

Adult and Community
Education Classes
FALL 2016

ACE Classes



Let your journey begin with ACE!



ACE | ADULT AND
COMMUNITY
EDUCATION



www.fcps.edu

Welcome

to Fairfax County Public Schools Adult and Community Education (FCPS ACE). ACE has provided over 60 years of excellence in education. We invite you to explore our catalog and sign up for one of our outstanding courses or programs of study. Our emphasis is on career and work readiness along with our premier adult ESOL programs. You will find a wide range of training opportunities in apprenticeship, business, information technology, health and medical, and trade and industrial programs. We also offer excellent enrichment programs for K-adult including culinary arts, driver education, and world languages. We strive to provide our students with enriching programs that are high quality, affordable, and meet their educational goals. *Let your journey begin with ACE!* ACE proudly supports the FCPS Portrait of a Graduate and the Strategic Plan, Ignite (<http://www.fcps.edu/news/strategic.shtml>), incorporating best practices in teaching and learning.

“Dr. Imany is an excellent teacher. His way of teaching is exceptional. It's so easy to understand.”

Kristiana Davey

Graphics for the Web

“The instructor was fantastic. She had professionals from the different professions in to talk to us so it was as real life as you could get. A very well thought out class.”

Pamela Wilson

Working With Animals: Career and Volunteer Opportunities

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

ACE Administrator, Sheryl Granzow

Layout designer, Beth Godoy

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ACE Programs

Apprenticeship

Apprenticeship Related Instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. We offer classes in Carpentry, Electricity, HVAC, Plumbing, Opticianry, and Surveying. This training leads to journeyman licensing eligibility. For other trades, we offer individualized study courses to meet the requirements for related instruction for state registered apprentices.

Business and Information Technology

The Business and Information Technology programs offer a variety of business and computer classes appropriate for individuals seeking skill development for personal or professional use, as well as those seeking career training and certifications. State-of-the-art computer labs and classrooms enhance the learning experience and accommodate a series of rigorous courses with schedules that meet today's busy lifestyles. Specific workplace training programs can be designed for small and mid-sized businesses upon request.

Health and Medical

Health and Medical classes provide students with a course of study that leads to employment in the rapidly growing field of health care, with medical office and home health jobs expected to be in greatest demand. The ACE classes are taught by career professionals and provide students with real world knowledge and skills to prepare them to enter the workforce. Classes can be taken individually for personal growth or can be combined to earn national certification or licensure credentials in a variety of areas including medical, dental, veterinary assistant, home health, phlebotomy, pharmacy technician, and many others.

Languages

The Language Acquisition programs in ACE are robust and diverse, answering a variety of community member needs and goals, from improving English language skills for daily life and career advancement to learning a world language to support professional and personal goals. The Adult ESOL program offers English classes at seven levels of proficiency, as well as specialty classes to prepare adults to function in English in the community as students, workers, parents, and citizens. The Adult World Languages classes offer instruction in a variety of high-demand languages. World Languages classes support FCPS graduates who wish to maintain their skills, FCPS parents who want to learn the same language their children are studying, and community members who want to expand their skills.

The FLEX and GLOBAL after school world language programs are offered for K-6 graders, capturing the optimal time in a child's life for learning another language.

Trade and Industrial

Trade and Industrial classes provide career exploration for persons considering a career in the trades, continuing education for licensed trades, cross training for trades with related tasks, and classroom credit for meeting the license exam requirements for plumbing, electrical, and HVAC-R trades. Some classes provide related skills employers seek as they offer additional services to their clients. Students in our Apprenticeship classes can use Trade and Industrial classes as electives (instructor pre-approval required). Please call our office for assistance in selecting classes to complement your career.

Trade and Industrial classes can serve as alternates to special projects for apprentices with instructor approval.

Personal and Academic Enrichment

Personal and academic enrichment programs are designed to provide interesting, unique classes to motivate students to explore new ideas and gain new skills. Adults can take extraordinary culinary classes from celebrated chefs and participate in career-enhancing writing and composition classes.

The ACE K-12 Enrichment program for middle and high school students, offers a variety of test prep classes for the PSAT, SAT, and Thomas Jefferson admissions test. Creative writing classes, introductory math courses, and classes for effective study skills offer students an opportunity to enhance and achieve academic success. ACE also offers a premiere driver education program that prepares students to be safe and crash-free drivers. This course includes administration of the DMV-approved road test.





GENERAL

4 Business and information technology

Business career paths and ACE certificate programs: accounting and bookkeeping; administrative assistant; child care; executive assistant; human resources management; nonprofit organization development; office assistant; small business management

IT Career paths and ACE certificate programs: computer support technician; web designer/developer

Certification prep and computer training: certification prep; computer graphics; office productivity software; Oracle database administration; program administration; programming

Career exploration: broadcast production; general

Professional development: communication; personal growth; workplace training

Professional workplace skills and training

20 Online courses

business and management; information technology—applications; legal; medical; professional writing and communication; test preparation

21 Health and medical

Emergency preparedness

Certifications and licensure: certified nurse aide; EKG technician; emergency medical technician; hospital registration clerk; patient care technician; pharmacy technician; phlebotomy

Professional development, career paths and ACE certificate programs: professional development; clinical laboratory; dental careers; dialysis technician; histology assistant; home and companion care; intravenous therapy; LPN prep; medical insurance biller; medical careers; nutrition; newborn and postpartum caregiver; ophthalmology assistant; physical therapy aide; veterinary assistant



Register online at www.fcps.edu (search for adult education)

“Mrs. Levy was a great teacher and gave really great tips!! I completely revised my resumé during this class and she helped me every step of the way! I can't wait to start applying for jobs because my resumé is outstanding!”

Alyssa Kelly
Resumé and Interview Clinic

29 Apprenticeship, trade and industrial

Apprenticeship

Career exploration: automotive; contracting; electricity; HVAC-R; plumbing; property maintenance technician

Continuing education/recertification: electrician; gasfitters; HVAC-R; plumber

Professional development

VA licensure exam prep

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Available programs and registration form

38 World languages for adults

English for speakers of other languages (ESOL)

Academic: American sign language (ASL); Arabic; Chinese; French; German; Italian; Japanese; Korean; Portuguese; Russian; Spanish

For travel

54 World languages (K-6)

GLOBAL PLUS

46 Adult enrichment and special interest

Computer; creative and personal interest; culinary (cake decorating; professional chef instructors); general; do-it-yourself; emergency preparedness; floral design; knitting; nutrition; writing

56 K-12 classes

Driver education; study skills; test prep

SPECIAL INTEREST

58 Special events

Effective presentations and self-expression; genealogy; cinema series

59 Adult high school completion

Adult basic education; General Educational Development (GED)[®]; National External Diploma; Fairfax County Adult High School; Volunteer Learning Program

62 Information

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

One-Stop Employment Centers

Adult and Community Education is a proud participant in Northern Virginia's workforce development system. See www.myskillsource.org for detailed information.





Professional Workplace Skills and Training

Professional Development

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

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

Business Ethics I | Course BE01420

Business ethics is an important part of any organization. Managers must concern themselves with ethical issues, as unethical behavior damages businesses and consumers alike. This course identifies the components of business ethics and uses recent case studies to demonstrate how business ethics impacts organizations. It also outlines the history of the discipline and explores the overlap between business and personal ethics. 4 sessions @ 3 hrs each.

\$ 199 Tuition
\$ 5 User Fee
\$ 204 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, October 18-October 27
Rm H218 Kathy Barber, MA, instructor

Government Contracting—GSA 101 | Course BE01995

The GSA Schedules program is an acquisition resource for any business and it provides an effective marketing tool in building business in the federal marketplace. It is a proven resource for rapid and effective purchases for the client and the vendor. As a vendor you want to get the maximum results in minimal time, and the way to do that is to understand GSA schedules and their use. In this class you will learn: concept of GSA Schedules and its processes, determine how to qualify for a GSA schedule, what a GSA schedule means to a contract holder, determine if the schedules program is a good fit for you, how your business grows using GSA schedules, who purchases your products or services, what is GSA E-Buy, and GSA Advantage, what is the GSA contract life cycle, and much more! 1 session @ 2 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 28
Rm 161 Ilene Giles, instructor

Section 0041 7:00 pm
L. Braddock SS Tu, October 25
Rm H220 Ilene Giles, instructor

Section 0042 7:00 pm
Marshall HS Th, December 8
Rm B103 Ilene Giles, instructor

NEW

Government Contracting—Maintenance of Your GSA Contract | Course BE02001

1 session @ 2 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 21
Rm 161 Ilene Giles, instructor

Section 0041 7:00 pm
L. Braddock SS Tu, October 18
Rm H225 Ilene Giles, instructor

Section 0042 7:00 pm
Marshall HS Th, December 1
Rm A106 Ilene Giles, instructor

Improv for Success Workshop | Course PR09050

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

\$ 99 Tuition
\$ 99 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 29
Rm 122 Lori Muhlstein, MPA, instructor

Section 0041 9:30 am
Plum Center F, October 28
Rm 150 Lori Muhlstein, MPA, instructor

Section 0042 1:00 pm
Plum Center Th, December 1
Rm 148 Lori Muhlstein, MPA, instructor

NEW

Learning to Use Your iPad/iPhone Workshop | Course PR06001

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

\$ 79 Tuition
\$ 10 User Fee
\$ 89 Total Cost

Section 0040 9:00 am
Plum Center M, September 12
Rm 114 Mary Ann Smith, MOS, instructor

Section 0041 9:00 am
Plum Center Th F, December 1
Rm 110 Mary Ann Smith, MOS, instructor

Microsoft Office Excel Workshop: Essential Skills | Course PR01201

Using MS Office Excel, create worksheets with text and values; perform calculations; move, copy, insert, and delete data; create and modify a chart; use print options. Other features will be discussed as time permits. *No discounts.* 1 session @ 4 hrs.

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

Section 0040 8:30 am
Pimmit Hills Ctr Th, September 29
Rm 116 Mary Ann Smith, MOS, instructor

Section 0041 8:30 am
Plum Center F, November 18
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Excel Workshop: Pivot Tables | Course PR01220

Using MS Office Excel, turn raw Excel data into a summary table, apply filter criteria, move fields around with the click of a mouse. Add, rearrange, or remove columns, see instant totals, format the table, and add a chart. Other features will be discussed as time permits. *No discounts.* 1 session @ 3 hrs.

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

Section 0040 9:00 am
Plum Center F, October 7
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 9:00 am
Plum Center F, December 9
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Microsoft Office Word Workshop: Essential Skills | Course PR01101

Using MS Office Word, learn to use the mini-toolbar and quick access toolbar; styles to format text; clip art; pictures, and SmartArt features; text and page borders. Learn other office features as time permits. *No discounts.* 1 session @ 4 hrs.

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

Section 0040 8:30 am
Plum Center W, September 14
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 12:00 pm
Plum Center F, November 4
Rm 114 Mary Ann Smith, MOS, instructor

Microsoft Office Word Workshop: Mail Merge Essentials | Course PR01150

Using MS Office Word, learn to merge Word with an Excel list to create various labels, name tags, and business letters. Learn tips for creating and formatting tables and performing table calculations. Other features will be discussed as time permits. *No discounts.* 1 session @ 3 hrs.

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

Section 0040 12:30 pm
Plum Center F, October 21
Rm 114 Wayne Shewmaker, MBA, MOS, instructor

MS Office Outlook: Calendar, Meetings, and Tasks | Course PR01403

Using MS Office Outlook, learn to use the Outlook calendar features to create appointments and meetings; set permissions for calendar sharing; create tasks and assign tasks. *No discounts.* 1 session @ 3 hrs.

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

Section 0040 9:00 am
Plum Center W, September 28
Rm 114 Mary Ann Smith, MOS, instructor

**Continue your studies this winter!
Online registration for winter classes
will begin December 2, and print
catalogs will be mailed December 5.**

**MS Office PowerPoint Workshop: Slides, Transitions, and Animation | Course PR01301**

Using MS Office PowerPoint, create presentation slides using text, images, and video. Learn to apply transitions and animations and print handouts. No discounts.
1 session @ 3 hrs.

