering 50 hours.
Prereq: CT01473 Network+
$993 Total Cost

Section F010   6:00 pm - 10:00 pm
Pimmit Hills Ctr   Tu Th, January 4-March 1
Shahriyar Behbahani, A+, CCNA, MCSE, instructor

Cisco CCNA Certification Training (Voucher Included) | Course CT03525

"This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects. Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications"
$2495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

CompTIA™ Network+ Certification Training (Voucher Included) | Course CT03529

Whether you're new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You'll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential.

In the course, you'll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you'll have the opportunity to put your new knowledge into action with networking scenarios you're likely to encounter during your IT career.

The voucher is prepaid access to sit for the certifying exam upon eligibility.
$1695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Microsoft Excel 2016 Certification Training with Voucher | Course CT03517

Learn to use Excel 2016 to create, modify, and format Excel worksheets, perform calculations, and print Excel workbooks. You then learn to use advanced formulas, work with lists, work with illustrations and charts, and use advanced formatting techniques. This online Microsoft Excel 2016 (MOS) Certification Training course will prepare you for the Microsoft Office Specialist (MOS) Certification Exams 77-727 and 77-728. 70 hrs. total Voucher and Procter fees are included.
$740 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Microsoft PowerPoint 2016 Certification Training with Voucher | Course CT03518

You will learn the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation. This online Microsoft PowerPoint 2016 Certification Training course will prepare you to take the Microsoft Office Specialist PowerPoint 2016 Exam 77-729.
60 hrs. total. Voucher and Procter fees are included.
$740 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Microsoft Word 2016 Certification Training with Voucher | Course CT03519

You will learn to create, edit, format, and print Microsoft Word documents. Go beyond with advanced formatting, use Word 2016 drawing tools, create and manage tables, column layouts, tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents. This online Microsoft Word 2016 Certification Training course will prepare you to take the following Microsoft Office 2016 MOS and Expert certification exams: 77-725 Microsoft Office Specialist Word 2016 and 77-726 Microsoft Office Specialist Word Expert 2016. 70 hrs. total. Voucher and Procter fees are included.
$740 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Introduction to QuickBooks 2019 | Course CT03520

Learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports. This course is 24 hrs total.
$289 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

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 8-February 19
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 26-April 9
Chandran Pillai, CPA, instructor

NEW

Intermediate QuickBooks 2019 | Course CT03521

If you already know the basics of QuickBooks, this course will teach you the accounting software's more advanced and often underutilized features. You will learn how to gain control, productivity, and value when you use QuickBooks 2019.
This course is 24 hrs total.
$289 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

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   1:00 pm - 3:00 pm
ACE Online   M Th F, March 3-March 7
Mary Ann Smith, MOS, instructor

Adobe 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   6:30 pm - 9:30 pm
ACE Online   Th F, March 3-March 4
Mary Ann Smith, MOS, instructor

Adobe Photoshop/Photoshop Elements Workshop: Corrections and Enhancements | Course CT01461

Learn the essential skills to digitally manipulate photos using Adobe Photoshop/Photoshop Elements. You will learn to enhance your photos by straightening, correcting color, cropping, using various selection tools, working with layers, and using masks. Recommended book, ISBN: 9780321827333.
1 session @ 3 hrs.
Prereq: CT01416 PC Basics
$109 Total Cost

Section A010   1:00 pm - 4:00 pm
ACE Online   W, February 9
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   1:00 pm - 4:00 pm
ACE Online   Sa, January 29-February 19
Dr. Majid Imany, 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.
$25   Text: *MS Excel 2016: Part 1 Digital*
$308 Total Cost (includes textbook fee)

Section F010   6:00 pm - 9:00 pm
Pimmit Hills Ctr   Tu Th, February 8-February 17
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 F010   6:00 pm - 9:00 pm
Plum Center   Tu Th, March 8-March 22
Wayne Shewmaker, MBA, MOS, instructor

MS Excel: Lookup 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   1:00 pm - 2:00 pm
ACE Online   Th, January 13
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   Th, January 13
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, March 4
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.
$134 Total Cost

Section A010   3:30 pm - 6:30 pm
ACE Online   Th, February 10
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*
$176 Total Cost (includes textbook fee)

Section A010   6:30 pm - 9:30 pm
ACE Online   W Th, February 9-February 10
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
$164 Total Cost

Section F010   6:00 pm - 9:00 pm
Plum Center   Tu Th, March 29-March 31
Wayne Shewmaker, MBA, MOS, instructor

Introduction to Microsoft Outlook 2019/Office 365 (Self-Paced Tutorial) | Course CT03535

Are you overloaded with emails, meetings, and to-do lists? Make use of Microsoft Outlook 2019 functions, and you will rapidly increase your efficiency and productivity.
$179 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Computer Skills for the Workplace (Self-Paced Tutorial) | Course CT03537

This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization
$149 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

1HR. ACE A NEW SKILL INFORMATION TECHNOLOGY

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   10:00 am - 11:00 am
ACE Online   W, January 12
Mary Ann Smith, MOS, instructor

MS Excel: Lookup 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   1:00 pm - 2:00 pm
ACE Online   Th, January 13
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   Th, January 13
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, March 4
Wayne Shewmaker, MBA, MOS, 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, February 10
Mary Ann Smith, MOS, instructor

PROGRAMMING

NEW

C# Programming Series | Course CT03020

Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. 48 hrs total.
$249 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

NEW

Intermediate Java Programming | Course CT03508

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.
$249 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Introduction to C++ | Course CT03509

Here's your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course. You'll get right to programming in this course—even if you have no prior programming experience! Before you know it, you'll be putting together programs, and you'll see how easy programming really is.
$249 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

Introduction to Java Programming | Course CT03507

Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. By the time you're done, you will be comfortable with Java programming and ready for more!
$249 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

WEB DESIGN AND DEVELOPMENT

NEW

Advanced JavaScript Concepts | Course CT03018

This course will teach you the foundations of JavaScript framework like React, Vue.js, jQuery, or Angular, all of which use some advanced JavaScript techniques. Key topics include block-scoped variables, constants and arrow functions. 14 hrs total.
$249 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

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   1:00 pm - 4:00 pm
ACE Online   Sa, February 26-March 19
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.
$229 Total Cost

Section A010   6:00 pm - 9:00 pm
ACE Online   Tu Th, January 13-January 20
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   6:00 pm - 9:00 pm
ACE Online   Tu Th, January 25-February 1
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   6:00 pm - 9:00 pm
ACE Online   Tu, February 8-February 22
Dr. Majid Imany, instructor

Intermediate WordPress Websites (Self-Paced Tutorial) | Course CT03022

Take your WordPress site to the next level! This online course will teach you how to optimize your site for a more dynamic user experience. You'll learn how to easily use CSS to improve your site's appearance. And if you don't know how to use WordPress plugins, you'll learn to add and manage them. If you're using the world's most popular CMS, learn to get the most of out of it with Intermediate WordPress Websites. 24 hrs total. This class is self-paced
$179 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Java Developer Suite | Course CT03017

Master the essentials of programming in Java and XML. Learn object-oriented programming and user interface design in the Java programming language. Learn to control formatting, display graphics, and manage documents in XML.
72 hrs total.
$429 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

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   6:00 pm - 9:00 pm
ACE Online   Tu F, February 22-March 1
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   6:00 pm - 9:00 pm
ACE Online   Tu Th, March 8-March 17
Dr. Majid Imany, instructor

CYBER SECURITY

Certified Ethical Hacker (Voucher Included) | Course CT03526

"This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You'll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.
Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam."
$2895 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Section V012
Online   Open Enrollment, Self-Paced

LEADERSHIP AND MANAGEMENT

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.1 session 6 hrs.
$284 Total Cost

Section F010   9:00 am - 3:00 pm
Plum Center   Sa, February 26
Melson Martis, MBA, PMP, CSM, instructor

NEW

Creating Mobile Apps with HTML5 (Self-Paced) | Course CT03016

You're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer. 24 hrs total.
$299 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Introduction to Artificial Intelligence (Self-Paced Tutorial) | Course CT03536

This course will introduce you to various forms of artificial intelligence (AI) and how we interact with AI as consumers in applications like chatbots and recommendation engines. You'll see how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. You'll go under the hood to see how computers can "learn" using artificial neural networks and various forms of machine learning. You will review AI applications such as natural language processing, forecasting, and robotics. You'll also learn about the AI development process and how AI will affect the workforce. Finally, you'll consider some of the ethical factors in AI deployment.
$129 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Introduction to PC Troubleshooting (Self-Paced Tutorial) | Course CT03538

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them.

$149 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Section V011
Online   Open Enrollment, Self-Paced

Healthcare and Dental

CPR AND FIRST AID

Heartsaver First Aid CPR AED | Course HM01625

Learn critical skills needed to respond to and manage medical emergencies. Includes adult, child, and infant CPR and AED use. Certification valid for 2 years. This course fulfills teacher recertification requirements. Book required. Must be on time! Bring lunch! Ideal for Boy Scout and Girl Scout Leaders. 1 session @ 7.5 hrs.