\$129 Tuition
\$ 10 User Fee
\$139 Total Cost

Section 0040 12:30 pm
Plum Center M, September 12
Rm 118 Mary Ann Smith, MOS, instructor

Section 0041 1:00 pm
Pimmit Hills Ctr Th, December 1
Rm 116 Mary Ann Smith, MOS, instructor

Office Etiquette | Course PR09001

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

\$109 Tuition
\$ 5 User Fee
\$114 Total Cost

Section 0040 9:00 am
Plum Center Th, December 1
Rm 148 Kathy Barber, MA, instructor

Career Exploration**BROADCAST PRODUCTION****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 shows of their own. Certification requires the completion of a class project and test. 6 sessions @ 3 hrs each.

\$249 Tuition
\$249 Total Cost

Section 0040 9:00 am
Fairfax Public Access (TV & Radio) Sa, September 10-October 15
Rm TBD TBD, instructor

Adobe After Effects Essentials CC Version | Course BE02028

After Effects is an industry standard digital-postproduction 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/or apply 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. 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. *No discounts/refunds.* 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) M W, November 2-November 23
Rm TBD TBD, instructor

Adobe Audition Fundamentals (Digital Audio Editing) CC Version | Course BE02023

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. Class is designed to teach the necessary skills to edit radio shows or create audio promos. Gain the ability to record voice over projects in our computer lab using our microphone adapters or in our WRLD recording studios. You will 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 take the Radio Production course first to learn all the capabilities available in the Radio Fairfax and WRLD Radio studios. *No discounts/refunds.* 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) Th, November 3-December 15
Rm TBD TBD, instructor

Adobe Premiere Essentials CC Version | Course BE02026

Adobe Premiere Pro 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 the basics of capturing video/audio, project management, trimming sequences, video generating, creating titles, and final outputting, including laying back to videotape. Note: some class time will be dedicated to reviewing the FPA computer lab rules and procedures. *No discounts/refunds.* 6 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) Tu Th, October 4-October 20
Rm TBD TBD, instructor

Section 0041 7:00 pm
Fairfax Public Access (TV & Radio) M W, November 28-December 14
Rm TBD TBD, instructor

Avid Media Composer 8 Fundamentals | Course BE02027

Avid Media Composer 8 provides students with exposure to the core skills, workflows, and concepts involved in using this high-end professional non-linear video editing program. It covers the new timeline direct tools, layouts and interface, mixing frame sizes and aspect ratios, video capturing and project management. Sessions are divided between demonstration and hands-on practice, with dedicated lab time in order to complete a short final project. For those that are interested in learning this program whether it's for personal use, for work, or to help them in the professional field a familiarity with computers and basic knowledge of editing is recommended. Certification requires the completion of a class project. Registration closes one week prior to start date of class. *No discounts/refunds.* 8 sessions @ 3 hrs each.

\$400 Tuition
\$400 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) M W, September 12-October 5
Rm TBD TBD, instructor

Studio Package | Course BE02020

Studio Package is an eight week, 24 hour all encompassing course that provides hands-on training in all the 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/Deko, Chroma Key/Green Screen, Technical Directing and proper production planning tips. If you would like to know how to create a show in studios A or B—whether it's 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. Certification requires the completion of 1 volunteer session in a control room equipment position. *No discounts/refunds.* 8 sessions @ 3 hrs each.

\$285 Tuition
\$285 Total Cost

Section 0040 7:00 pm
Fairfax Public Access (TV & Radio) Th, October 13-December 8
Rm TBD TBD, instructor

GENERAL**Business Ethics I | Course BE01420**

\$204 Total Cost
[See page 4 for course information and schedule.](#)

Basic Budgeting | Course BE01102

\$ 99 Total Cost
[See page 18 for course information and schedule.](#)

Landlording | Course BE01186

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

\$ 89 Tuition
\$ 4 User Fee
\$ 93 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 28
Rm 160 Kathleen McDermott, JD, instructor

Section 0041 7:00 pm
Woodson HS Tu, October 25
Rm G111 Kathleen McDermott, JD, instructor

Section 0042 7:00 pm
Marshall HS Th, December 1
Rm A106 Kathleen McDermott, JD, instructor

Helping the Veteran Buy or Sell a Home | Course BE01184

\$ 29 Total Cost
[See page 47 for course information and schedule.](#)

Transitions in Housing for Seniors | Course BE01185

\$ 39 Total Cost
[See page 47 for course information and schedule.](#)

Blogging for Business | Course BE01916

\$119 Total Cost
[See page 18 for course information and schedule.](#)

Government Contracting—GSA 101 | Course BE01995

\$ 99 Total Cost
[See page 4 for course information and schedule.](#)



Find a Local, State, or Federal Job by Using the Internet | Course BE01395

Explore numerous web sites to find local, state, and federal jobs of interest. Learn tips and tricks of how to get where you would like to go. Determine eligibility requirements, examine application process, and establish follow-through procedures. Taught in a computer lab. 1 session @ 3 hrs.

\$ 79 Tuition
\$ 15 User Fee
\$ 94 Total Cost

Section 0040 9:00 am
Pimmit Hills Ctr
Rm 116 Tu, September 27
Rosalind Levy, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr
Rm 116 W Th, November 16
Rosalind Levy, instructor

Become a Washington DC Tour Guide | Course BE01927

This is a great second career for history buffs! Acquire information on the industry, touring opportunities, and how to get hired. Study best presentation techniques and guiding skills. Learn how to conduct a walking tour and a bus tour. Course conducted in classroom and off-site. The class will decide when off-site meetings will take place. Instructor is a practicing DC tour guide. 5 sessions @ 3 hrs each.

\$ 217 Tuition
\$ 2 User Fee
\$ 219 Total Cost

Section 0040 7:00 pm
L. Braddock SS
Rm H219 Tu, September 27-October 25
Shannon Mikush, instructor

Virginia Principles of Real Estate | Course BE01972

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

\$ 275 Tuition
\$ 64 Text: *Modern Real Estate Practice, 19th ed* (\$40);
Virginia Real Estate Practice and Law, 10th ed (\$24)
\$ 339 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr
Rm 155 M W, September 12-November 28
Bill Hardin, CRB, instructor

Section 0041 9:00 am
Pimmit Hills Ctr
Rm 116 M Tu W Th F, November 28-December 16
Bill Hardin, CRB, instructor

Voice-Overs...Now is Your Time! | Course BE01072

This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! (Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local advertising ADDY Awards and nominations.) 1 session @ 2 hrs.

\$ 79 Tuition
\$ 79 Total Cost

Section 0040 1:00 pm
Woodson HS
Rm G120 Sa, November 5
Staff, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr
Rm 156 M, November 7
Staff, instructor

Career Paths and ACE Certificate Programs

OFFICE ASSISTANT

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

Business English Essentials I | Course BE01052

The first course in the trilogy of Business English courses. Level 1 emphasizes the eight parts of speech: nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections. Learn how to use infinitive and gerund phrases, as subjects and objects within sentences. Also, learn to use participial and prepositional phrases. 5 sessions @ 3 hrs each.

\$ 229 Tuition
\$ 1 User Fee
\$ 109 Text: *Basic English Review, 9th ed*
\$ 339 Total Cost

Section 0040 7:00 pm
Edison HS
Rm B133 Tu Th, September 13-September 29
John J. Weaver, MA, instructor

Section 0042 7:00 pm
Woodson HS
Rm G107 M W, November 28-December 12
John J. Weaver, MA, instructor

Résumé and Interview Clinic | Course BE01393

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

\$ 99 Tuition
\$ 15 User Fee
\$ 114 Total Cost

Section 0040 7:00 pm
Plum Center
Rm TR4 W, September 14-September 28
Bruce Robertson, MS, SPHR, instructor

Section 0041 12:30 pm
Pimmit Hills Ctr
Rm 123 Tu W Th, October 18-October 20
Rosalind Levy, instructor

Section 0042 7:00 pm
Plum Center
Rm TR4 W, November 2-November 16
Bruce Robertson, MS, SPHR, instructor

Section 0043 9:00 am
Plum Center
Rm 110 Tu W Th, December 6-December 8
Kathy Barber, MA, instructor

ADMINISTRATIVE ASSISTANT

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

Office Communication Skills | Course BE01061

Office Communication Skills is a practical course that examines the basics of communication in the workplace. You will cover: writing for the business world, document appearance, persuasive language, delivering bad news, and the 7 C's of business writing. A MS PowerPoint presentation is required during the last session. 3 sessions @ 3 hrs each. Prereq: BE01052 Business English Essentials I

\$ 179 Tuition
\$ 15 User Fee
\$ 194 Total Cost

Section 0040 7:00 pm
Marshall HS
Rm C100 Th, September 15-October 6
Kathy Barber, MA, instructor

Section 0041 9:00 am
Plum Center
Rm 110 W, October 12-October 26
Kathy Barber, MA, instructor

Section 0042 7:00 pm
Woodson HS
Rm E159 M, December 5-December 19
Kathy Barber, MA, instructor

Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088

Do you find yourself in the middle of an argument and wonder how it got started in the first place? Do you overreact and make a difficult situation worse? Are you trapped in a seemingly irresolvable cycle of conflict? Do you become angry or frustrated dealing with difficult people? Course is an overview of the mediation and alternative dispute resolution field with a focus on your approach to conflict. Learn a process to share your concerns, hear others' concerns, and reach a win-win agreement in your business, family, and personal relationships. 1 session @ 3 hrs.

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

Section 0040 7:00 pm
Woodson HS
Rm G120 W, October 26
Eric Assur, MA, instructor

Business Etiquette I | Course BE01904

It has been said that you do not get a second chance at making a good first impression! Learn what is expected in the business world. Gain the edge that will set you apart. Civility, business dress, proper telephone technique, electronic communication, and written communication etiquette will not only help you make a great first impression, but will serve you in all aspects of professional and personal life. 2 sessions @ 2.5 hrs each.

\$ 99 Tuition
\$ 12 Text: *The Essentials of Business Etiquette*
\$ 111 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr
Rm 144 Tu, September 20-September 27
Kathy Barber, MA, instructor

Section 0041 7:00 pm
Woodson HS
Rm L113 W, November 9-November 16
Kathy Barber, MA, instructor

Certificate Programs in Office Administration

The need for workers capable of functioning effectively in office administrative positions continues to increase in the Northern Virginia area. From organizing files, scheduling appointments, and supporting other staff, to using computer software to create spreadsheets, compose messages, manage databases, and produce presentations, reports, and documents, today's clerical assistant must have the requisite skills to compete in a high-paced environment. FCPS ACE has the certificate programs that can provide needed entry-level skills for the first-time job seeker, as well as the advanced training that can make seasoned workers more competitive when seeking higher-level opportunities. Take a look at our Certificate Programs in Office Assistant, Administrative Assistant, and Executive Assistant to see which one meets your career goals!

OFFICE ASSISTANT

Required Courses	Page
CE01015 Certificate Prog. Registration & Fee (\$50)	37
CT01416 PC Basics	46
CT01417 Keyboarding	46
BE01052 Business English Essentials I	6
BE01295 MS Office—Word/Excel for Support Professionals	16
CT01426 MS Outlook—Basics	15
BE01393 Résumé and Interview Clinic	6

ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01016 Certificate Prog. Registration & Fee (\$50)	37
CT01344 MS Word—Intermediate	15
CT01442 MS Excel—Intermediate	14
CT01459 MS PowerPoint—Basics	15
BE01053 Business English Essentials II	17
BE01061 Office Communication Skills	6
BE01088 Dealing w/Difficult People—Conflict and Mediation Skills	6
BE01904 Business Etiquette I	6
BE01393 Résumé and Interview Clinic*	6
Electives (3 required)	
CT01449 MS Access—Basics	14
PR01701 MS Office OneNote Workshop	—
BE01060 The Main Point—Writing That Works!	—
BE01380 MS Publisher	—
BE01400 HR Management Fundamentals	8
BE01066 Effective Public Speaking	18
BE01420 Business Ethics I	4

EXECUTIVE ASSISTANT

Required Courses	Page
CE01019 Certificate Prog. Registration & Fee (\$50)	37
CT01429 MS Outlook—Intermediate	15
BE01055 Business English Essentials: Effective Executive Writing	17
BE01277 Accounting for Non-Accountants	7
BE01350 Desktop Publishing with Word	—
BE01405 HR Management in the 21st Century	9
BE01886 Event Planning	7
BE01984 Business Etiquette II	—
BE01393 Résumé & Interview Clinic*	6

Electives (3 required)

BE01204 Introduction to Project Management	7
BE01407 Maintaining a Positive Work Environment	9
BE01410 HR Law Overview	—
BE01860 Introduction to Public Relations	—
CT01435 QuickBooks Pro—Fundamentals	—
CT01445 MS Excel—Advanced	14

*Not required if previously taken.

EXECUTIVE ASSISTANT

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

Accounting for Non-Accountants | Course BE01277

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

\$229 Tuition
\$ 5 User Fee
\$ 13 Text: *Accounting for Non-Accountants, 3rd ed*
\$247 Total Cost

Section 0040 7:00 pm
Chantilly HS W, September 28-October 19
Rm 205 Wanda Patt, CPA, QB Pro Advisor, instructor

Section 0041 7:00 pm
Marshall HS Tu, November 15-December 6
Rm D101 Christopher J. Inglese, CPA, MS (Tax), instructor

Event Planning | Course BE01886

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

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

Section 0040 7:00 pm
Woodson HS M, November 28
Rm G113 Lynn O'Connell, instructor

Introduction to Project Management | Course BE01204

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

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

Section 0040 8:00 am
Pimmit Hills Ctr Sa, October 22-October 29
Rm 155 Dr. William S. Boddie, PMP, CISSP, instructor

ACCOUNTING AND BOOKKEEPING

For a complete list of required and elective courses, see the Accounting and Bookkeeping Certificate Program information on page 8.

Fundamentals of Accounting—Part 1 | Course BE01260

Discover the accounting cycle. Course includes journalizing, posting, and adjusting and closing entries; preparing financial statements; and payroll. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). *No discounts/waivers.* 16 sessions @ 2.5 hrs each.

\$499 Tuition
\$156 Text: *Century 21 Accounting Multicolumn 9th ed* (\$120);
Century 21 Accounting Working Papers 1-16 9th ed (\$36)
\$655 Total Cost

Section 0040 7:00 pm
Herndon HS Tu, September 6-December 20
Rm 122 Martha Somers, instructor

Section 0041 7:00 pm
Plum Center Tu Th, October 18-December 6
Rm 150 Damon Wooten, instructor

Fundamentals of Accounting—Part 2 | Course BE01261

Continuation of Part 1. New students purchasing books must e-mail aceonline@fcps.edu. Returning students must purchase Unique Global Imports and Working Papers—Chapters 17-24. Comprehensive course requiring outside study. Course can be used toward the Certified Bookkeeper designation (see www.aipb.org). 16 sessions @ 2.5 hrs each. Prereq: BE01260 Fundamentals of Accounting—Part 1

\$499 Tuition
\$ 73 Text: *Century 21 Accounting Unique Global Imports 9th ed* (\$37); *Century 21 Accounting Working Papers 17-24 9th ed* (\$36)
\$572 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 8-December 8
Rm 122 Martha Somers, instructor

QuickBooks Premier—Level 1 | Course CT01435

QuickBooks Level 1 teaches you how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards anyone working with data entry in QuickBooks. A general knowledge of accounting principles is required for this course. Call 703-658-2729 for textbook information. 7 sessions @ 3 hrs each.

Prereq: BE01260 Fundamentals of Accounting—Part 1
Prereq: CT01416 PC Basics
Prereq: CT01417 PC Basics: Keyboarding

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

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 8-October 20
Rm 116 Wanda Patt, CPA, QB Pro Advisor, instructor

Section 0041 9:00 am
Plum Center Sa, October 22-December 10
Rm 205 Chandran Pillai, CPA, instructor





ACE Certificate Programs

The following ACE Certificate programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or achieve professional growth. Certificate program students are guided through the courses concluding with a certificate and formal transcripts. Refer to page 37 for certificate program registration information. This registration is required to maintain your records as you proceed through the program. Courses can also be applied to more than one certificate program.

ACCOUNTING ASSISTANT

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

Required Courses	Page
CE01000 Certificate Program Registration and Fee (\$50)	37
BE01260 Fund. of Accounting—Part 1*	7
BE01261 Fund. of Accounting—Part 2	7
CT01416 PC Basics*	46
CT01417 PC Basics: Keyboarding*	46
BE01061 Office Communication Skills	6
CT01342 MS Word—Basics	15
CT01426 MS Outlook—Basics	15
CT01441 MS Excel—Basics	14
CT01442 MS Excel—Intermediate	14
CT01435 QuickBooks Premier—Level 1	7
CT01436 QuickBooks—Premier—Level 2	8
BE01393 Résumé and Interview Clinic	6

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

CHILD CARE PROVIDER

One of the fastest growing professions in the country, this valuable and needed service can be a rewarding and lucrative career. Join our program and start the journey to become a certified childcare provider today!

Required Courses*	Page
CE01048 Certificate Program Registration and Fee (\$50)	37
BE08099 Child Care Provider	8
HM01796 Pediatric CPR and First Aid	22
BE01393 Résumé and Interview Clinic	6

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

QuickBooks Premier—Level 2 | Course CT01436

QuickBooks Level 2 is a continuation of the basic features for daily accounting tasks using QuickBooks and will introduce several of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payable, inventory, and payroll. Uses same text as CT01435. Helps to prepare the student for the Certiport® QuickBooks Specialist exam. Call 703-658-2729 for textbook information. 7 sessions @ 3 hrs each.

Prereq: CT01435 QuickBooks Premier—Level 1

\$434 Tuition
\$ 25 User Fee
\$449 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 116
7:00 pm
Th, November 3-December 22
Wanda Patt, CPA, QB Pro Advisor, instructor

CHILD CARE

For a complete list of required and elective courses, see the Child Care Provider Certificate Program information at left.

Child Care Provider Program | Course BE08099

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

\$729 Tuition
\$ 10 User Fee
\$ 68 Text: *Essentials for Working with Young Children, 3rd ed* (\$63); *Standards for Licensed Child Day Centers* (\$5)
\$807 Total Cost

Section 0040
L. Braddock SS
Rm H216
9:00 am
Sa, September 17-December 17
Jacqueline Miner, instructor

Section 0041
Plum Center
Rm 147
7:00 pm
M W, September 19-December 21
Jacqueline Miner, instructor

COMPUTER SUPPORT TECHNICIAN

Basic PC Maintenance | Course CT02465

Keep your computer in top form. In this combination hands-on and lecture class you will learn to install and upgrade hardware (memory, drives) and software, routine maintenance, and proper care. Must already be familiar with the Windows 7 operating system. 3 sessions @ 3 hrs each.

\$209 Tuition
\$ 15 User Fee
\$224 Total Cost

Section 0040
Chantilly HS
Rm 133
7:00 pm
W, September 21-October 12
Bryan Carvajal, instructor

Section 0041
Pimmit Hills Ctr
Rm 123
7:00 pm
Th, December 1-December 15
Bill Phillips, CISSP, MCSE, SEC+, instructor

A+: Troubleshooting Your Computer | Course CT01465

Master installation, configuration, diagnosis, preventive maintenance, and basic networking. Assemble and re-assemble Pentium-based computers. Also useful to home PC users strongly motivated to learn maintenance, troubleshooting, virus protection, and disaster recovery in depth. *No discounts/waivers*. Purchase textbook separately, ISBN 9781119137856. 13 sessions covering 45.5 hrs.

Prereq: CT02465 Basic PC Maintenance

\$899 Tuition
\$ 25 User Fee
\$924 Total Cost

Section 0040
ACE Herndon Learning Center
Rm 6
6:30 pm
Tu Th, October 11-November 29
Shahriyar Behbahani, instructor

Windows 7: MCTS Prep Part 1 | Course CT01770

Take the first step in preparing for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680. You will be introduced to Windows 7, learn how to install it, use the system utilities and security features, manage disks and file systems, and handle user management. Purchase textbook separately. ISBN 978-1-111-30977-0. 7 sessions @ 3 hrs each.

\$499 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$519 Total Cost

Section 0040
Plum Center
Rm 110
7:00 pm
Tu Th, September 13-October 11
Edward Gibson, instructor

Windows 7: MCTS Prep Part 2 | Course CT01771

Complete the preparation for the Microsoft Certified Technology Specialist (MCTS) Exam #70-680 started in Part 1. Learn networking, user productivity tools, performance tuning, application support, disaster recovery and troubleshooting, enterprise computing, and remote access. Purchase textbook separately, ISBN 978-1-111-30977-0 (same book used in Part 1). 7 sessions @ 3 hrs each. Prereq: CT01770 Windows 7: MCTS Prep Part 1

\$499 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$519 Total Cost

Section 0040
Plum Center
Rm 110
7:00 pm
Tu Th, October 25-November 17
Edward Gibson, instructor

FAST TRACK PROGRAMS

Fast Track Bookkeeping and Accounting | Course BE01264

Acquire basic bookkeeping and recordkeeping skills. Enter, update, and maintain accounting records (collections, payroll, accounts payable, accounts receivable, and profit/loss). In this intense class, the accounting cycle (knowledge side) will be followed by QuickBooks Pro (skills side). Nice class for anyone interested in the field including entrepreneurs. *No discounts/refunds*. 15 sessions @ 3 hrs each.

\$579 Tuition
\$ 35 User Fee
\$ 20 Text: *Barron's E-Z Accounting 5th ed*
\$634 Total Cost

Section 0040
Plum Center
Rm 117
7:00 pm
M W, September 26-November 21
Chandran Pillai, CPA, instructor

HUMAN RESOURCES MANAGEMENT

For a complete list of required and elective courses, see the Human Resources Management Certificate Program information on page 9.

Human Resources Management Fundamentals | Course BE01400

Study what constitutes human resources management and why good human resources management is essential to a successful business/organization. Examine how managers and employees function within each part of the formalized structure of human resource management in their own organizations. 4 sessions @ 3 hrs each.

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

Section 0040
Plum Center
Rm 116
7:00 pm
M W, December 5-December 14
Gina Lynch, MA, MS, instructor

Building the HR Organization Structure | Course BE01401

Study what constitutes the organization structure, how managers and employees can build an organization to function effectively, and how human resource management fits into this picture. Particular attention is paid to building positions, the essential building block for an effective human resource management program. 6 sessions @ 2 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *Building the Organizational Structure*
\$219 Total Cost

Section 0040
L. Braddock SS
Rm H211
7:00 pm
Tu Th, December 6-December 15
Dr. Ron Henson, DBA, LSSBB, instructor



COMPUTER SUPPORT TECHNICIAN

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

Required Courses*	Page
CE02000 Certificate Program Registration and Fee (\$50)	37
CT02465 Basic PC Maintenance	8
CT01465 A+: Troubleshooting Your Computer	8
CT01770 Windows 7: MCTS Prep Part 1	8
CT01771 Windows 7: MCTS Prep Part 2	8

Recommended Course*	Page
CT01666 A+ Certification Prep	—

*Courses are offered on a rotating basis. Call 703-658-2729 or e-mail business@fcps.edu for further information.

HUMAN RESOURCES MANAGEMENT

ACE Certificate program endorsed by the Northern Virginia Workforce Development Board. Explore the dynamic field of human resources. Coursework focuses on producing effective workforce, implementing policies and procedures, and utilizing research and trends.