$ 4 Text: *Heartsaver First Aid CPR AED Student Workbook 2020*

$161 Total Cost (includes textbook fee)

Section F100   9:00 am - 4:30 pm
Pimmit Hills Ctr   Sa, January 8
Staff, instructor

Section F101   9:00 am - 4:30 pm
Pimmit Hills Ctr   F, January 21
Staff, instructor

Section F102   9:00 am - 4:30 pm
Pimmit Hills Ctr   Sa, February 5
Staff, instructor

Section F103   9:00 am - 4:30 pm
Pimmit Hills Ctr   W, February 23
Staff, instructor

Section F104   9:00 am - 4:30 pm
Pimmit Hills Ctr   F, March 11
Staff, instructor

Section F105   9:00 am - 4:30 pm
Pimmit Hills Ctr   Sa, March 26
Staff, instructor

Heartsaver CPR & AED - Adult, Child, Infant | Course HM01695

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

$ 4 Text: *Heartsaver CPR AED Student Workbook 2020*

$117 Total Cost (includes textbook fee)

Section F010   9:00 am - 2:00 pm
Pimmit Hills Ctr   W, January 12
Staff, instructor

Section F011   5:00 pm - 10:00 pm
Pimmit Hills Ctr   Th, February 17
Staff, instructor

Section F012   5:00 pm - 10:00 pm
Pimmit Hills Ctr   W, March 16
Staff, instructor

Basic Life Support | Course HM01697

American Heart Association class designed for healthcare professional certification. Includes adult, child, and infant one-rescuer CPR, two-rescuer CPR, bag-mask skills, choking, and Automated External Defibrillator (AED). Must be on time. Book required. Recommend book be picked up prior to class - call 703 658-1201. Written test is open resource so be sure to bring your book to class! 1 session @ 5.5 hrs.
$21 Text: *BLS Provider Manual 2020*
$149 Total Cost (includes textbook fee)

Section F010
Pimmit Hills Ctr
Staff, instructor
9:00 am - 2:30 pm
Sa, January 8

Section F011
Pimmit Hills Ctr
Staff, instructor
9:00 am - 2:30 pm
Sa, January 29

Section F012
Pimmit Hills Ctr
Staff, instructor
9:00 am - 2:30 pm
Sa, February 12

Section F013
Pimmit Hills Ctr
Staff, instructor
9:00 am - 2:30 pm
Sa, February 26

Section F014
Pimmit Hills Ctr
Staff, instructor
9:00 am - 2:30 pm
Sa, March 19

EMERGENCY MEDICAL TECHNICIAN (EMT)
Licensure exam for Commonwealth of VA included with course.

Emergency Medical Technician—Basic | Course HM01655

Follows national standard curriculum. Successful completion of course leads to exam for both Virginia and National Registry. . Text provided. Minimum age 16 with pre-admission approval. No tuition waivers.
$1454 Total Cost

Section X010
ACE Online
Mercer, instructor
6:00 pm - 10:00 pm
M W, January 24-April 9

Pharmacy Technician Certification Board Exam Review | Course HM01932

Prepare to sit for the Pharmacy Technician Certification exam through PTCB or NHA. This intense 12-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification exam with confidence. Student must have completed an approved Pharmacy Technician Program. Students must purchase review book separately. Mosby's Pharmacy Technician Exam Review, 4th Ed. ISBN: 9780323497244
Prereq: HM01659 Pharmacy Technician Program other Pharmacy Technician program
Prereq: HM01929 Pharmacy Technician - Fast Track
$399 Total Cost

Section A010
ACE Online
Pittman, instructor
9:00 am - 1:00 pm
Sa, February 12-March 12

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 between 9 am - 4 pm Monday through Friday. Email healthmed@fcps.edu to schedule.
$35 Total Cost

Section A010
Online
Open Enrollment, Self-Paced

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. Externship optional. Placement test required. Email healthmed@fcps.edu for details. Taught by clinical pharmacist.
$208 Text: *Pharmacy Technician Pkg* ($140); *Review for Pharmacy Tech Cert Exam, 4th ed* ($68)
$2199 Total Cost (includes textbook fee)

Section B010   9:00 am - 1:00 pm
Pimmit Hills Ctr   Tu, February 1-April 28
Pittman, instructor

MEDICAL

Newborn and Postpartum Care | Course HM02100

Basic overview and evidence based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. No tuition discounts/waivers.
$20   Text: *An Introduction to Newborn and Postpartum Care*
$319 Total Cost (includes textbook fee)

Section F010   9:00 am - 3:00 pm
Plum Center   Sa, January 22
Stern, instructor

Section F011   9:00 am - 3:00 pm
Plum Center   Sa, March 12
Stern, instructor

NEW

Certified Clinical Medical Assistant (CCMA) (Self-Paced) | Course HM05000

Learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties. Exam voucher included. 540 hours
$2995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Certified EKG Technician (Self-Paced) | Course HM05001

Learn to measure basic vital signs, perform rapid response procedures, operate an EKG machine and identify rhythms.
$1995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Certified Phlebotomy Technician (Self-Paced) | Course HM05002

Learn Phlebotomy fundamentals including medical terminology, human anatomy and physiology, infection control, collection, and transport. Learn about phlebotomy equipment and supplies and venipuncture procedures. Prepares you for provisional Certified Phlebotomy Technician Specialist (CPTS) exam offered by the American Education Certification Association (AECA). After earning your provisional certification, you will have six months to complete the clinical skills requirements and convert to full certification. Additionally, this course provides opportunity to complete an on-site externship to gain clinical skills needed for full certification through AECA or NHA.
$2395 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Patient Care Technician (Self-Paced) | Course HM05003

Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Exam voucher included.
$2695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

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 currently administered online. Please contact healthmed@fcps.edu to schedule the test.
$35 Total Cost

Section A010
ACE Online   Open Enrollment, Self-Paced

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 to schedule placement test. Background check application fee of $25 to be paid by student. Documentation of TB status due first day of class. No tuition waivers or refunds. 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each.
Prereq: HM01605 Certified Nurse Aide (CNA) Placement Test
$0 Text: *Mosby's Essentials for Nursing Assistants, 6th ed*
$1399 Total Cost (includes textbook fee)

Section W010   8:30 am - 4:30 pm
Plum Center   M W F, January 19-February 21
Staff, instructor

Section W011   8:30 am - 4:30 pm
Plum Center   M W F, March 14-April 15
Staff, instructor

NEW

Certified Electronic Health Records Specialist (CEHRS) (Self-Paced) | Course HM05004

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.
$1795 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Certified Medical Transcriptionist (Self-Paced) | Course HM05005

Learn how to properly transcribe and edit the medical notes of healthcare providers to document patient care. Exam voucher included.
$2695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Certified Physical Therapy Aide (Self-Paced) | Course HM05007

Learn foundational physical therapy principles, medical terminology, tasks, and responsibilities needed to work as a certified physical therapy aide. Exam voucher included.
$1995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Medical Interpreter (Spanish/English) (Self-Paced) | Course HM05008

This online course will teach you the skills needed to work as a Medical Interpreter and to sit for any of the Medical Interpreting examinations available in the United States.
$2395 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

NASM Certified Personal Trainer and Exam Preparation (Self-Paced) | Course HM05009

This course will prepare you to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry. Exam voucher included.
$1295 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

NASM Certified Nutrition Coach (exam included) (Self-Paced) | Course HM05010

Incorporate nutrition coaching and behavior change into your fitness instruction.
$1295 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Certified Medical Administrative Assistant (CMAA) | Course HM05011

Comprehensive online course teaches medical office skills including: managing patient flow, scheduling appointments, processing insurance claims (including assigning medical codes), maintaining electronic health records, composing correspondence, and performing daily financial practices. Successful completion of course prepares student for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). Course includes an exam voucher. The course is 24 hours, completed at your own pace over 6 months
$1495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Medical Office Manager (Self-Paced) | Course HM05016

This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager. Exam vouchers included.
$3995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

MEDICAL BILLING AND CODING

NEW

Medical Billing and Coding (Self-Paced) | Course HM05012

Learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals. Class is ONLINE.
$2995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Certified Medical Administrative Assistant + Medical Billing and Coding (Self-Paced) | Course HM05013

Stack your credentials with this comprehensive bundled course which prepares you to sit for the Certified Medical Administrative Assistant (CMAA) exam and your choice of these 3 Medical Billing and Coding Certifications, CBCS, CCA, or CPC. Learn front-end office duties and all phases of the revenue cycle from from patient registration through medical coding, claims submission, reimbursement, and collections. Exam vouchers included.
$3495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Med | Course HM05014

Gain valuable training in medical office management, legal, ethical, and regulatory concepts, front-end office duties, intro to medical billing and coding processes, implementation of and hands-on practice with an electronic health record system in a medical practice. Exam vouchers included.
$2495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Medical Billing and Coding + Electronic Health Records Specialist (Self-Paced) | Course HM05015

In this bundle, learn why medical billers are in demand and essential in making sure that all healthcare providers receive payment for the services and supplies they provide. Become a Certified Professional Biller and a Certified Electronic Health Records Specialist while learning how to implement and utilize electronic health records.
$3695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

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. Course includes CPR AED First Aid certification.
$337 Text: *Certified Billing & Coding Specialist (CBCS)* ($89); *Heartsaver First Aid CPR AED Student Workbook 2020* ($4); *Pro Fee Coder Bundler 2021* ($244)
$3239 Total Cost (includes textbook fee)

Section A010   7:00 pm - 10:00 pm
ACE Online   M Th, January 10-April 14
Perez, instructor

Certified Medical Administrative Assistant + Medical Billing and Coding (Self-Paced) | Course HM05013

Stack your credentials with this comprehensive bundled course which prepares you to sit for the Certified Medical Administrative Assistant (CMAA) exam and your choice of these 3 Medical Billing and Coding Certifications, CBCS, CCA, or CPC. Learn front-end office duties and all phases of the revenue cycle from from patient registration through medical coding, claims submission, reimbursement, and collections. Exam vouchers included.
$3495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Med | Course HM05014

Gain valuable training in medical office management, legal, ethical, and regulatory concepts, front-end office duties, intro to medical billing and coding processes, implementation of and hands-on practice with an electronic health record system in a medical practice. Exam vouchers included.
$2495 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Medical Billing and Coding + Electronic Health Records Specialist (Self-Paced) | Course HM05015

In this bundle, learn why medical billers are in demand and essential in making sure that all healthcare providers receive payment for the services and supplies they provide. Become a Certified Professional Biller and a Certified Electronic Health Records Specialist while learning how to implement and utilize electronic health records.
$3695 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

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. Course includes CPR AED First Aid certification.