Required Courses*	Page
CE01018 Certificate Program Registration and Fee (\$50)	37
BE01400 HR Management Fundamentals	8
BE01401 Building the HR Organization Structure	8
BE01402 Recruiting and Placing Employees	9
BE01403 Training the Workforce	—
BE01405 HR Management in the 21 st Century	9
BE01407 Maintaining a Positive Work Environment	9

Electives: 3 required*	Page
BE01404 HR Organizational Downsizing	—
BE01406 HR Management in the Equal Opportunity Environment	—
BE01408 The Human Resources Officer	9
BE01409 HR Organizational Dynamics	9
BE01410 Human Resources Law Overview	—
BE01412 Introduction to Lean Thinking	9
BE01420 Business Ethics I	4

HR Management in the 21st Century | Course BE01405

Study the future directions of human resource management in the 21st century as workforce elements change and businesses integrate societal, economic, and technological changes into their modes of operation over the decades. Learn how managers and employees can adapt to and take advantage of these developments. Bring laptop to class. 4 sessions @ 3 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *FCPS BE01405 HR Management in the 21st Century*
\$219 Total Cost

Section 0040 7:00 pm
L. Braddock SS Th, October 6-October 27
Rm H216 Dr. Ron Henson, DBA, LSSBB, instructor

HR Recruiting & Placing Employees | Course BE01402

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

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

Section 0040 7:00 pm
L. Braddock SS Tu Th, November 3-November 17
Rm H212 Dr. Ron Henson, DBA, LSSBB, instructor

Maintaining a Positive Work Environment | Course BE01407

The study of how to maintain positive workforce relations to assure maximum performance, essential aspects of appraising performance, programs to maintain proper discipline, programs for employee grievances and appeals, particular programs that respond to manager and employee needs (such as telecommuting) and the nature and value of effective communications. 4 sessions @ 3 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *Maintaining a Positive Work Environment*
\$219 Total Cost

Section 0040 7:00 pm
Edison HS W, October 5-October 26
Rm B133 Gina Lynch, MA, MS, instructor

The Human Resources Officer | Course BE01408

The course emphasizes the essential attributes of the HR officer; the position of the HR officer in the organization; and establishing, maintaining, and growing the HR office; key HR officer responsibilities; the HR officer's position within the community; what it takes to evaluate the effectiveness of an HR program; and the dynamically changing position of the HR officer. 4 sessions @ 3 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *The Human Resources Officer*
\$219 Total Cost

Section 0040 7:00 pm
Edison HS W, September 7-September 28
Rm B133 Gina Lynch, MA, MS, instructor

HR Organizational Dynamics | Course BE01409

Study of outlining, "scoping" structuring, resourcing, mapping and successfully completing those projects that are frequently assigned to or undertaken by HR offices in response to such organizational dynamics as management's change of priorities, loss or gain of essential personnel, loss or gain of market share, change of organizational structures, etc. 4 sessions @ 3 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *HR Organizational Dynamics*
\$219 Total Cost

Section 0040 7:00 pm
Edison HS W, November 2-November 30
Rm B133 Gina Lynch, MA, MS, instructor

Introduction to Lean Thinking | Course BE01412

Lean Thinking is a term used to describe an exceptionally focused, efficient, agile, and successful organization. It embodies a set of design principles that guide an organization to deliver its purpose more and more effectively. This course provides an overview of Lean Thinking and how it can be implemented in your organization. 4 sessions @ 3 hrs each.

\$204 Tuition
\$ 10 User Fee
\$ 5 Text: *Introduction Lean Thinking*
\$219 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, September 6-September 27
Rm H216 Dr. Ron Henson, DBA, LSSBB, instructor

NONPROFIT ORGANIZATION DEVELOPMENT

For a complete list of required and elective courses, see the Nonprofit Organization Development Certificate Program information on page 10.

Starting a Nonprofit Organization | Course BE01871

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

\$107 Tuition
\$ 2 User Fee
\$109 Total Cost

Section 0040 7:00 pm
Woodson HS Tu, September 6-September 13
Rm G113 Lynn O'Connell, instructor

Successful Fundraising | Course BE01913

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

\$107 Tuition
\$ 2 User Fee
\$109 Total Cost

Section 0040 7:00 pm
Woodson HS Tu, October 11-October 18
Rm G113 Lynn O'Connell, instructor

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

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

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

Section 0040 7:00 pm
Woodson HS Th, November 10
Rm G120 Lynn O'Connell, instructor

Introduction to Nonprofit Accounting and Finances | Course BE01918

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

\$ 99 Tuition
\$ 2 User Fee
\$101 Total Cost

Section 0040 7:00 pm
Plum Center Tu, November 15
Rm 122 Robert Kraus, instructor

**NONPROFIT ORGANIZATION DEVELOPMENT**

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

Required Courses		Page
CE01056	Certificate Prog Registration & Fee (\$50)	37
BE01871	Starting a Nonprofit	9
BE01915	Grant Writing	17
BE01913	Successful Fundraising	7
BE01886	Event Planning	7
Electives		Page
BE01872	The 3 R's of Volunteerism	9
BE01879	Creating a Successful Business Plan	11
BE01910	Strategic Planning for Your Nonprofit	10
BE01918	Accounting for Nonprofits	10
BE01204	Introduction to Project Management	7
BE01207	Project Management I: Grant Writing	10
BE01209	Project Management II: Strategic Planning and Fundraising	—
BE01387	Social Media Networking	18

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

ORACLE DATABASE ADMINISTRATION

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

Required Courses

CE02010	Certificate Program Registration & Fee	37
CT01547	Oracle Basics	10
CT01551	Oracle Database Administration: Introduction	10
CT01552	Oracle Database Administration I	10
CT01553	Oracle Database Administration II	—

Electives (3 required)

CT01488	Windows Server 2012	13
CT01556	Oracle Database Administration: Performance Tuning	—
CT01559	Oracle Data Warehousing	—
CT01640	Introduction to TCP/IP Networking I	16
CT01641	Introduction to TCP/IP Networking II	—
CT01659	Linux Administration I	16

Project Management I: Grantwriting | Course BE01207

How do you demonstrate to funders that your grant request is the one to be funded? Project management (PM) is key—both in grant writing itself as well as in project development, execution and results. Participants will walk through project development: defining your project, outlining the steps to implement the project, and processes to control quality. Participants will also learn specific PM techniques to make project requests stronger including strategies for communication with stakeholders, cost management, and human resource management. Prior knowledge of Project Management recommended. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 5 User Fee
\$ 94 Total Cost

Section 0040 9:00 am
Plum Center Sa, November 12
Rm 148 Melson Martis, MBA, PMP, instructor

Strategic Planning for Your Nonprofit | Course BE01910

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

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

Section 0040 7:00 pm
Woodson HS Th, December 15
Rm G113 Lynn O'Connell, instructor

ORACLE DATABASE ADMINISTRATION

For a complete list of required and elective courses, see the Oracle Database Administration Certificate Program information at left.

Oracle Basics | Course CT01547

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

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

Section 0040 7:00 pm
Plum Center Tu Th, September 13-October 6
Rm 118 Arabinda Banik MS, instructor

Section 0041 7:00 pm
Plum Center F, October 14-December 9
Rm 118 Santosh Rani, instructor

Oracle Database Administration—Introduction | Course CT01551

Get started with the Oracle Architecture: installing/upgrading to Oracle 12c; planning and managing tablespaces and physical database layouts; monitoring space usage; managing transactions with Undo tablespaces; database tuning, security, and auditing; using tools such as Real Application Cluster; backup and recovery; and an introduction to Oracle networking. Includes extensive application of command line SQL and PL/SQL as well as GUI tools to perform DBA tasks. This course covers the major topics in exam 1Z0-061. Purchase textbook separately. *No discounts/waivers.* 7 sessions @ 3 hrs each. Prereq: CT01547 Oracle Basics

\$ 429 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 449 Total Cost

Section 0040 7:00 pm
Plum Center M W, October 3-October 26
Rm 118 Michael NeSmith, BA, MCSE, instructor

Oracle Database Administration I | Course CT01552

This course covers more details on SQL command syntax, Oracle installation, and administration. Topics include Oracle architecture, creating Oracle databases, understanding storage and space management, managing data concurrency and Undo, Oracle Network Architecture, security and auditing, performance and tuning, backup and recovery, controlling resources and jobs, upgrading to Oracle 12c, and an overview of using Grid Infrastructure. This course covers the major topics in exam 1Z0-062. Exam can be taken at a local authorized testing center and is not part of the course. Purchase textbook separately. *No discounts/waivers.* 7 sessions @ 3 hrs each. Prereq: CT01551 Oracle Database Administration—Introduction

\$ 429 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 449 Total Cost

Section 0040 7:00 pm
Plum Center M W, November 9-December 5
Rm 118 Michael NeSmith, BA, MCSE, instructor

NEW**Installing Fedora Linux | Course CT01663**

Fedora Workstation is a reliable, user-friendly, and powerful operating system for laptops or desktop computers. It supports a wide range of developers, from hobbyists and students to professionals in corporate environments. The course is designed to get you up and running with Fedora Linux 23. We will install the XFCE Spin of Fedora Linux on a laptop or PC provided by you. **IMPORTANT:** The install procedure will destroy all data on your hard drive and overwrite it with Linux. Be sure that the hardware you provide for this class does not contain anything you want to keep. See enclosure (online) for hardware requirements. Prerequisite: Previous experience using an operating system. Hardware which meets the minimum installation requirements for installing Fedora 18 Linux OS. 4 sessions @ 2 hrs each.

\$ 199 Tuition
\$ 10 User Fee
\$ 209 Total Cost

Section 0040 7:00 pm
Plum Center Tu Th, November 1-November 15
Rm 116 Alex Machina, instructor

Linux Administration I | Course CT01659

\$ 372 Total Cost

[See page 16 for course information and schedule.](#)

SMALL BUSINESS MANAGEMENT

For a complete list of required and elective courses, see the Small Business Management Certificate Program information on page 11.

Starting Your Own Business | Course BE01896

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

\$ 114 Tuition
\$ 5 User Fee
\$ 119 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, September 13-September 20
Rm D103 Lori Muhlstein, MPA, instructor

Section 0041 7:00 pm
Chantilly HS W, November 9-November 16
Rm 205 Lori Muhlstein, MPA, instructor

**Creating a Successful Business Plan | Course BE01879**

Learn the tools that assist in developing a successful plan to run your business effectively and efficiently. A well-defined plan will keep you on task, serve as a source for funds, aid decision-making, and drive your business forward. 3 sessions @ 3 hrs each.

\$179 Tuition
\$ 5 User Fee
\$ 20 Text: *The Secrets to Writing a Successful Business Plan*
\$204 Total Cost

Section 0040 7:00 pm
Chantilly HS W, October 12-October 26
Rm 213 Joe Micari, MBA, instructor

Section 0041 7:00 pm
Edison HS Th, December 1-December 15
Rm B129 Tiffanie Kendrick, MBA, instructor

Small Business Legal Primer | Course BE01880

Explore ways to successfully avoid legal pitfalls common to small businesses. Includes: business formation; compliance with government regulations; contract issues such as lease-partnership agreements; and making sure you get paid. 2 sessions @ 3 hrs.

\$144 Tuition
\$ 5 User Fee
\$149 Total Cost

Section 0040 7:00 pm
Edison HS W, November 2-November 9
Rm B137 Deborah Marconda, JD, instructor

Developing a Marketing Plan | Course BE01245

Develop and write a comprehensive marketing plan. This will be a model marketing plan that includes an analysis of competition, pricing, promotion, distribution, and building the value proposition. Special emphasis is placed on integrating Internet marketing and return on investment metrics. 2 sessions @ 2.5 hrs each.

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

Section 0040 7:00 pm
Edison HS Th, October 6-October 13
Rm B129 Tiffanie Kendrick, MBA, instructor

Create Your Own Small Business Website | Course CT01545

Need a website but can't afford a web designer? Want to avoid paying for every little edit? If you know how to use your keyboard and have the ability to browse, you can create a professional looking website using content management and publishing platforms. Most designs will be based on existing templates. 4 sessions @ 3 hrs each. Prereq: CT01416 PC Basics

\$219 Tuition
\$ 15 User Fee
\$234 Total Cost

Section 0040 9:00 am
L. Braddock SS Sa, October 29-November 19
Rm H201 Dr. Majid Imany, instructor

Financing Your Small Business | Course BE01882

For entrepreneurs ready to start or expand a business. Discussion of loan requirements for both owners and businesses, sources of financing, and different kinds of financing available. Taught by a respected author and speaker. 2 sessions @ 3 hrs each.

\$109 Tuition
\$ 10 User Fee
\$119 Total Cost

Section 0040 7:00 pm
Plum Center M, October 17-October 24
Rm 104 Karlene Sinclair-Robinson, instructor

Federal Income Tax for Small Business Owners | Course BE01275

Learn what the IRS considers business income, business expenses (including IRS regulations on Section 179 expensing and depreciation, car and truck expenses, home office expenses, net operating losses, etc.), gains and losses, business tax credits, self-employment and other taxes, tax accounting methods and various tax forms, and filing requirements for small businesses. This course will also cover asset depreciation methods and the assets life/class per IRS regulations. 4 sessions @ 3 hrs each.

\$229 Tuition
\$ 5 User Fee
\$ 13 Text: *2013 Small Business & Self-Employed Tax Issues*
\$247 Total Cost

Section 0040 7:00 pm
Herndon HS Tu Th, November 29-December 8
Rm 123 Chandran Pillai, CPA, instructor

Successful Selling Fundamentals | Course BE01894

Successful sales professionals solve problems. In this interactive workshop series, you will learn that when you are focused on your customer, you gain a competitive advantage and can be more successful in meeting your sales goals. Whether you are new to a sales role, want to improve your sales technique, or are thinking about going into sales, this workshop is for you. Combines leader led discussion with interactive group and individual exercises. 2 sessions @ 3 hrs each.

\$114 Tuition
\$ 5 User Fee
\$119 Total Cost

Section 0040 7:00 pm
Edison HS Tu, October 18-October 25
Rm LECT Lori Muhlstein, MPA, instructor

Section 0041 7:00 pm
Marshall HS Tu Th, December 13-December 15
Rm D103 Lori Muhlstein, MPA, instructor

Bring Your New Product to Market Without Wasting a Dime | Course BE01928

You have an idea for a product that is better than any you've seen marketed on TV, and you know that everyone will want one if you just make it available. Your fortune is calling, but you don't know where to start. How do you know if your idea will sell? How do you price your product for profit? How do you navigate the prototype process without wasting money? Can you get someone to buy your idea and sell it for you or should you build and sell it yourself, and how? Your teacher, a patented, award-winning inventor, will take you step-by-step through the invention process from idea to market. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, October 11
Rm B112 Andrew Colsky, J.D., LL.M., MS, GPC, instructor

Get the Funding You Need for Your New Product Without Wasting a Dime | Course BE01991

Whether you are starting a new business, developing a new product or plan to expand an existing project, you can raise money from others through loans, grants, private investors, licensing deals and the hottest new trend, crowd funding. A patented, award-winning inventor will teach you about free resources to locate lenders and lists of available grants. Learn how to approach licensees and investors as well as the difference between rewards-based and equity-based funding. Be introduced to the top crowd funding sites and learn how to develop a successful campaign. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Th, October 20
Rm B112 Andrew Colsky, J.D., LL.M., MS, GPC, instructor

SMALL BUSINESS MANAGEMENT

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

Required Courses	Page
CE01053 Certificate Prog Registration & Fee (\$50)	37
BE01896 Starting Your Own Business	10
BE01879 Creating a Successful Business Plan	11
BE01880 Small Business Legal Primer	11
BE01245 Developing a Marketing Plan	11
CT01545 Create Your Own Business Web Site	11
BE01882 Financing Your Small Business	11
BE01275 Federal Income Tax for Small Business Owners	11

Electives	Page
BE01903 Tax Strategies for the One-Person Business and Small Corporations	12
BE01075 Successful Business Writing	17
BE01387 Social Media Networking and Marketing	18
BE01204 Introduction to Project Management	7
BE01205 Microsoft Project 2013	17
CT01435 QuickBooks—Premier—Level 1	7
BE01246 Introduction to Marketing Automation	12
BE01277 Accounting for Non-Accountants	7
BE01894 Successful Selling Fundamentals	11
BE01410 Business Ethics	—
CT01757 WordPress for Entrepreneurs	12

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

How to Conduct a Patent Search Without Wasting a Dime | Course BE01990

Patent searches are an expensive but necessary part of the patent application process. In this course, you will learn how to conduct your own free patent search from the comfort of your home, the public library, or at a Patent and Trademark Resource Center. Students will learn the difference between a utility patent, design patent, and plant patent, and participate in live patent searches using web-based tools and the Cooperative Patent Classification Schema. Students will also learn how to retrieve, review, and read actual issued patents. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, October 18
Rm B112 Andrew Colsky, J.D., LL.M., MS, GPC, instructor

Protect Your New Product Idea Without Wasting a Dime | Course BE01992

You have a great idea for a new product and you need to protect it before somebody takes it away from you! A patented, award-winning inventor will teach you what you need to know to protect your idea. You will leave this class knowing how to spot and protect yourself from common invention scams; what is the difference between a patent, trademark, and copyright; how to draft your own non-disclosure agreement; and how to draft a provisional US patent application. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Th, October 13
Rm B112 Andrew Colsky, J.D., LL.M., MS, GPC, instructor

**Introduction to Marketing Automation | Course BE01246**

New marketing automation technology is transforming marketing and sales processes. Learn what these systems do and how you can leverage them to grow your business. Topics include: e-mail campaigns, content marketing, landing pages, web tracking, lead nurturing/drip campaigns, reporting and analytics plus integration with other marketing tools such as CRMs. Note: this is NOT a course for marketing novices—you will need at least an intermediate understanding of marketing strategy and web/e-mail marketing concepts to keep pace in this course. 1 session @ 3 hrs.

\$ 74 Tuition
\$ 5 User Fee
\$ 79 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, December 13
Rm B103 Katherine Chalmers, MBA, instructor

NEW**WordPress for Entrepreneurs | Course CT01757**

Have you built your WordPress web site but cannot get any traffic? Does it look amateurish, and your goal is to make it look like a million bucks? Learn how anyone can build a professional business or entrepreneurial web site with WordPress without a single line of code or HTML knowledge. This course is perfect for the beginner. Prerequisite: CT01756 Intro to WordPress or equivalent experience. Recommended text: Teach Yourself Visually WordPress (ISBN: 9780470570920). 6 sessions @ 3 hrs each.

\$299 Tuition
\$ 15 User Fee
\$314 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Tu, October 25-December 6
Rm 116 Adrian Mikeliunas, CISSP, CISA, instructor

Tax Strategies for the One-Person Business and Small Corporations | Course BE01903

One-person businesses and small corporations frequently pay too much in taxes and do not know it! Explore the tax laws, unknown to you and/or your tax return preparer, which favor the smallest of businesses, such as sole proprietorships, LLCs, S Corporations, and C Corporations. Save your money. Taught by a CPA with a master's degree in taxation. 2 sessions @ 3 hrs each.

\$119 Tuition
\$ 25 User Fee
\$144 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, October 19-October 26
Rm 160 Christopher J. Inglese, CPA, MS (Tax), instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Th, December 8-December 15
Rm 115 Christopher J. Inglese, CPA, MS (Tax), instructor

TAX PREPARATION**Comprehensive Tax Preparation 1 | Course BE01266**

Interested in earning money as a tax professional and/or saving money by preparing your own return? Course covers simple individual tax forms, including 1040EZ, 1040A, and basic 1040 returns. Those preparing taxes for others can use course to sit for pending IRS exams and ACAT certification. *No discounts or refunds.* 10 sessions @ 3 hrs each.

\$484 Tuition
\$ 5 User Fee
\$175 Text: *Income Tax School Comprehensive Tax Course 2016*
\$664 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, September 20-November 29
Rm H206 Emmanuel Gyimah, instructor

Comprehensive Tax Preparation 2 | Course BE01267

This course is a continuation of Comprehensive Tax Preparation 1. Covers more complex Form 1040 individual and sole proprietor (Schedule C) business tax returns. Those who prepare taxes for others can use course to sit for pending IRS exams and ACAT certification. Same book used for Comprehensive Tax Preparation Part I and Comprehensive Tax Preparation Part II. *No discounts.* 10 sessions @ 3 hrs each.

\$484 Tuition
\$ 5 User Fee
\$175 Text: *Income Tax School Comprehensive Tax Course 2016*
\$664 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, January 10-March 14
Rm H206 Emmanuel Gyimah, instructor

WEB DESIGNER/DEVELOPER

For a complete list of required and elective courses, see the Web Designer/Developer Certificate Program information on page 13.

HTML 1—Your First Website | Course CT01525

A great stepping stone to penetrating the mysteries of the Internet and how you can be a part of it. If you've never worked with code before, don't worry. Discover how easy and simple the HTML language is! You will create a new site with pages containing text, color, and images; linking them together. Basic computer knowledge required. Purchase text prior to first class. ISBN: 118008189. 3 sessions @ 3 hrs each.

\$199 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$214 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, September 13-September 20
Rm A213 Dr. Majid Imany, instructor

Section 0041 4:30 pm
Plum Center M W, December 5-December 12
Rm 205 Susan Brun, instructor

HTML 2—Enhancing Your Website | Course CT01526

Back for more? Great! In this second installment of HTML coursework we show you how to enter and organize information into tables. Add a better browsing experience to your site with navigation bars, colors, and borders. Purchase text prior to class. ISBN: 1118008189. 3 sessions @ 3 hrs each.

Prereq: CT01525 HTML 1—Your First Website

\$199 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$214 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, October 4-October 11
Rm A213 Dr. Majid Imany, instructor

HTML 3—Interacting With Your Website | Course CT01527

Now on to the more complex stuff. In this last installment of the HTML series...You will find out how to create better clickable links on your images, ways to keep your site updated, and how to add forms for client feedback. Lastly, we'll show you how to review your site to optimize the experience for visitors. Purchase textbook prior to class, ISBN: 1118008189. 3 sessions @ 3 hrs each.

Prereq: CT01526 HTML 2—Enhancing Your Website

\$199 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$214 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, October 25-November 1
Rm A213 Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 1 | Course CT01541

Tired of the usual HTML defaults? You already know the basics of coding; now you want to know how to tweak the look of the page with color, spacing, fonts, link interactions, and other enhancements. Cascading Style Sheets (CSS) will do that! CSS is an easy-to-learn language that builds upon your knowledge of HTML and enables you to create easily maintainable websites. Purchase textbook separately, ISBN: 1118008189. 3 sessions @ 3 hrs each.

Prereq: CT01525 HTML 1—Your First Website

\$199 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$214 Total Cost

Section 0040 7:00 pm
Chantilly HS M, September 26-October 17
Rm 263 Dr. Majid Imany, instructor

Web Design with Cascading Style Sheets 2 | Course CT01542

You want to get your information out on the Web in a professional and pleasing format. You don't want to spend all your time updating the look of every single page of the site when changes inevitably need to be made. Enter CSS (Cascading Style Sheets). Fully master this simple language to create clean web layouts and maintain the look of your site with ease. Purchase textbook separately, ISBN: 1118008189. 4 sessions @ 3 hrs each.

Prereq: CT01541 Web Design with Cascading Style Sheets 1

\$199 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$214 Total Cost

Section 0040 7:00 pm
Chantilly HS M, October 31-November 28
Rm 133 Dr. Majid Imany, instructor

JavaScript: Building Interactive Web Sites | Course CT01531

Learn to create an exciting and interactive user experience by embracing what may be, after HTML, the most ubiquitous technology on the Web. A survey of the JavaScript language lays the foundation for an in-depth analysis of the Document Object Model (DOM). Learn how the DOM event model paves the way for form validation and submittal, image manipulation, and browser detection for customizing the user experience. Purchase textbook separately, ISBN: 0137001312. 6 sessions @ 3 hrs each.

Prereq: CT01492 Concepts of Programming

Prereq: CT01525 HTML 1—Your First Website

\$319 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$339 Total Cost

Section 0040 4:30 pm
Plum Center M, September 12-October 24
Rm 114 Susan Brun, instructor

HTML5 for Mobile Websites and Devices | Course CT01530

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

Prereq: CT01525 HTML 1—Your First Website

Prereq: CT01531 JavaScript: Building Interactive Web Sites

\$329 Tuition
\$ 10 User Fee
\$339 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M W, December 5-December 21
Rm 123 Adrian Mikeliunas, CISSP, CISA, instructor

**Graphics for the Web | Course CT01550**

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

\$ 219 Tuition
\$ 15 User Fee
\$ 234 Total Cost

Section 0040 7:00 pm
Chantilly HS W, October 19-November 9
Rm 133 Dr. Majid Imany, instructor

Intro to WordPress | Course CT01756

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

\$ 299 Tuition
\$ 15 User Fee
\$ 314 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 14-October 19
Rm 116 Adrian Mikelionas, CISSP, CISA, instructor

Get Great Search Engine Optimization (SEO) Results! | Course BE01705

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

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

Section 0040 9:30 am
Pimmit Hills Ctr W, October 19-October 26
Rm 116 Katherine Chalmers, MBA, instructor

Certification Prep and Computer Training**CERTIFICATION PREP**

For a complete list of Certification Prep courses, please see right.

Certified Information System Security Professional (CISSP) | Course CT01910

Prepare for the CISSP exam. Course covers all ten modules: access control, telecommunications and network security, information security governance and risk management, software development security, cryptography, security architecture and design, operations security, business continuity and disaster recovery planning, investigations, and physical security. Thorough understanding of the Windows OS required. For more information about CISSP credentialing, view <https://www.isc2.org/about-isc2-credentials.aspx>. Purchase textbook separately. 12 sessions @ 3 hrs each.