$337 Text: *Certified Billing & Coding Specialist (CBCS)* ($89); *Heartsaver First Aid CPR AED Student Workbook 2020* ($4); *Pro Fee Coder Bundler 2021* ($244)
$3239 Total Cost (includes textbook fee)

Section A010   7:00 pm - 10:00 pm
ACE Online   M Th, January 10-April 14
Perez, instructor

DENTAL ASSISTANT

Dental Assistant Comprehensive | Course HM01647

Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. No tuition waivers. Tuition installment plan available by calling 703-658-1201.
$307 Text: *Administrative Dental Assistant Pkg. 4th ed* ($110); *BLS Provider Manual 2020* ($21); *Essentials of Dental Assisting Pkg, 6th ed* ($172); *Heartsaver First Aid Student Workbook 2020* ($4)
$2999 Total Cost (includes textbook fee)

Section F010   9:00 am - 3:00 pm
Plum Center   F, February 11-June 24
Staff, instructor

NEW

Administrative Dental Assistant (Self-Paced) | Course HM05006

Learn front desk duties, dental terminology, anatomy, dental billing and coding, and Dentrix software.
$1795 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Veterinary Studies & Pet Care

VETERINARY ASSISTANT

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.
$354 Total Cost

Section B010   10:00 am - 11:00 am
ACE Online   M, March 7-May 2
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.
$439 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   M, February 28-May 2
Lanie Samonte Martin, AAS, LVT, BA, instructor

Apprenticeship and 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. Students should purchase Troubleshooting & Repairing Major Appliances (ISBN-13: 978-0071770187); as well as a basic set of handtools. 5 sessions @ 3 hrs each.
$265 Total Cost

Section F001   6:30 pm - 9:30 pm
Pimmit Hills Ctr   M, January 24-February 21
Staff, 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:
$290 Total Cost (includes textbook fee)

Section F010   6:30 pm - 9:30 pm
Chantilly HS   Tu, January 25-February 22
Godfrey, instructor

Section F003   6:30 pm - 9:30 pm
Chantilly HS   Th, March 3-March 31
Staff, 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. Three sessions 3 Hours each.
$230 Total Cost

Section A020   6:30 pm - 9:30 pm
ACE Online   W, February 2-February 16
Bookfor, instructor

Leadership in Energy and Environmental Design (LEED) (Self-Paced Tutorial) | Course TI08080

This online Leadership in Energy & Environmental Design (LEED) course is designed to educate candidates on cutting edge green building and sustainable design practices and enables participants to designate that expertise with an internationally recognized professional credential.
$695 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Manual Machinist (Self-Paced Tutorial) | Course TI08231

This Manual Machinist course provides an intensive overview of the skills necessary to perform manual machining. The course will cover workholding, math, inspection, safety, machining, materials, quality, grinding, assembly, and more.
$1695 Total Cost

Section V002

Online   Open Enrollment, Self-Paced

Nuts and Bolts of PMT Careers | Course TI05583

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field.
1 session @ 2 hrs.
$104 Total Cost

Section A002   6:30 pm - 8:30 pm
ACE Online   W, January 26
Abdou, instructor

NEW

Toolmaker (Self-Paced Tutorial) | Course TI05858

This online course will provide an intensive overview of the toolmaking industry and the skills needed to work in it. You will learn a variety of important skills, including workholding, math, inspection, safety, machining, materials, quality, grinding, and stamping.
$1695 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

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 the 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 A030   8:00 am - 4:00 pm
Plum Center   Sa, March 5
Chestnut, instructor

NEW
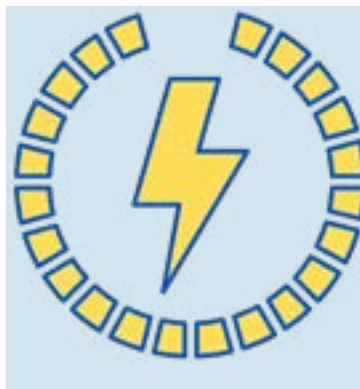
Welder Technician (Self-Paced) | Course TI05221

The Welder Technician course is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management.
$1995 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

ASSORTED TRADES—DO IT YOURSELF

Auto Body Repair - Personal Repair and Refinishing | Course TI05323

Properly repair automotive body/collision elements through live hands-on training. Repair large and small dents, rust repair, panel replacement, panel welding, metal straightening, and plastic filler repair. See enclosure online or on receipt. The lab fee is required to cover shop consumable supplies (filler, sand paper, paint, etc).
10 sessions @ 4 hrs each.
$499 Total Cost

Section F001   6:00 pm - 10:00 pm
Edison HS   Tu, January 11-March 15
Floyd, instructor

Home Inspection Certificate | Course TI05370

This course will help you prepare for a career as a home inspector. You will learn best practices for inspecting residential construction, including inspection guidelines, identifying common defects, reporting methodologies, and risk management. This course is self-paced, you can start at any time. The start date is a placeholder only.
$2295 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

ALL TRADES—PRO-SERIES

Certified Indoor Air Quality Manager (Self-Paced) | Course TI09015

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, this online Certified Indoor Air Quality Manager course is just for you!
$799 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

Certified Indoor Environmentalist Prep (Self-Paced) | Course TI09016

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? This online Certified Indoor Environmentalist Prep course will help you take the next step in your career.
$895 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

NEW

Power Plant Operations (Self-Paced Tutorial) | Course TI09005

Learn the skills you need to gain entry-level employment as a power plant operator. This unique, user-friendly course is designed for people who have minimal knowledge of the industry, math, physics, or chemistry. Very few institutions provide power plant operator training and certification opportunities for entry-level operators, so your certificate from this course will give you an edge over others in the field.
After you complete this course, you will be fluent in how to operate a power plant with safety as the prime consideration.
$2595 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Programa de Certificado de Conocimiento Básico de HVACR NATE Core (Self-Paced) | Course TI09017

Un programa de introducción a la industria HVACR diseñado a fin de abordar el conocimiento fundamental de la calefacción, la ventilación, el aire acondicionado y la refrigeración.
$2295 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

ELECTRICAL

Electrical Technician (Self-Paced) | Course TI08070

This course provides an intensive overview of electrical maintenance. You will learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. This course is self-paced, you can start at any time. The start date is a placeholder only.
$1995 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. Demonstration and hands-on workshop.
5 sessions @ 3 hrs each. Student required to purchase textbook (Step by Step Guide Book on Home Wiring) and tools separately. Tool list included on receipt.
$271 Total Cost

Section F003   6:30 pm - 9:30 pm
Pimmit Hills Ctr   W, March 23-April 20
Staff, instructor

Electrician Continuing Education | Course TI05275

Comprehensive review of the 2017 (NEC) changes to fulfill the continuing ed 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 V003   8:30 am - 11:30 am
Plum Center   Sa, March 19
Black, instructor

NEW

Residential Electrician (Self-Paced Tutorial) | Course TI08071

The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials.
$2495 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

HVAC-R

HVAC/R Certified Technician (Voucher Included) (Self-Paced) | Course TI08011

If you want to take your HVAC/R career to the next level, this course will prepare you for industry-recognized HVAC Excellence or NATE certification. You will gain technical knowledge to not only pass certification exams, but to work on today's increasingly complex heating, ventilation, air conditioning, and refrigeration systems.
$2895 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

HVAC/R Technician (Voucher Included) (Self-Paced) | Course TI08001

This course will train you to service, maintain, and troubleshoot complex heating, ventilation, air conditioning, and refrigeration systems. You will gain situational knowledge and technical skills needed to pass entry-level certificates and start a career in HVAC/R.
$2895 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

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.
$437 Total Cost

Section F001   6:30 pm - 9:30 pm
Plum Center   Th, January 27-March 24
Fortney, instructor

PLUMBING

Foundations of Plumbing (Self-Paced Tutorial) | Course TI08100

This course trains for a career in plumbing. You will learn specialized plumbing skills and terminology for residential, commercial, and industrial plumbing systems. In addition, this course teaches the math, geometry, and physical principles needed to work on plumbing systems. This course is self-paced, you can start at any time. The start date is a placeholder only.
$2195 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

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 (hand tools needed).
$243 Total Cost

Section F002   6:30 pm - 9:30 pm
Pimmit Hills Ctr   Tu, February 1-March 1
TBD, instructor

APPRENTICESHIP

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.
$600 Total Cost

Section A001   8:00 am - 10:00 am
ACE Online   Sa, February 26-July 9
Staff, instructor

Electrical 1 | Course AP01000

Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. This is the first year of a comprehensive 4-year electrical curriculum that complies with DOLI standards for apprenticeship.
Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1,560 Total Cost

Section B010   6:00 pm - 9:30 pm
Chantilly HS   Tu Th, January 18-May 5
Glasgow, instructor

Electrical 1 | Course AP08070

Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. This is the first year of a comprehensive 4-year electrical curriculum that complies with DOLI standards for apprenticeship.
Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1600 Total Cost

Section B001   6:30 pm - 10:00 pm
Chantilly HS   Tu Th, January 18-May 5
Glasgow, instructor

HVAC-R

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.
$600 Total Cost

Section A001   8:00 am - 10:00 am
ACE Online   Sa, February 26-July 9
Staff, instructor

HVAC 1 | Course AP02000

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. ACE's program has been designed by highly qualified subject matter experts with the importance of HVAC professionals in mind, and covers present theoretical and practical skills essential to your success as an HVAC installer or technician. This is the first year of a comprehensive 4-year HVAC curriculum that complies with DOLI standards for apprenticeship, and is recognized by North American Technician Excellence (NATE).

Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1,560 Total Cost

Section B010   6:00 pm - 10:00 pm
Chantilly HS   Tu Th, January 4-April 14
Staff, instructor

HVAC 2 | Course AP02001

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R); Course covers basic air conditioning systems, refrigerant controls, electric motors, circuits and controls, functions, air filtration, safety, trade math. Lecture format. HVAC-R 1 textbooks required, but not included.
$1560 Total Cost

Section B010   6:30 pm - 9:30 pm
Pimmit Hills Ctr   M W, January 10-July 11
Staff, instructor

HVAC-R 1 | Course AP08001

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. ACE's program has been designed by highly qualified subject matter experts with the importance of HVAC professionals in mind, and covers present theoretical and practical skills essential to your success as an HVAC installer or technician. This is the first year of a comprehensive 4-year HVAC curriculum that complies with DOLI standards for apprenticeship, and is recognized by North American Technician Excellence (NATE).

Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1600 Total Cost

Section B001   6:00 pm - 10:00 pm
Chantilly HS   Tu Th, January 4-April 14
Thomasian, instructor

**Apprenticeship - Official Transcript Request
Course AP00001**
Please ensure you have completed all apprenticeship classes (years 1-4) before requesting your official transcript. Transcripts will be sent via USPS along with a completion certificate within 6-8 weeks.
$ 12 Total Cost

PLUMBING

Apprenticeship Core: Introduction to Basic Construction Skills | Course AP08000

Core is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives students the basic skills needed to continue education in any craft area he or she chooses. Core classes meet entirely online, students are required to have a computer or tablet to access classes (smartphones are not ideal). If you need/want lab time and computer access, please ALSO register for CT04000. Online textbook is included in tuition, students may elect to purchase a hard copy on their own.
$600 Total Cost

Section A001   8:00 am - 10:00 am
ACE Online   Sa, February 26-July 9
Staff, instructor

Plumbing | Course AP03000

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, such as wineries, to move material through production processes.
This is the first year of a comprehensive 4-year plumbing curriculum that complies with DOLI standards for apprenticeship. Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1560 Total Cost

Section B010   6:30 pm - 9:30 pm
Pimmit Hills Ctr   Tu Th, March 1-August 18
Christmas, instructor

Plumbing 1 | Course AP08100

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, such as wineries, to move material through production processes.
This is the first year of a comprehensive 4-year plumbing curriculum that complies with DOLI standards for apprenticeship. Class meets twice a week, once in person and once virtually for the stated hours. This allows students to complete the curriculum in one semester rather than a full year. Online textbooks are included in the tuition, students may opt to purchase a hard copy text for an additional fee.
$1600 Total Cost

Section B010   6:30 pm - 10:00 pm
Pimmit Hills Ctr   Tu Th, March 1-July 26
Christmas, 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 hrs.
$75   Total Cost

Section A002   10:00 am - 1:00 pm
Plum Center   Sa, February 12
Hofstetter, instructor

CULINARY ARTS

Cook, Talk, and Learn in French…Classic French Cooking | Course HI06319

Work on your French language skills while learning to prepare a classic French dish! There are two sections to this course, morning classes require French language skills; afternoons do not require French language skills.
8 session @ 2hrs.
$304 Total Cost

Section F010   10:00 am - 12:00 pm
Plum Center   W, February 9-March 30
Gaston, instructor

Section F011   4:00 pm - 6:00 pm
Plum Center   W, February 9-March 30
Gaston, instructor

FLORAL DESIGN

Introduction to Floral Design 1 - Basic | Course HI03374

Study the principles and elements of good design. You will learn how to select and care for various flowers and foliage for optimal results. Four design styles; vertical line, triangular, round, and mixed vase arrangements; will be created to take home at the end of each class. Bring floral shears to class. 4 sessions @ 3 hrs each.
$24   Text: *Design School*
$390 Total Cost (includes textbook fee)

Section F010   6:30 pm - 9:30 pm
Pimmit Hills Ctr   W, February 2-February 23
Mason, instructor
Bring floral snips or shears to class. Register at least five days in advance of class for purchase of materials.

Floral Design 2—Basic | Course HI03375

Increase your knowledge and continue to improve your design skills with fresh flowers each week. Four new styles; round arrangement in a basket, elongated centerpiece, tropical floral arrangement, and arrangement of greens with flower accents; will be created to take home at the end of each class. Bring floral shears to class. Please note: It is not pre-requisite to attend Floral Design - 1 before attending Floral Design 2. 4 sessions @ 3 hrs each.
$338 Total Cost

Section F010   6:30 pm - 9:30 pm
Pimmit Hills Ctr   Tu, March 1-March 22
Mason, instructor

NEW

Valentine Day Flowers | Course HI03400

Valentine's Day flowers do not have to be traditional roses and carnations. This arrangement will use an assortment of other flowers and Valentines trim to create a non-traditional arrangement. Bring pruning clippers and floral shears to class.
1 session @ 3 hrs.
$136 Total Cost

Section F010   6:00 pm - 9:00 pm
Pimmit Hills Ctr   Th, February 10
Mason, instructor

GENEALOGY

Genealogy Basics (Self-Paced Tutorial) | Course HI09026

Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and how to interpret the information you find. This course guides you through the search process for family names using several subscription-based websites, which you can access while enrolled in this class.
You will learn through hands-on examples that help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover where to look, who to contact, and how to make your family history come alive.
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

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 F010   10:00 am - 12:00 pm
Plum Center   Tu, February 8-March 8
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 F010   6:00 pm - 8:30 pm
Plum Center   M, January 31
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 F010   6:00 pm - 8:30 pm
Pimmit Hills Ctr   M, February 7-February 14
Mason, instructor

PERSONAL AND CREATIVE INTEREST

NEW

Discover Digital Photography (Self-Paced Tutorial) | Course HI09004

An informative introduction to the fascinating world of digital photography.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Photographing Nature with Your Digital Camera (Self-Paced Tutorial) | Course HI09012

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Photographing People With Your Digital Camera (Self-Paced Tutorial) | Course HI09024

Photographing people can be fun, exciting, and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. You will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

Secrets of Better Photography (Self-Paced) | Course HI03745

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.
$100 Total Cost

Section A010
Online   Open Enrollment, Self-Paced

Section V002
Online   Open Enrollment, Self-Paced

Travel Photography for the Digital Photographer (Self-Paced Tutorial) | Course HI03792

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Introduction to Digital Scrapbooking (Self-Paced Tutorial) | Course HI09019

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.
Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images—the tools are all available to you.
Come take your scrapbooking to a new level!
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

PERSONAL DEVELOPMENT

Getting Ready to Retire | Course HI06530

This course provides concrete suggestions, exercises, and discussions that help participants explore the important but overlooked non-financial challenges and opportunities of retirement, and make a happy and fulfilling transition. Topics covered include transition planning, daily activities, budgeting, health, and housing challenges. 1 session @ 3 hrs.
$80   Total Cost

Section A001   9:30 am - 12:30 pm
ACE Online   Sa, January 29
Moran, 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 if 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 A002   10:00 am - 1:00 pm
ACE Online   Sa, February 5
Sharpe, instructor

Certificate in Healthy Aging (Self-Paced Tutorial) | Course HI09025

As the population in the United States ages, there are many opportunities to learn how to work with seniors in multiple settings in a way that supports quality of life. In the Certificate in Healthy Aging, you'll gain an overview of specific aspects of aging to provide a long-term foundation for treatment of the senior community and overall health during the later years of life.
This certificate is designed for anyone working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for a career in aging services or gerontology.
$79   Total Cost

Section V003
Online   Open Enrollment, Self-Paced, Self-Paced

Marriage and Relationships: Keys to Success (Self-Paced Tutorial) | Course HI09020

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond *I do*.
$115 Total Cost

Section V003
Online   Open Enrollment, Self-Paced, Self-Paced

NEW

Certificate in Mindful Relationships (Self-Paced Tutorial) | Course HI09002

Earn a Certificate in Mindful Relationships, which signifies that you understand the characteristics of mindful self-care, intimate relationships and communication processes.
$59   Total Cost

Section V002
Online   Open Enrollment, Self-Paced, Self-Paced

SPECIAL INTERESTS

NEW

Certificate in Food, Nutrition, and Health (Self-Paced Tutorial) | Course HI09001

In this informative, self-paced course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.
$96 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Growing Plants for Fun and Profit (Self-Paced Tutorial) | Course HI09006

This course will teach you everything you need to prosper in the backyard nursery business.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Start Your Own Edible Garden (Self-Paced Tutorial) | Course HI09014

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
$115 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Color Theory (Self-Paced Tutorial) | Course HI09003

This self-paced course will teach you the basics of working with color in web design.
$79 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Get Funny! (Self-Paced Tutorial) | Course HI09005

Learn how to use humor to speak more effectively, write better, and increase your popularity.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Listen to Your Heart, and Success Will Follow (Self-Paced Tutorial) | Course HI09010

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Homeschool With Success (Self-Paced Tutorial) | Course HI09018

Homeschooling can be a bit of a mystery if you're new to the topic. In this course, you'll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You'll learn how to find the laws and regulations that govern your community and might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you'll also become familiar with the terminology the homeschool community uses.