\$ 799 Tuition
\$ 30 User Fee
\$ 0 Text: Call 703-658-2729 for book information.
\$ 829 Total Cost

Section 0040 9:00 am
Plum Center Sa, September 10-December 17
Rm 110 Edward Gibson, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Tu, September 13-December 6
Rm 123 Bill Phillips, CISSP, MCSE, SEC+, instructor

Cisco Networking | Course CT01474

Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn the art of 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. 9 sessions @ 5 hrs each; pack lunch. Purchase textbook separately. *No discounts/waivers.*

Prereq: CT01473 Network+

\$ 829 Tuition
\$ 25 User Fee
\$ 46 Text: *CCNA Routing and Switching Study Guide*
\$ 900 Total Cost

Section 0040 9:00 am
ACE Herndon Learning Center Sa, October 15-December 17
Rm 6 Shahriyar Behbahani, instructor

Network+ | Course CT01473

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

Prereq: CT01421 Windows 7

\$ 629 Tuition
\$ 20 User Fee
\$ 0 Text: Call 703-658-2729 for book information.
\$ 649 Total Cost

Section 0040 7:00 pm
ACE Herndon Learning Center Tu Th, September 1-October 6
Rm 6 Shahriyar Behbahani, instructor

Section 0041 7:00 pm
Plum Center M W, November 14-December 21
Rm 110 Edward Gibson, instructor

Security+ | Course CT01480

Prepare for the CompTIA Security+ exam. You will be fully engaged in a comprehensive overview of network security including communication security, infrastructure security, cryptography, operational and organizational security, disaster recovery, business continuity, and computer forensics. CT01770 Windows 7: MCTS Prep or an equivalent amount of experience a must to succeed in this class. *Exam is not offered as part of the course.* Purchase textbook separately. 11 sessions @ 3 hrs each.

\$ 629 Tuition
\$ 20 User Fee
\$ 0 Text: Call 703-658-2729 for book information.
\$ 649 Total Cost

Section 0040 7:00 pm
Plum Center M W, September 19-October 31
Rm 110 Edward Gibson, instructor

Windows Server 2012 | Course CT01488

Prepare for the MCITP certification and secure a solid foundation for managing and supporting Windows Server 2012. Learn how to: set up and administer domain controllers to build a reliable active directory, configure a server with group policies, and secure file system resources; create and maintain organizational units, users, and groups; and streamline administration with virtualization, remote desktop, patch management strategy, and Windows roles and tools. Certification exam is not a part of this course. 10 sessions @ 3 hrs each. Must purchase textbook separately. ISBN 978-1-118-28942-6.

Prereq: CT01479 Windows Server 2008 for Administrators

\$ 549 Tuition
\$ 25 User Fee
\$ 0 Text: Call 703-658-2729 for book information.
\$ 574 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 15-November 17
Rm 123 Bill Phillips, CISSP, MCSE, SEC+, instructor

WEB DESIGNER/DEVELOPER

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

Required Courses	Page
CE02020 Certificate Prog Registration & Fee (\$50)	37
CT01525 HTML 1*	12
CT01526 HTML 2*	12
CT01527 HTML 3	12
CT01541 Web Design w/Cascading Style Sheets (CSS) 1*	12
CT01542 Web Design with CSS 2	12
CT01531 JavaScript: Building Interactive Web Sites	12
CT01550 Graphics for the Web	13
Electives (2 required)	Page
CT01462 Digital Art: Photoshop Basics	14
CT01463 Digital Art: Photoshop Intermediate	15
CT01529 Web Design with Adobe Dreamweaver	—
CT01530 HTML 5 for Mobile Websites and Devices	—
CT01536 Adobe Flash: Web Graphics & Animation 1	—
CT01756 Intro to WordPress	13

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

Courses are offered on a rotating basis.
E-mail comptraining@fcps.edu for further information.

CERTIFICATION PREP COURSES

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

Course Information	Page
MCTS Windows 7	
CT01770 Windows 7: MCTS Prep Part 1	8
CT01771 Windows 7: MCTS Prep Part 2	8
CompTIA Network+	
CT01473 Network+	13
CompTIA Security+	
CT01488 Windows Server 2012 for Administrators	13
CT01480 Security+	13
Cisco Certified Network Associate (CCNA)	
CT01474 Cisco Networking	13
CT01574 CCNA: Security	—
CompTIA A+	
CT01465 A+: Troubleshooting Your Computer	8
CT01666 A+ Certification Prep	—
ISC2 Certified Information System Security Professional (CISSP)	
CT01910 CISSP	13

**COMPUTER GRAPHICS****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. 2 sessions @ 3 hrs each.
Prereq: CT01416 PC Basics

\$ 109 Tuition
\$ 15 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 124 Total Cost

Section 0040 7:00 pm
Chantilly HS W Th, September 28-September 29
Rm 206 Mary Ann Smith, MOS, instructor

Digital Art: Photoshop Basics | Course CT01462

Students will be introduced to the interface, main tools, and layering options that Photoshop offers. We will go over each of the main tools individually, as well as examples on ways that the tools can be used. Tool shortcuts, navigating the Photoshop workspace, and correct use of the layering system will also be emphasized. Purchase textbook separately. 6 sessions @ 3 hrs each.

\$ 299 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 319 Total Cost

Section 0040 7:00 pm
Marshall HS Tu Th, October 4-October 20
Rm C104 Jessica Rossiter, instructor

Section 0041 1:00 pm
L. Braddock SS Sa, October 15-November 19
Rm A213 Dr. Majid Imany, instructor

Digital Art: Photoshop Intermediate | Course CT01463

Using new brush tools and basic pen tool techniques, you will learn to create vector shapes and use advanced layering and layer styles. You will create a final project. Same text as Photoshop Basics. 6 sessions @ 3 hrs each.
Prereq: CT01462 Digital Art: Photoshop Basics

\$ 299 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 319 Total Cost

Section 0040 7:00 pm
Marshall HS Tu Th, November 1-November 22
Rm C104 Jessica Rossiter, instructor

Graphics for the Web | Course CT01550

\$ 234 Total Cost
[See page 13 for course information and schedule.](#)

Illustrator Workshop 101 | Course CT02160

Learn the basics of Adobe Illustrator in this introductory workshop. Become familiar with the user interface, tools and panels. Students will create a logo and a simple vector illustration. 2 sessions @ 3 hrs each.

\$ 99 Tuition
\$ 15 User Fee
\$ 114 Total Cost

Section 0040 7:00 pm
Chantilly HS Tu Th, September 20-September 22
Rm 206 Jessica Rossiter, instructor

Section 0041 7:00 pm
Marshall HS Tu Th, December 6-December 8
Rm C104 Jessica Rossiter, instructor

InDesign Workshop 101: Introduction | Course CT02140

Learn the basics of Adobe InDesign in this two-day workshop. Become familiar with the user interface, tools and panels. Students will create a business card, flyer, and newsletter. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

\$ 109 Tuition
\$ 15 User Fee
\$ 124 Total Cost

Section 0040 7:00 pm
Herndon HS Tu Th, November 1-November 3
Rm 108 Mary Ann Smith, MOS, instructor

Section 0041 7:00 pm
Chantilly HS Tu, December 6-December 20
Rm 206 Bryan Carvajal, instructor

AutoCAD—Part 2 | Course CT02212

Continue to advance your CAD skills with more complex drawings. Master a larger repertoire of commands and techniques and prepare to be amazed at what you can produce. 6 sessions @ 3 hrs each.

Prereq: CT02211 AutoCAD Part 1

\$ 399 Tuition
\$ 20 User Fee
\$ 419 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 16-November 20
Rm 114 Amanda Ripley, MA, instructor

OFFICE PRODUCTIVITY SOFTWARE**MS Access—Basics | Course CT01449**

Examine the relational database design process and create a new MS Access database. Build tables and establish table relationships. Create forms, queries and reports. 4 sessions @ 3 hrs each or 2 sessions @ 6 hrs each.

Prereq: CT01416 PC Basics

\$ 229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Access 2013: Part 1*
\$ 270 Total Cost

Section 0040 7:00 pm
Plum Center F, September 9-September 30
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

MS Access—Intermediate | Course CT01450

Create multiple MS Access tables; develop forms and subforms; build complex reports; and queries. Share data across applications by importing data into Access, exporting data to text files and creating a mail merge. 4 sessions @ 3 hrs each.

Prereq: CT01449 MS Access—Basics

\$ 199 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Access 2013: Part 2*
\$ 240 Total Cost

Section 0040 7:00 pm
Plum Center F, October 14-November 4
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

Under 18?

Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.

MS Excel—Basics | Course CT01441

Learn to use Microsoft Excel 2013 to create, edit, and print worksheets. Perform worksheet calculations by learning the basics of formulas and functions. Modify the appearance of worksheets and manage workbooks. Basic computer knowledge required to be successful in this course. 4 sessions @ 3 hrs each.

\$ 229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Excel 2013: Part 1*
\$ 270 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, September 6-September 15
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 9:00 am
Woodson HS Sa, September 10-October 1
Rm A136 Staff, instructor

Section 0042 7:00 pm
Herndon HS Tu Th, September 13-September 22
Rm 124 David Vigil, MS, instructor

Section 0043 7:00 pm
Pimmit Hills Ctr M W, October 24-November 2
Rm 116 Susan Kenney, instructor

Section 0044 7:00 pm
Chantilly HS Tu Th, November 1-November 15
Rm 263 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Intermediate | Course CT01442

Improve your Microsoft Excel 2013 worksheet capabilities by calculating data with advanced formulas and specialized functions. Analyze data with Logical and Lookup functions. Create tables and charts. Sort and filter data. Create PivotTables and PivotCharts. Analyze data using slicers. Insert graphic objects into worksheets and customize and enhance the Excel environment by managing themes and creating templates. 4 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel—Basics

\$ 229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Excel 2013: Part 2*
\$ 270 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, September 27-October 6
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 9:00 am
Woodson HS Sa, October 15-November 5
Rm A136 Staff, instructor

Section 0042 7:00 pm
Pimmit Hills Ctr M W, November 14-November 28
Rm 123 Susan Kenney, instructor

Section 0043 7:00 pm
Chantilly HS Tu Th, November 29-December 8
Rm 263 Wayne Shewmaker, MBA, MOS, instructor

MS Excel—Advanced | Course CT01445

Learn to use Microsoft Excel at an advanced level! Create and edit macros. Apply conditional formatting and add data validation criteria. Learn to protect files, share a workbook and audit worksheets. Analyze data by applying trendlines, sparklines, and performing a What-If Analysis and a Statistical Analysis with the Analysis Toolpak. Consolidate workbook data and link and edit cells in different workbooks. Export Excel data to and import data from other applications. Publish a worksheet to and import data from the Web and create a Web Query. 4 sessions @ 3 hrs each.

Prereq: CT01442 MS Excel—Intermediate

\$ 229 Tuition
\$ 10 User Fee
\$ 25 Text: *Logical Select Microsoft Office Excel 2010: 3*
\$ 264 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, October 18-October 27
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

**NEW****MS Excel Shortcuts and Tricks | Course CT01585**

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

Prereq: CT01441 MS Excel—Basics

\$109 Tuition
\$ 10 User Fee
\$119 Total Cost

Section 0040 7:00 pm
Herndon HS Tu Th, September 27-September 29
Rm 124 David Vigil, MS, instructor

Section 0041 7:00 pm
Chantilly HS M W, October 31-November 2
Rm 263 David Vigil, MS, instructor

Section 0042 7:00 pm
Woodson HS M W, December 19-December 21
Rm E157 David Vigil, MS, instructor

MS Excel—Pivot Tables | Course CT01582

Pivot tables are the most powerful tool in Excel to get answers about your data. 30% lecture, 70% exercises, with opportunity for 1-on-1 with instructor. You will learn to analyze millions of cells to quickly see totals, ranges, and averages. Also learn why pivot tables work, how to slide the results into charts, and the traps that degrade efficiency. Prerequisite: basic knowledge of Excel. No text required. 1 session @ 3 hrs.

\$ 99 Tuition
\$ 15 User Fee
\$114 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Tu, September 20
Rm 116 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 7:00 pm
Plum Center M, November 21
Rm 205 Wayne Shewmaker, MBA, MOS, instructor

Section 0042 9:00 am
L. Braddock SS Sa, December 10
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

MS Excel and MS Access in Tandem | Course CT01583

Utilize Excel as a primary source for Access tables, reports, and forms. Using Excel macros, capture formulas, functions, and pivot tables. Learn to apply simple VBA code to enhance macro performance. Quickly format Excel data to conform to Access table, form and report requirements prior to exporting or importing data to Access. Create linked tables and queries. May require outside work. 2 sessions @ 3 hrs each.

Prereq: CT01441 MS Excel—Basics

Prereq: CT01449 MS Access—Basics

\$109 Tuition
\$ 10 User Fee
\$119 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 16
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

MS Outlook—Basics | Course CT01426

Master use of this powerful e-mail management tool. You'll learn to create, send, receive, reply, forward and print e-mails; attach a file to your message; manage messages with folders; schedule appointments and events; manage contacts; customize your messaging; and create address books and distribution lists. You'll know how to take full advantage of task and note tools and how to share calendars and contacts. 4 sessions @ 3 hrs each.

\$229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Outlook 2013: Part 1*
\$270 Total Cost

Section 0040 9:00 am
Pimmit Hills Ctr Tu Th, September 20-September 29
Rm 123 Susan Kenney, instructor

Section 0041 7:00 pm
Chantilly HS M W, October 19-October 31
Rm 206 Wayne Shewmaker, MBA, MOS, instructor

Section 0042 7:00 pm
Plum Center F, November 11-December 9
Rm 205 Ricardo Bahr, instructor

Section 0043 7:00 pm
Herndon HS Tu Th, December 6-December 15
Rm 124 David Vigil, MS, instructor

MS Outlook—Intermediate | Course CT01429

Optimize your use of this powerful e-mail management tool. Learn how to customize messaging and manage address books and distribution lists. Take full advantage of task and note tools. You will know how to organize and search your e-mail to retrieve that important message you sent or received. Work with others by sharing calendars and contacts. Same book as MS Outlook—Basics course. 2 sessions @ 3 hrs each.

Prereq: CT01426 MS Outlook—Basics

\$129 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Outlook 2013: Part 2*
\$170 Total Cost

Section 0041 7:00 pm
Chantilly HS M W, November 14-November 16
Rm 263 Wayne Shewmaker, MBA, MOS, instructor

MS PowerPoint—Basics | Course CT01459

Learn to create presentations. Apply themes and transitions, include text, images, shapes, charts, tables, and animation. Prepare handouts and setup custom presentations. Experience with MS Word preferred. 2 sessions @ 3 hrs each.

Prereq: CT01416 PC Basics

\$ 99 Tuition
\$ 15 User Fee
\$ 26 Text: *MS PowerPoint 2013: Part 1*
\$140 Total Cost

Section 0040 7:00 pm
Edison HS W, September 7-September 14
Rm A127 Staff, instructor

Section 0041 7:00 pm
Chantilly HS Tu W, October 25-October 26
Rm 263 Mary Ann Smith, MOS, instructor

Section 0042 1:00 pm
Plum Center Su, November 6-November 13
Rm 110 Lichele Carmichael, instructor

Section 0043 7:00 pm
Herndon HS Tu Th, November 29-December 1
Rm 124 David Vigil, MS, instructor

MS Word—Basics | Course CT01342

Empower yourself with these essential skills for the office. You will learn to create, edit, and print documents; apply fonts, styles, margins, and tabs; format paragraphs, tables, headers and footers. Windows experience and keyboarding skills (25 wpm) are highly recommended. 4 sessions @ 3 hrs each or 2 sessions @ 6 hrs each.

\$229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Word 2013: Part 1*
\$270 Total Cost

Section 0040 9:00 am
L. Braddock SS Sa, September 17-September 24
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 7:00 pm
Bryant Ctr Tu Th, September 20-September 29
Rm 135 Staff, instructor

Section 0042 6:30 pm
Chantilly HS Tu Th, October 4-October 13
Rm 206 Karen Szymanski, instructor

Section 0043 7:00 pm
Plum Center M W, November 28-December 7
Rm 117 Wayne Shewmaker, MBA, MOS, instructor

Section 0044 1:00 pm
Plum Center Tu Th, December 6-December 15
Rm 114 Lisa Rosenberger, instructor

MS Word—Intermediate | Course CT01344

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

Prereq: CT01342 MS Word—Basics

\$229 Tuition
\$ 15 User Fee
\$ 26 Text: *MS Word 2013: Part 2*
\$270 Total Cost

Section 0040 9:00 am
L. Braddock SS Sa, October 15-October 22
Rm A212 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 6:30 pm
Chantilly HS Tu Th, October 18-October 27
Rm 206 Karen Szymanski, instructor

Section 0042 7:00 pm
Plum Center M W, December 12-December 21
Rm 117 Wayne Shewmaker, MBA, MOS, instructor

MS Word at a Leisurely Pace | Course CT01328

New to MS Word? For those who prefer a relaxed pace or do not have access to Word at home or office, this is the course for you. You will learn to produce letters, memos, set margins and tabs, move and copy text. Extra in-class lab time. Windows experience recommended. 3 sessions @ 2 hrs each or 2 sessions @ 3 hrs each.

Prereq: CT01423 Windows Basics

\$ 99 Tuition
\$ 6 Text: *Quick Source Guide Word 2013*
\$105 Total Cost

Section 0040 9:00 am
Plum Center Tu Th, September 27-September 29
Rm 114 Lisa Rosenberger, instructor

Section 0041 9:00 am
Pimmit Hills Ctr M W, December 5-December 7
Rm 123 Susan Kenney, instructor



CERTIPORT®

The Plum Center for Lifelong Learning is a Certiport® authorized testing center. Microsoft Office 2013 Specialist (MOS) certification testing available now.

Testing by appointment only.
Please e-mail acetech@fcps.edu or call 703-658-1234 for more information and to schedule your test!

Coming soon!

We will be a Certiport® Adobe and Quickbooks testing center.

SharePoint 2013—Introduction | Course CT02701

Want to gain a better understanding of SharePoint 2013? Want to know how SharePoint is used in organizations? Want to know how to use it in your organization? This course is designed with the beginner in mind. Learn how to navigate, create lists and tasks, manage libraries, announcements, calendars, and more. Find out how SharePoint 2013 helps you and your organization increase the efficiency of business processes. 10 sessions @ 2 hrs each.

\$ 449 Tuition
\$ 20 User Fee
\$ 469 Total Cost

Section 0040 7:00 pm
Marshall HS Tu Th, October 18-November 22
Rm C100 Isaac Sogunro, MOS, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295

Use MS Word to create, edit, and format business letters, memos, information lists, agendas, etc. Use MS Excel to organize data in a proper spreadsheet layout. Integrate MS Word and Excel for efficient input and retrieval of business communications. Keyboarding expertise required. 2 sessions @ 6 hrs each.

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

Section 0040 9:00 am
Plum Center M Th, November 10-November 14
Rm 114 Mary Ann Smith, MOS, instructor

MS Office—Comprehensive | Course CT01285

Use MS Office Suite 2010 (Word, Excel, and PowerPoint) to produce documents, spreadsheets, and presentations. May require outside study. This course provides a broad overview of various Microsoft Office products and is not designed to prepare one for the MSO exams. Keyboarding expertise (25 wpm) recommended. 8 sessions @ 3 hrs each.

\$ 399 Tuition
\$ 20 User Fee
\$ 78 Text: *MS Excel 2013: Part 1* (\$26); *MS PowerPoint 2013: Part 1* (\$26); *MS Word 2013: Part 1* (\$26)
\$ 497 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M W, September 19-October 17
Rm 123 Wayne Shewmaker, MBA, MOS, instructor

Section 0041 1:00 pm
Plum Center Su, October 16-December 11
Rm 205 Staff, instructor

Section 0042 6:30 pm
Chantilly HS Tu Th, November 1-December 1
Rm 206 Karen Szymanski, instructor

Section 0043 1:00 pm
Plum Center M W, November 28-December 21
Rm 110 Wayne Shewmaker, MBA, MOS, instructor

PROGRAM ADMINISTRATION

Introduction to TCP/IP Networking | Course CT01640

The course is an introduction to TCP/IP networking. This hands-on course covers basic commands, the protocol system, subnetting, routing, name resolution, security, and configuration. Class exercises demonstrate basic tools and utilities. Prerequisite is basic knowledge of personal computers. 4 sessions @ 3 hrs each.

\$ 299 Tuition
\$ 15 User Fee
\$ 34 Text: *SAMS Teach Yourself TCP/IP in 24 Hours*
\$ 348 Total Cost

Section 0040 7:00 pm
Plum Center Tu Th, December 6-December 15
Rm 118 Michael NeSmith, BA, MCSE, instructor

Linux Administration I | Course CT01659

This hands-on course covers the basics of Linux Administration. Several versions of Linux and UNIX are discussed, but the primary emphasis is on Red Hat Linux. Topics covered include installation issues, the shell, the Linux file system, Linux utilities and commands, an overview of Linux networking, and basic system administration tasks. Prerequisite is a basic knowledge of personal computers. 4 sessions @ 3 hrs each.

\$ 299 Tuition
\$ 15 User Fee
\$ 58 Text: *A Practical Guide to Fedora and RedHat*
\$ 372 Total Cost

Section 0040 7:00 pm
Plum Center M W, September 19-September 28
Rm 118 Michael NeSmith, BA, MCSE, instructor

PL/SQL—Introduction | Course CT01548

Learn about variables, operators, loops, decisions, cursors, and debugging. Develop stand-alone or stored functions and procedures. Create and use Oracle packages. Some knowledge of programming helpful but not required. Purchase textbook separately. 8 sessions @ 3 hrs each. Prereq: CT01547 Oracle Basics

\$ 419 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 439 Total Cost

Section 0040 7:00 pm
Plum Center Tu Th, October 18-November 15
Rm 118 Arabinda Banik MS, instructor

PROGRAMMING

Concepts of Programming | Course CT01492

Learn basic concepts and problem solving techniques used in most programming languages. Topics covered include: operators, boolean logic, memory and variables, control flow, data structures and objects. Students will learn how to write simple algorithms in pseudocode, a high level non-technical language. Lead-in course for Java 1. Must know basic math and computer skills. 6 sessions @ 3 hrs each.

\$ 399 Tuition
\$ 20 User Fee
\$ 419 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu Th, September 27-October 13
Rm H201 Tainiko Lowman, instructor

Section 0041 7:00 pm
Woodson HS M W, November 28-December 14
Rm E157 Barak Stout, instructor

Effective Software Testing | Course CT01691

Become a software test manager, not just a test engineer! Learn how software testing, when done properly, evaluates an attribute or capability of a program or system to determine if a program fulfills the required results. Upon course completion you will know how to determine the accuracy, reliability, usability, and integrity of various software projects. Purchase textbook separately. 8 sessions @ 3 hrs each. Prereq: CT01492 Concepts of Programming

\$ 419 Tuition
\$ 20 User Fee
\$ 0 Text: *Call 703-658-2729 for book information.*
\$ 439 Total Cost

Section 0040 7:00 pm
Plum Center F, September 23-November 11
Rm 114 Arabinda Banik MS, instructor

Introduction to Programming Using Python | Course CT02403

Learn the basics of programming using Python computer language. Python is an interpreted, object-oriented, high-level programming language. Learn the semantics of the Python language and basic concepts required for developing computer programs. Define problem to be solved, use flowcharts to represent an algorithm, work flow or process, learn syntax of the Python language, using variables, statements, strings and data structures. By the end of the course you will be able to write complete non-graphical programs. OS independent. Good foundation for learning C++ and Java. 8 sessions @ 2 hrs each. Prereq: CT01492 Concepts of Programming

\$ 329 Tuition
\$ 15 User Fee
\$ 344 Total Cost

Section 0040 7:00 pm
Plum Center Tu Th, September 27-October 20
Rm 205 Alex Machina, instructor

Test Automation | Course CT01692

Test automation is the use of special software to control the execution of tests and the comparison of actual outcomes with predicted outcomes. Learn what to automate and when to automate. To better achieve business goals, understand the critical factors to be considered in the planning and automation of projects. *No discounts/waivers.* 8 sessions @ 3 hrs each. Prereq: CT01691 Effective Software Testing

\$ 429 Tuition
\$ 15 User Fee
\$ 444 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M W, November 28-December 21
Rm 116 Arabinda Banik MS, instructor

PROJECT MANAGEMENT

Agile Estimation and Planning | Course CT01696

Each student will learn about user stories, story points, planning poker, product backlog, team velocity, and how to apply them all to estimation and iterative re-estimation. Grooming of the Product Backlog and zoning of user stories as techniques in estimating agile projects will also be discussed. Prerequisite: CT01693. 3 sessions @ 3 hrs each. Prereq: CT01693 Agile Software Project Management w/Scrum

\$ 284 Tuition
\$ 15 User Fee
\$ 299 Total Cost

Section 0040 7:00 pm
Marshall HS Th, November 10-November 17
Rm C106 Christopher Sealey, ME, CSM, instructor

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

With many software development projects consistently over budget and behind schedule, government and private industry are relying on agile methodologies to fix problems. Software developers, team leads, project managers, functional experts need a software solution. Discover what it means to be agile and how the Scrum methodology will expose flaws in your existing process and motivate your team to deliver working software faster. 2 sessions @ 3 hrs each.