You'll see how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults. You'll also find out how homeschooling gives you unique opportunities to teach valuable life skills. From manners to money management, you can be sure your children master subjects that don't make it into most textbooks. You'll also learn about full-time homeschooling for travelers and how it can fit into their adventurous lives. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come!
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

Merrill Ream Speed Reading (Self-Paced Tutorial) | Course HI09022

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

Music Made Easy (Self-Paced Tutorial) | Course HI09023

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts.
$100 Total Cost

Section V003
Online   Open Enrollment, Self-Paced

WRITING AND PUBLISHING

NEW

Beginner's Guide to Getting Published (Self-Paced Tutorial) | Course HI09000

Published writer shows you how to give yourself the credibility you need to get your books and articles published.
$115 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, awaken your creativity and learn how to tap into it to write uniquely. Learn the value of reading as a writer and the basics of character development, dialogue/attribution, and more. Course topics apply to fiction and nonfiction, and every genre. Short reading and writing assignments each week. Marketing and publishing discussed. Contact Instructor with questions. 6 sessions @ 2 hrs each.
$190 Total Cost

Section F002   10:30 am - 12:30 pm
Pimmit Hills Ctr   Tu, February 15-March 22
Page, instructor

NEW

Blogging and Podcasting for Beginners (Self-Paced Tutorial) | Course HI09017

Learn how to plan and create you very own blog and podcast! Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined. 24 hrs total. This class is self-paced
$129 Total Cost

Section V001
Online   Open Enrollment, Self-Paced

NEW

How to Make Money From Your Writing (Self-Paced Tutorial) | Course HI09007

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.
$115 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

NEW

Intro to Writers' Workshop | Course HI04048

Participating in a peer review workshop provides writers with an opportunity to have their work critiqued and to offer critiques to other participants. Using examples from published works and participants' own writing (if comfortable sharing), this course will familiarize participants with critique options such as manuscript review versus reading aloud, common creative writing elements and terminology, and presenting and receiving critiques in a positive environment.
$98 Total Cost

Section F003   10:00 am - 12:00 pm
Pimmit Hills Ctr   F, March 4-March 11
Sim, instructor

Show vs Tell | Course HI06440

Show and tell are both essential to writing. Writing that is all or mostly show gets bogged down and is almost impossible to read. Writing that is all or mostly tell is flat, gray, and monotonous. When show and tell are balanced, the writing becomes three-dimensional, with color and movement and texture. This applies to both fiction and nonfiction and to every genre. The course will tackle this important element of writing and teach you how to use it to improve and enrich your writing. **Beginning Creative Writing** is a prerequisite for this course.
$185 Total Cost

Section F002   10:30 am - 12:30 pm
Pimmit Hills Ctr   Th, February 17-March 3
Page, instructor

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 A003   10:00 am - 12:00 pm
ACE Online   Th, March 10-March 31
Stawarski, instructor

Writeriffic - Creativity Training for Writers (Self-Paced Tutorial) | Course HI04167

Banish writer's block forever with these tricks from the published writer's toolbox.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

Writers' Workshop | Course HI04049

The writers' workshop is a place for writers (fiction and non-fiction) who welcome feedback on their works and enjoy providing the same to others in a friendly peer setting. Every level of writer, from beginning to advanced, is welcome. Although there are no prerequisites for this workshop, some knowledge of the peer review process, previous participation in a similar group, or Intro to the Writers' Workshop would be helpful. Submitting works to publications will be discussed. Common creative writing elements will also be reviewed depending on the needs of the group.
$198 Total Cost

Section F003   10:00 am - 12:00 pm
Pimmit Hills Ctr   F, March 18-April 22
Sim, instructor

Writing the Fantasy Novel (Self-Paced Tutorial) | Course HI09016

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer.
$100 Total Cost

Section V002
Online   Open Enrollment, Self-Paced

CINEMA

Film Masterpieces At The Close Of The 20th Century | Course HI05027

The last half of the 20th century produced many films of exceptional distinction. In this series, World Film will feature some of them. **The Last Picture Show** garnered eight Academy Award nominations and was hailed as the most important work by a young American director since **Citizen Kane**. In T**he Prime of Miss Jean Brodie**, Maggie Smith stars in an Oscar-winning performance. Robert Bolt's prize-winning play, **A Man For All Seasons**, won six Academy Awards when it was filmed by Fred Zinnemann, the director of **From Here to Eternity**. And, finally, two films by Miloš Forman, each of which garnered eight Academy Awards, will be featured: **One Flew Over The Cuckoo's Nest**, based on Ken Kesey's acclaimed bestseller of the same name; and **Amadeus**, based on the Tony Award winning play by Peter Shaffer.
$149 Total Cost

Section F001   6:30 pm - 9:30 pm
Plum Center   Tu, January 11-February 8
LeBlanc, instructor

La Femme Fatale - Part 1 | Course HI05028

Strong women have always had ways of "leveling the playing field" – and even many times getting the upper hand. Many films have eloquently portrayed this experience. Join World Film at ACE for Part I of a two-part series. **Gilda** is Rita Hayworth's most seductive role and shows her power over men. **All About Eve** has Bette Davis in one of her most powerful roles in the most Oscar-nominated film of all time. Linda Fiorentino, in the neo-noir film **The Last Seduction**, is the ultimate "femme fatale." And Barbara Stanwick has her way with Fred MacMurray in **Double Indemnity**. Gus Van Sant has Nicole Kidman take on Matt Dillon and Joaquin Phoenix in **To Die For**. Also included will be scenes from: **Salome**, **The Egyptian**, **Samson and Delilah**, **Quo Vadis,** **Metropolis**, **Lola Montez**, **Miss Sadie Thompson**.
$149 Total Cost

Section F003   6:30 pm - 9:30 pm
Plum Center   Tu, February 22-March 22
LeBlanc, instructor

World Languages for Adults

WELCOME!

Happy New Year!

This winter term we are offering a wide variety of language classes ranging from established favorites such as **Spanish** to new languages such **Latin**, **Polish** and **Turkish**. We also are offering more in-person classes at our Pimmit and Plum locations along with convenient online offerings. When you take an ACE class you support the Fairfax community and local economy. Thank you for your support.

IMPORTANT REGISTRATION INFORMATION

Students are encouraged to register at least four days prior to the start date. If you need to register late or have a question about which class to take please contact **language@fcps.edu**. For general registration inquiries please call **703-658-1201**

♦ For ACE Foreign/Sign Virtual classes: All students should have access to the internet with good video/audio connection and have basic computer skills. You will hear from your teachers prior to the class.
♦ Time Requirements: Depending on student ability and interest, students will usually devote a maximum of 2 - 3 hours per week completing class activities.
♦ If a text/materials are required: ISBN will be provided and students will be responsible for ordering their own text and material.

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.
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, February 24-April 28
Shokry, instructor

Arabic 400—Basics 4 | Course FL02624

Improve communicative proficiency as you hone conversation skills. 10 sessions @ 2 hrs each.
Prereq: FL02623 Arabic 300—Basics 3
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 25-March 29
Shokry, instructor

AMERICAN SIGN LANGUAGE (ASL)

NEW

Discover Sign Language (self-paced) | Course FL09020

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't.
$125 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

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.
$349 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Tu, January 25-March 29
Maloney, instructor

Section A011   7:00 pm - 9:00 pm
ACE Online   Tu, January 18-March 22
Hall, 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
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, January 19-March 23
Hall, instructor

Section A011   11:00 am - 1:00 pm
ACE Online   W, January 26-March 30
Maloney, instructor

American Sign Language 600—Conversation | Course FL02572

Increase your speed and expand your vocabulary through conversation. High-intermediate skills recommended.
10 sessions @ 2 hrs each.
Prereq: FL02571 American Sign Language—Intermediate 5
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, January 20-March 24
Hall, instructor

CHINESE

Chinese (Mandarin)—Beginning 1 | Course FL02631

Start communicating in Chinese. Emphasis on listening comprehension, standard Beijing pronunciation. Learn greetings and useful expressions in simple sentences. Introduction to writing Chinese characters. 8 sessions@ 2hrs each.
$279 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, February 22-April 19
Pai, 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
$369 Total Cost

Section A010   2:00 pm - 4:00 pm
ACE Online   Tu, January 18-April 5
Molnar-Grabowski, instructor

Section A011   7:00 pm - 9:00 pm
ACE Online   Tu, January 25-April 12
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
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, January 19-April 6
Antoons, 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
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, January 20-April 7
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
$349 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Tu, January 18-March 22
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
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 18-March 22
Molnar-Grabowski, instructor

French 520—Intermediate 2 | Course FL02682

Nous apprendrons dans ce cours l'Histoire de France, ainsi qu'un vocubulaire utile à employer dans les discussions. Il y aura beaucoup de conversations et d'exercices de grammaire. 10 sessions @ 2 hrs each.

Prereq: FL02681 French 500—Intermediate 1
$349 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Tu, January 11-March 15
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
$369 Total Cost

Section F010   12:30 pm - 2:30 pm
Plum Center   M, January 24-April 11
Molnar-Grabowski, instructor

French 680—Conversation et Lecture | Course FL02690

Lire et discuter un roman contemporain. Suivre les personnages et discuter les themes, 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. Students have to get their own book. **Les Feux de l'automne** par Irene Nemirovsky ISBN-978-2253-121312
10 sessions @ 2 hrs each.

Prereq: FL02686 French 600—Conversation, lecture et revisions
$349 Total Cost

In-Person
Section F010   11:30 pm - 1:30 pm
Pimmit Hills Ctr   W, January 12-March 16
Hengel, instructor

Section A011   12:00 pm - 2:00 pm
ACE Online   Th, January 13-March 17
Hengel, instructor

Section A012   10:00 am - 12:00 pm
ACE Online   M, March 21-May 23
Shahin, 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 la 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 7-March 11
Shahin, instructor

NEW

Introduction à la Littérature Française | Course FL06517

Cette toute nouvelle classe vous est proposée pour vous permettre de découvrir la Littérature française. Les textes seront choisis par l'enseignante. Etude de texte, dicution et compréhension. 10 sessions @ 2 hrs each.
$349 Total Cost

Section A010   10:00 am - 12:00 pm
Pimmit Hills Ctr   W, February 2-April 6
Jerzak, instructor

GERMAN

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.
$369 Total Cost

Section F040   7:00 pm - 9:00 pm
Pimmit Hills Ctr   Tu, January 25-April 12
Anderson, A, 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 includes nominative & accusative cases, separable & inseparable verbs, and future tense. 12 sessions @ 2 hrs each.
Prereq: FL02701 German 100—Beginning 1
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   M, January 10-April 11
Long, instructor

In-Person
Section F010   7:00 pm - 9:00 pm
Pimmit Hills Ctr   W, January 26-April 13
Anderson, A, instructor

German 300—Beginning 3 | Course FL02703

Continue to expand your knowledge of German cases, verbs, and tenses. Increase your reading, writing, and conversation skills. New grammar includes prepositions, dative case, and present perfect tense. 12 sessions @ 2 hrs each.
Prereq: FL02702 German 200—Beginning 2
$369 Total Cost

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

German 400—Beginning 4 | Course FL02704

Continue to expand your knowledge of German grammar and strengthen your conversation skills. New grammar includes simple past tense, genitive case, imperative, and relative & subordinate clauses. 12 sessions @ 2 hrs each.
Prereq: FL02703 German 300—Beginning 3
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 18-April 5
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 vertiefen. 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
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, January 13-March 31
Long, instructor

German 510-Grammar Review and Conversation | Course FL02698

Review important grammar points (esp. cases and tenses) in a friendly setting while at the same time improving your conversational skills. Material will be provided by the instructor. 12 sessions @ 2 hrs each.
Prereq: FL02709 German 500— Mittelstufe 1
$422 Total Cost

Section F010   11:00 am - 1:00 pm
Pimmit Hills Ctr   M, January 24-April 11
Gainey, instructor

German 750—Konversation fuer Fortgeschrittene | Course FL02717

Geniessen Sie die Gelegenheit mit freundlichen Gespraechspartnern Ihre Sprachkenntnisse zu ueben, Ausdruck, Form, und Grammatik beim Lesen und Diskutieren zu verstaerken.12 sessions @ 2 hrs each.
$419 Total Cost

Section F010   11:00 am - 1:00 pm
Pimmit Hills Ctr   Tu, January 25-April 12
Gainey, instructor

German Reading Group | Course FL02699

Are you ready to read and discuss an advanced entry level book? If you have advanced basic knowledge of German, you will love diving into an interesting historical event. Students will expand vocabulary, pronunciation, and speaking skills while reading and discussing the book. Join the Reading Group / Lesezirkel für geübte Anfänger now! Material will be provided by instructor.
10 sessions @ 2 hrs each
$349 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Sa, January 15-March 19
Long, instructor

GREEK

Introduction to Greek for Beginners and Travelers | Course FL02724

Explore a modern language from an ancient land. Class will focus on greetings, useful expressions, and cultural insights through music, cooking and local customs. Instructor will provide materials.
10 sessions @ 1.5 hrs each
$299 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   W, February 23-April 27
Nicopoulos, instructor

ITALIAN

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.
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 25-March 29
Oddo, instructor

Italian 200—Beginning 2 | Course FL02772

ITALIAN 200
Expand vocabulary, speaking, reading, and writing skills and learn to converse about past events. New grammar: imperfect and present perfect tense. 10 sessions @ 2 hrs each.
Prereq: FL02771 Italian 100—Beginning 1
$349 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   W, January 12-March 16
Oddo, instructor

Italian 250—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. 6 sessions @ 2 hrs each.
Prereq: FL02772 Italian 200—Beginning 2
$249 Total Cost

Section A010   10:00 am - 12:00 pm
ACE Online   Sa, January 22-February 26
Baietti, 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
$349 Total Cost

Section A010   9:00 am - 11:00 am
ACE Online   Sa, January 22-March 26
Oddo, instructor

Section A011   2:00 pm - 4:00 pm
ACE Online   Tu, January 11-March 15
Hengel, 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. 10 sessions @ 2 hrs each.
Prereq: FL02775 Italian 510—Intermediate 1
$369 Total Cost

Section A010   2:00 pm - 4:00 pm
ACE Online   Tu, January 11-March 15
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 sara' fornito dall'istruttore" 10 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 12-March 16
Moore, instructor

Italian 675 - Advanced Conversation | Course FL02754

Italian Corso di Conversazione e Lettura Avanzata . 8 sessions @ 2 hrs each.

Prereq: FL02779 Italian 650—Intermediate/Advanced Conversation and Literature
$339 Total Cost

Section A011   11:30 am - 1:30 pm
ACE Online   M, January 10-March 14
Hengel, instructor

Italian 700—Advanced Conversation | Course FL03800

Conversazione in lingua italiana avanzata su temi che esplorano il quotidiano, la cultura e l'attualita`. 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.10 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 13-March 17
Oddo, instructor

Section A011   10:00 am - 12:00 pm
ACE Online   W, January 12-March 16
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.
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 4-March 8
Kurimoto, 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
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, January 5-March 9
Kurimoto, instructor

KOREAN

Korean—Beginning 1- Introduction to Korean for Beginners | Course FL02800

Learn to read and speak Korean in easy and fun ways through a variety of activities: Common greetings, everyday expressions, meeting people, and more. This course also includes traveler's vocabulary and phrases that are essential for those who plan a trip to Korea: ordering food, purchasing goods, asking directions, etc.
10 sessions @ 2 hrs each.
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Th, January 27-March 31
Ko, instructor

Korean—Beginning 2 | Course FL02801

Improve comprehension as you build communication skills. 10 sessions @ 2 hrs each.
Prereq: FL02800 Korean—Beginning 1- Introduction to Korean for Beginners
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, January 12-March 16
Ko, instructor

POLISH

Polish—Beginning 1 | Course FL02811

Learn useful expressions to start conversing, and cultural courtesies and survival skills to enhance your travel experience.
10 sessions @2 hrs each.
$350 Total Cost

In-Person
Section F010   10:00 am - 12:00 pm
Pimmit Hills Ctr   Tu, January 11-March 15
Jerzak, instructor

Section A010   7:00 pm - 8:30 pm
ACE Online   Th, January 27-March 31
Jerzak, instructor

NEW

Polish—Beginning 2 | Course FL02812

Continue your study of the spoken and written language. Begin to discover Polish poetry.10 sessions @ 1.5 hrs each.
$320 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   Tu, January 11-March 15
Jerzak, instructor

RUSSIAN

Russian 100—Beginning 1 | Course FL02835

This course will teach you the basics of the Russian language in an interactive and entertaining manner. You will learn how to introduce yourself, how to ask for directions, how to buy groceries, and how to find the nearest hotel. The course is ideal for anyone who plans to travel to a Russian-speaking country or who simply wants to be able to chat with the hundreds of Russian speakers living in the Washington area. 10 sessions @ 2 hrs each.
$349 Total Cost

Section A020   7:00 pm - 9:00 pm
ACE Online   Th, January 27-March 31
Berlova, instructor

Russian 200—Beginning 2 | Course FL02836

Improve your vocabulary and increase your knowledge of Russian grammar by exploring topics such as family and friends, everyday life, and health issues. Build your ability to communicate and improve your conversational skills. Become more familiar with the Russian culture. 10 sessions @ 2 hrs each.
Prereq: FL02835 Russian 100—Beginning 1
$349 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   Tu, January 25-March 29
Berlova, instructor

SPANISH

Spanish 100 in-person class | Course FL05861

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. Students will learn gender of nouns, numbers, subject pronouns, conjugation of some verbs in the present tense, countries & nationalities, plurals, days of the week, months, and seasons, and telling time.
$41   Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$415 Total Cost (includes textbook fee)

Section F010   10:00 am - 12:00 pm
Pimmit Hills Ctr   Tu, January 18-April 5
Carvallo, instructor

Section F011   1:00 pm - 3:00 pm
Plum Center   W, February 23-May 11
Peralta Rocha, 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@2 hrs each.
 $369 Total Cost

Section A010   6:00 pm - 8:00 pm
ACE Online   W, January 12-March 30
Rios, instructor

Section A011   10:00 am - 12:00 pm
ACE Online   W, January 19-April 6
Roberts, instructor

Spanish 200 in-person class | Course FL05862

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
$41   Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$413 Total Cost (includes textbook fee)

Section F010   10:00 am - 12:00 pm
Pimmit Hills Ctr   W, January 19-April 6
Carvallo, instructor

Section F011   1:00 pm - 3:00 pm
Plum Center   M, February 28-May 16
Peralta Rocha, 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
$369 Total Cost

Section A010   7:00 pm - 9:00 pm
ACE Online   W, January 5-March 23
Staff, instructor

Section A011   10:30 am - 12:30 pm
ACE Online   Tu, January 18-April 5
Roberts, instructor

Spanish 210—Review and Practice | Course FL02855

This course will review and consolidate what you learned in Spanish 100 and 200. Expand vocabulary, practice pronunciation and strengthen your confidence in preparation for Spanish 300.
8 sessions @ 2 hrs each.
Prereq: FL02862 Spanish 200—Beginning 2
$302 Total Cost

Section F010   1:00 pm - 3:00 pm
Plum Center   Th, February 24-April 14
Peralta Rocha, instructor

Spanish 300 in-person class | Course FL05863

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.
$41   Text: *Complete Spanish* ($22); *Complete Spanish Step-By-Step* ($19)
$413 Total Cost (includes textbook fee)

Section F010   10:00 am - 12:00 pm
Pimmit Hills Ctr   Th, January 20-April 7
Carvallo, instructor

Section F011   1:00 pm - 3:00 pm
Plum Center   Tu, February 22-May 10
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 @1.5 hrs each.
Prereq: FL02862 Spanish 200—Beginning 2
$339 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   Tu, January 18-April 5
Garcia, instructor

Spanish 310—¡Refresquemos la memoria! | Course FL02866

Revisemos lo aprendido . . . Practice conversational skills as you review present, present progressive, imperfect, preterit, and past progressive tenses. Broaden your vocabulary as you practice reading and writing, and review grammar according to the needs of the students. 12 sessions @ 1.5 hrs each.
Prereq: FL02864 Spanish 400—Beginning 4
$349 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   Th, January 20-April 7
Mutterperl, instructor

Spanish 500—Intermediate | Course FL02868

Build conversation abilities while you expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2 hrs each.
Prereq: FL02864 Spanish 400—Beginning 4
$349 Total Cost

Section A010   10:30 am - 12:30 pm
ACE Online   F, January 21-March 25
Roberts, instructor

Spanish 510—Refresher Intermediate | Course FL02854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.
Prereq: FL02860 Spanish 430—Beginning 4 Review and Conversation
$349 Total Cost

Section F010   10:00 am - 12:00 pm
Pimmit Hills Ctr F, January 21-March 25
Carvallo, instructor

Spanish 530—Intermediate 3 | Course FL02870

Practice conversation skills and refine advanced grammar. 10 sessions @ 2 hrs each.
$349 Total Cost

Section A011   10:30 am - 12:30 pm
ACE Online   F, January 21-March 25
Staff, instructor

Section A010   1:30 pm - 3:30 pm
ACE Online   F, January 21-March 25
Roberts, instructor

Spanish 590—Conversation and Review | Course FL02871

Este curso le da la oportunidad de participar en charlas para ganar confianza y así comunicarse con naturalidad y fluidez. Ejercicios gramaticales consolidan su dominio de la lengua castellana. 10 sessions @ 2 hrs each.
$369 Total Cost

Section F010   12:15 pm - 2:15 pm
Pimmit Hills Ctr Th, January 27-March 31
Salas, instructor

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

Intermediate and advanced level students discuss current events in the world, read articles of the most important newspapers in Spanish, and share their points of view regarding different topics mentioned in class. 4 sessions @ 2 hrs each.
$170 Total Cost

Section A020   6:45 pm - 8:45 pm
ACE Online   W, January 26-February 16
Nader, instructor

Video Clips for Spanish Language Learning NEW! | Course FL02807

This class offers another way to enhance language learning by adding two additional layers for developing the student's language skills: watching and listening to conversations and verbal exchanges from clips of movies, short films and other video options such as TikTok, YouTube videos, etc. Students will watch the material in synchronous (in class) and asynchronous (for preview and review) activities, and discuss their opinions in Spanish. 4 sessions@ 2hrs each.
$169 Total Cost

Section A010   6:45 pm - 8:45 pm
ACE Online   Tu, January 25-February 15
Nader, instructor

Era o Fue? That is the question! Past Tense in Spanish | Course FL02808

 Estar or Ser? Era or Fue ? That is the question! Simple Past tenses -Preterit and Imperfect- may be confusing. Learn specific uses for each tense. Conjugations and practice classwork will help you decide which one to use. 4 sessions@ 2hrs.
Prereq: FL02807 Video Clips for Spanish Language Learning NEW!
$169 Total Cost

Section A020   6:45 pm - 8:45 pm
ACE Online   M, February 28-March 21
Nader, instructor

Book club in Spanish | Course FL02809

 La familia, los conflictos y la permanente presencia de platos típicos de la cocina mexicana envuelven a los personajes en esta fascinante historia de media verdades y secretos revelados.
Mi negro pasado es el tercer libro de la escritora mexicana Laura Esquivel, que completa la trilogia que comenzo con Como agua para el chocolate, su obra más célebre.
4 sessions@1.5hrs each.
$169 Total Cost

Section A010   6:45 pm - 8:15 pm
ACE Online   M, January 24-February 14
Nader, instructor

NEW

Spanish in the Classroom (Self-Paced Tutorial) | Course FL09050

Bridge the communication gap between you, your Spanish-speaking students and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework.
This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.
$115 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

NEW

Professional Interpreter (Self-Paced Tutorial) | Course FL09000

Master the skills and knowledge you need to begin a career as a professional interpreter. This course is self-paced and Open Enrollment, Self-Paced, so you can start when you want and finish at your own pace. When you register, you'll receive six (6) months to complete the course. 40hrs.
$995 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Spanish for law enforcement (Self-Paced Tutorial) | Course FL09030

With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important. In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals. It's also a smart career move, because adding Spanish skills to your resume can open doors to new job opportunities.
$115 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

Spanish For Medical Professionals (Self-Paced Tutorial) | Course FL09040

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. Our simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap.
With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. We'll skip the "touristy" topics and focus on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, our medical Spanish class can help you. ¡Vamos! (Let's go!)
This class is self-paced. Students will have 3 months to complete 24 hours of coursework at their own pace.
$115 Total Cost

Section V010
Online   Open Enrollment, Self-Paced

TURKISH

Turkish—Basics 1 | Course FL02896

Enjoy learning one of the top spoken languages worldwide. A language of homeland, which has been a bridge connecting East to West for centuries. Culture, history, music, dance, cooking, art, and architecture are introduced! 10 sessions @ 1.5 hrs each.
$299 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   W, January 26-March 30
Kalis, instructor

Turkish—Basics 2 | Course FL02897

Learn useful expressions to improve your communication skills. Practice conversing on everyday subjects and learn more about tenses. Enjoy Turkish culture and how traditional and modern concept of the societies influenced each other.
10 sessions @ 1.5 hrs each
Prereq: FL02896 Turkish—Basics 1
$300 Total Cost

Section A010   7:00 pm - 8:30 pm
ACE Online   Th, January 27-March 31
Kalis, instructor

K-12 Driver Education

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

Partners for Safe Teen Driving (DE08500) $30

Juvenile licensing requirement - 90 minute parent/teen presentation. All students are required to register to attend the FCPS ACE Partners for Safe Teen Driving this includes:

- Students in FCPS
- Students who are home schooled
- Students attending private schools
- Students enrolled in a school division other than FCPS

Online classes — 6:00 pm to 8:00 pm:
Jan 12, Feb 9, March 16, April 27, May 11

Behind-The-Wheel Driver Training - Winter 2022

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.

Jan 24-Feb 1	April 11-19
Feb 3-11	April 20-28
Feb 14-22	May 2-10
Feb 24-March 4	May 12-20
March 7-15	May 23-31
March 21-29	June 2-10

$ 339 Total Cost

DMV HS Student Learners Permit Test $20

Need translation assistance when registering?

Can my student take Behind the Wheel?

- ○ 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.

Please check the ACE website for upcoming information on **Adult Learner Permit Testing** classes
https://bit.ly/3aRn2UX

Scan the QR code to learn about uinque age, documentation, and registration policies for Behind-The-Wheel classes.

Please see new policies on transfers, withdrawls and refunds
https://www.fcps.edu/node/33601

Adult English (ESOL) Classes

In-Person Adult English (ESOL)

Engage with instructors and fellow students in-person to develop your English language skills. Classes in Alexandria, Chantilly, Falls Church, Fairfax, Herndon and Springfield. Classes follow all FCPS masking/social distancing protocols.

Beginning, Intermediate, and Advanced ESOL Class Schedules and Costs

9:00 am-12:00 pm Monday, Tuesday, Wednesday, Thursday, Friday, $299.00*
7:00 pm-9:30 pm, Monday and Wednesday, $150.00*
7:00 pm-9:30 pm, Tuesday and Thursday, $150.00*

Specialty Class Schedules and Costs (price includes materials)

English Conversation High Intermediate Plus
9:30 am-12:00 pm, Tuesdays and Thursdays, Pimmit Center, $235.00

American English Pronunciation (advanced)
9:30 am-12:00 pm, Tuesdays and Thursdays, Pimmit Center, $275.00

Microsoft Office Specialist Word Certification for ELs
7:00 pm-9:30 pm, Mondays and Wednesdays, Plum Center, $160.00

English for Employment Success For Beginners
9:00 am-11:30 am, Saturdays, $85.00

*Textbook fees are additional and information on them will be provided at testing.

Questions? Email us at adultesol@fcps.edu

Online Adult English (ESOL) Classes

Need the convenience of online classes? Connect online and develop the English language skills that you need for your life.

Beginning, Intermediate and Advanced Class Schedules and Costs

9:30 am-12:00 pm Monday to Friday $250.00*
7:00 pm-9:30 pm Monday and Wednesday $150.00*
7:00 pm-9:30 pm Tuesday and Thursday $150.00*

Specialty Classes Class Schedules and Costs

English for Employment Success (high intermediate and advanced)
7:00 pm-9:30 pm, Tuesdays and Thursdays, $150.00 (materials included)

English Conversation High Intermediate Plus
9:00 am-11:30 am, Saturdays, $130.00 (materials included)

American English Pronunciation (advanced)
9:00 am-11:30 am, Saturdays, $150.00*

* Students will be given information on buying books/materials at testing.

New students must test:

All new students must attend an in-person testing event to determine their appropriate level class.

To view testing options for all classes, go to **http://www.fcps.edu/node/33027** or use the QR code below

"I'm glad to have completed the course with you. This course will definitely be beneficial for me in the future."
Online learner-Summer 2021

Adult English (ESOL) Specialty Classes

Take your English learning to the next level with our specialty classes.

American English Pronunciation Online
Course ES0V643

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.
8 sessions @ 2.5 hours each. Textbook purchase required.
$150 Total Cost

Section A191   9:00 am - 11:30 am
                     Sa, Jan 22 - March 12

American English Pronunciation In Person
Course ES06543

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.
16 sessions @ 2.50 hours each. Materials includedi n price of class
$275 Total Cost

Section F118   9:30 am - 12:00 am
                     Tu, Th, Jan 18 - March 10

Conversation High Intermediate Plus Online
Course ES0V661

Practice higher-level conversation skills while reading and discussing current cultural and social events and issues. Expand vocabulary, express and support opinions, and respond appropriately and effectively to others' opinions.
8 sessions @ 2.25 hours each. Materials included in price of class.
$ 130 Total Cost

Section A191   9:00 am - 11:30 am
                     Sa, Jan 22 - March 12

Conversation High Intermediate Plus In-person-
Course ES06561

Practice higher-level conversation skills in a classroom setting while reading and discussing current cultural and social events and issues. Expand vocabulary, express and support opinions, and respond appropriately and effectively to others' opinions. 16 classes @ 2.25 hours each. Materials included in price of class.
$ 235 Total Cost

Section F118   9:30 am - 12:00 pm
Pimmit Hills   T, Th Jan 18 - March 10

Microsoft Office Specialist Word Certification for ELs In-person* | Course ET01001

Basic technology skills are critical for career success today. This course can help you develop your skills in Microsoft Word. The instructors will provide hands-on training to build basic Word skills as well as advanced skills such as using tables, charts, customized formats and graphics. At the same time, you will have support in your English language skills and specialized vocabulary related to technology in the workplace. At the end of the course, you will take the Microsoft Office Specialist (MOS) certification exam which is recognized by many employers and is a good addition to any resume.
20 sessions @ 2.5 hours each.
Materials and fee for certification exam included.
$160 Total Cost

Section F119   7:00 pm - 9:30 pm
Plum Center   M W, Jan 19 - March 30

English for Employment Success PM Online
Course ET0V502

Are you a high intermediate or advanced English language learner who wants to expand your skills for workplace success? 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 @ 2.50 hours each.
Materials included in price of class.
$160 Total Cost

Section A191   7:00 pm - 9:15 pm
                     Tu Th, Jan 18 - March 10

English for Employment Success In-Person
Course ET05002

Are you a beginning level learner? Practice vocabulary and English language skills to help you find a job, participate in an interview, create a resume, and understand more about the American workplace. 8 sessions @ 2.50 hours each. Materials included in price of class.
$85 Total Cost

Section F119   9:00 am - 11:30 am
Plum Center   Sa, Jan 22 - Mar 12

General Information

CONTACT US

ESOL | 703-658-2777
General information/Registration Assistance (ACEOnline@fcps.edu)
703-658-2727
703-658-1201

Assistance in other languages

Spanish | 571-423-4950
Korean | 571-423-4951
Arabic | 571-423-4952

For further information please click **here**.

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**. 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. For more Information please go to **Additional Policies for Companies Enrolling Their Employees or Agencies sending Clients to an ACE Class**.

*Letters of authorization

REGISTRATION

Use our **Online Enrollment** to register. If you have difficulty, contact our registration office at **ACEOnline@fcps.edu** and describe what you are trying to do. You will get a response within 2 business days or sooner. 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 Enrollment 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.

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.

** Forms can be emailed to **ACEOnline@fcps.edu** or sent in US Postal mail.

CONTACT STUDENT SERVICES
(By Appointment only)

- Educational information and referral
- Course selection assistance
- Accommodations
- Waivers
- Scholarships
- Payment Plans

Questions?
Email **educationalcounseling@fcps.edu**

ACE TRANSFERS, WITHDRAWAL AND REFUND POLICY

Effective **January 1, 2022**, FCPS ACE has updated our transfer, refund, and cancellation policy.

Withdrawals and Refund requests for classes starting on or after January 1, 2022 will be charged a $25 withdrawal fee (specific exceptions apply). Requests for withdrawal and refund from a class must be submitted in writing to **acerefundrequest@fcps.edu**. Requests received after the cut-off date for the class may not approved (see complete policy for details). Classes that are cancelled will result in a refund of the full purchase price paid. Please allow at least four (4) weeks for processing of refunds.
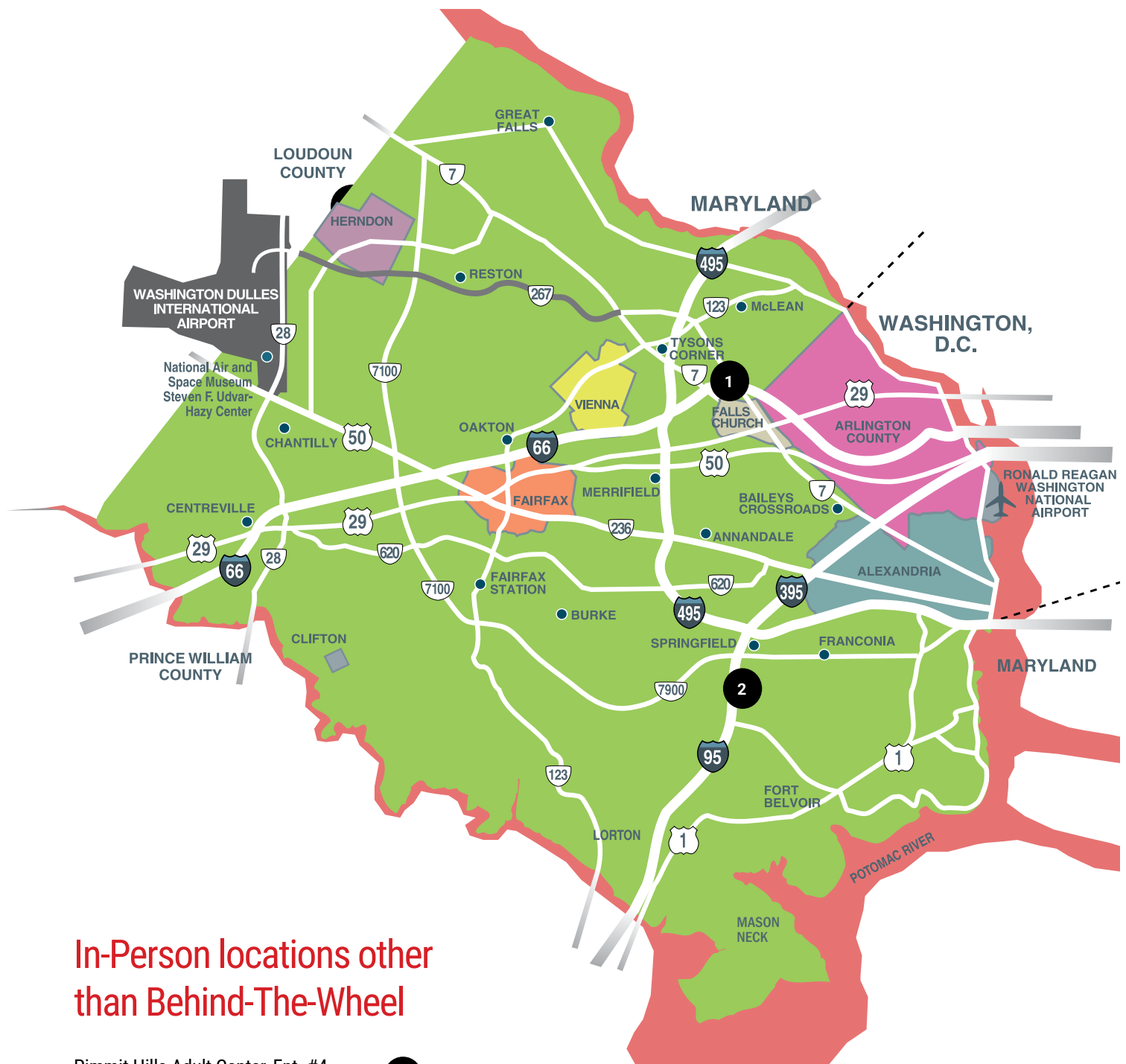
For a full description go to **Transfer Withdrawal, Refund, and Cancellation policy**.

FCPS ACE COVID-19 HEALTH AND SAFETY PROTOCOLS
For all classes being offered, we comply with the FCPS policies and procedures around COVID mitigation and strategies. For specifics please click **here.**

UPDATED FREQUENTLY ASKED QUESTIONS

In-Person locations other than Behind-The-Wheel

Pimmit Hills Adult Center, Ent. #4 **1**
7510 Lisle Ave, Falls Church 22043

Plum Center for Lifelong Learning **2**
6815 Edsall Rd, Springfield 22151