\$284 Tuition
\$ 15 User Fee
\$299 Total Cost

Section 0040 7:00 pm
Marshall HS Th, October 20-October 27
Rm C106 Christopher Sealey, ME, CSM, instructor

Introduction to Project Management | Course BE01204

\$289 Total Cost

[See page 7 for course information and schedule](#)

Microsoft Project 2013 | Course BE01205

Experience the functionality, features, and capabilities of MS Project 2013. Obtain practical experience planning projects, establishing tasks and activities, and allocating resources. Develop and schedule timelines, manage costs and schedules, track progress, and produce essential management reports. Link tasks and activities, develop and use Gantt charts and network diagrams, enter project data, and compare planned project data to actual project data. Students will need Project 2013 for homework (not provided). Bring lunch. 2 sessions @ 6 hrs each. Prereq: BE01204 Introduction to Project Management

\$239 Tuition
\$ 65 User Fee
\$304 Total Cost

Section 0040 8:00 am
Pimmit Hills Ctr Sa, November 12-November 19
Rm 123 Dr. William S. Boddie, PMP, CISSP, instructor

Professional Development**COMMUNICATION****Computer Fundamentals | Course CT01402**

\$ 95 Total Cost

[See page 46 for course information and schedule.](#)

Business English Essentials II | Course BE01053

As we advance from speaking in words and phrases, we progress to clauses and sentences. In Level II, we emphasize this communications growth by discussing and practicing the use of clauses (independent, dependent, noun, adjective, and adverb) to form sentences and by creating simple, compound, complex, and compound-complex sentences. We also learn the rules and apply them in the following grammatical areas: subject-verb agreement, pronoun-antecedent agreement, and pronoun case. 5 sessions @ 3 hrs each. Prereq: BE01052 Business English Essentials I

\$229 Tuition
\$ 1 User Fee
\$109 Text: *Basic English Review, 9th ed*
\$339 Total Cost

Section 0040 7:00 pm
Edison HS Tu Th, October 11-October 25
Rm B133 John J. Weaver, MA, instructor

Business English Essentials: Effective Executive Writing | Course BE01055

This course teaches the rules of punctuation, capitalization, abbreviations, and numbers, and applies the rules through numerous practice exercises. In addition, there are two executive writing blocks, along with a personal evaluation of your written correspondence. This core of effective writing emphasizes understanding paragraphs and essays, similar to your workplace paragraphs and reports. The last class will conclude with an overall review of the grammar learned throughout the three levels. 5 sessions @ 3 hrs each. Prereq: BE01052 Business English Essentials I

\$229 Tuition
\$ 1 User Fee
\$109 Text: *Basic English Review, 9th ed*
\$339 Total Cost

Section 0040 7:00 pm
Edison HS Tu Th, November 1-November 17
Rm B133 John J. Weaver, MA, instructor

Successful Business Writing | Course BE01075

In business writing, the language is concrete and significant points are well expressed. Create clear and effective letters, memos, reports, and professional papers. Manage writer's block; get ideas on paper; revise for clarity; and edit for jargon, wordiness, and correct grammar. Put away your inadequacies and acquire that professional touch. 5 sessions @ 3 hrs each.

\$229 Tuition
\$ 20 Text: *Writing At Work*
\$249 Total Cost

Section 0040 7:00 pm
Woodson HS M, October 17-November 21
Rm E157 Kathy Barber, MA, instructor

Technical Writing | Course BE01084

Thinking about a new career in technical writing or brushing up on your current technical writing skills? This course is for you! Begin the course studying the basics, including technical writing style, document design, and interviewing subject matter experts. Then learn how to create four specific types of technical documents. The course concludes with valuable job search tips and the opportunity to create portfolio pieces for your next interview. 2 sessions @ 2.5 hrs each.

\$144 Tuition
\$ 5 User Fee
\$149 Total Cost

Section 0040 7:00 pm
Chantilly HS Tu, October 4-October 11
Rm 133 Savita Taylor, instructor

Grant Writing | Course BE01915

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

\$107 Tuition
\$ 2 User Fee
\$109 Total Cost

Section 0040 7:00 pm
Woodson HS Tu, December 13-December 20
Rm G113 Lynn O'Connell, instructor

Office Communication Skills | Course BE01061

\$194 Total Cost

[See page 6 for course information and schedule.](#)

Instructor Spotlight

We are pleased to welcome to the Adult and Community Education (ACE) family, instructor *Tiffanie Kendrick, MBA* who will be teaching two new international classes, International Travel and Doing Business Globally.



Tiffanie has more than 15 years of engineering and project management experience on profitable (government, private, international) new construction projects and has been an adjunct professor since 2012. As a former 'expatriate, working out of the country on engineering projects, she gained more than a completed project, but international business relations with individuals around the world. Although each experience is different, her focus is to make your transition easy.

International Travel | Course BE01460

Are you seeking a new adventure? Do you want to explore different cultures by living in a different country? Then this course is for you. The course guides you through the transition process, informs you of what to expect, provides useful references and lessons learned experiences to make your transition easy. This training is for employees, business owners, teachers, government contractors, retirees, volunteers, and families preparing to work and/or live outside their home country. 2 sessions @ 2.5 hrs each.

\$ 94 Tuition
\$ 5 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Plum Center M W, October 3-October 5
Rm 140 Tiffanie Kendrick, MBA, instructor

Section 0041 1:00 pm
Plum Center Su, November 13-November 20
Rm 140 Tiffanie Kendrick, MBA, instructor

Doing Business Globally | Course BE01461

Are you ready to conduct business internationally? Do you understand the culture? Learn the basics on how to assess a country. provide a global strategy, set up a team, establish your operations, understand the logistics process, and implement a realistic schedule and budget. 2 sessions @ 2.5 hrs each.

\$ 5 User Fee
\$ 5 Total Cost

Section 0040 7:00 pm
Plum Center M W, October 17-October 19
Rm 205 Tiffanie Kendrick, MBA, instructor

Section 0041 7:00 pm
L. Braddock SS Th, November 10-November 17
Rm H219 Tiffanie Kendrick, MBA, instructor

Accent Modification | Course BE01067

If English is not your first language, but you have intermediate skills in speaking, reading, and writing, this course is for you. Focus is on making you clearly understood in business and social circles. Taught by a sought-out certified and experienced speech language pathologist. 6 sessions @ 2 hrs each.

\$204 Tuition
\$ 5 User Fee
\$209 Total Cost

Section 0040 7:00 pm
Woodson HS M W, September 12-September 28
Rm G113 Kathy Barber, MA, instructor



Effective Public Speaking | Course BE01066

This class prepares you to speak with confidence and manage your nervous energy. You will practice presenting ideas and information clearly. Learn techniques about better presentation methods. 4 sessions @ 2 hrs each.

\$ 129 Tuition
\$ 5 User Fee
\$ 134 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 15-October 6
Rm 115 Lori Muhlstein, MPA, instructor

Dealing with Difficult People—Conflict and Mediation Skills | Course BE01088

\$ 89 Total Cost

See page 6 for course information and schedule.

MS Office—Word/Excel for Support Professionals | Course BE01295

\$ 256 Total Cost

See page 16 for course information and schedule.

Government Contracting—GSA 101 | Course BE01995

\$ 99 Total Cost

See page 4 for course information and schedule.

Get Great Search Engine Optimization (SEO) Results! | Course BE01705

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

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

Section 0040 9:30 am
Pimmit Hills Ctr W, October 19-October 26
Rm 116 Katherine Chalmers, MBA, instructor

Social Media Networking | Course BE01387

Are you behind the social media curve? Learn how to use blogs, Facebook, Twitter, YouTube and other tools to network with potential customers, colleagues, and friends. Learn dos and don'ts, proper social media etiquette, and ways to grow your business fan base and expand your outreach. Students MUST have a Facebook account (go to www.facebook.com and sign up) before attending this course. Taught in a computer lab. 2 sessions @ 3 hrs each. Prereq: CT01401 Computers for Beginners

Prereq: CT01416 PC Basics

\$ 109 Tuition
\$ 15 User Fee
\$ 124 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 15-September 22
Rm 117 Karlene Sinclair-Robinson, instructor

Section 0041 7:00 pm
Plum Center M W, November 28-November 30
Rm 205 Karlene Sinclair-Robinson, instructor

**Continue your studies this winter!
Online registration for winter classes
will begin December 2, and print
catalogs will be mailed December 5.**

Twitter—Tweet Your Talk! | Course BE01702

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

\$ 79 Tuition
\$ 15 User Fee
\$ 94 Total Cost

Section 0040 7:00 pm
Edison HS W, October 5
Rm A125 Karen Sinclair-Robinson, instructor

NEW

Introduction to Facebook Marketing | Course BE01710

Learn how to set up a Facebook page for your company or organization and get started with Facebook advertising. This course will cover creating ad campaigns, promoting posts, and retargeting campaigns. 1 session @ 2 hrs.

\$ 49 Tuition
\$ 10 User Fee
\$ 59 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr F, September 16
Rm 116 Katherine Chalmers, MBA, instructor

Section 0041 10:00 am
Pimmit Hills Ctr Sa, October 22
Rm 123 Katherine Chalmers, MBA, instructor

Section 0042 7:00 pm
Marshall HS Tu, December 6
Rm D102 Katherine Chalmers, MBA, instructor

Lift Off with LinkedIn! | Course BE01701

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

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

Section 0040 7:00 pm
Marshall HS Th, September 22-October 6
Rm C106 Katherine Chalmers, MBA, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr M, November 14-November 21
Rm 116 Katherine Chalmers, MBA, instructor

Blogging for Business | Course BE01916

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

Prereq: CT01416 PC Basics
\$ 109 Tuition
\$ 10 User Fee
\$ 119 Total Cost

Section 0040 7:00 pm
Plum Center M W, October 31-November 2
Rm 118 Karlene Sinclair-Robinson, instructor

Instructor Spotlight



Martha Borowski

Martha joined Troy University in 2004 as a Lecturer in Troy's Sorrell College of Business, where she teaches a variety of business courses. She is completing the requirements to become a licensed financial counselor and has passed the Accredited Financial Counselor (AFC®) exam. Martha is an active volunteer in our community, volunteering with Our Daily Bread in their financial literacy program as a financial counselor and mentor, and with FCPS's Junior Achievement program. She has a passion for teaching and helping others achieve their educational, career, and personal goals.

Basic Budgeting | Course BE01102

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

\$ 94 Tuition
\$ 5 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, September 13-September 27
Rm A102 Martha Borowski, MBA, instructor

Section 0041 9:00 am
Pimmit Hills Ctr F, November 4-November 18
Rm 155 Martha Borowski, MBA, instructor

Your Credit Score | Course BE01151

Solve the mystery of credit reports. This workshop provides 7 tips on how to quickly increase your credit score. Understand the "FICO" score and the 4Cs of credit, how to get the credit score, and what is considered "alternative credit." 1 session @ 3 hrs.

\$ 44 Tuition
\$ 5 User Fee
\$ 49 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 29
Rm 158 Martha Borowski, MBA, instructor

Section 0041 7:00 pm
Woodson HS W, December 7
Rm G113 Martha Borowski, MBA, instructor

College Funding Workshop | Course BE01157

The workshop covers applying for financial aid, getting the best possible aid package, and what to do if you "make too much money." 1 session @ 3 hrs.

\$ 44 Tuition
\$ 5 User Fee
\$ 49 Total Cost

Section 0040 7:00 pm
Marshall HS Th, September 22
Rm A114 Martha Borowski, MBA, instructor

Section 0041 7:00 pm
Woodson HS M, December 5
Rm G105 Martha Borowski, MBA, instructor

Investing Fundamentals | Course BE01105

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

\$ 94 Tuition
\$ 5 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, October 4-October 25
Rm D105 Martha Borowski, MBA, instructor



PERSONAL GROWTH

Baby Boomer Retirement Planning | Course BE01152

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

\$ 99 Tuition
\$ 22 User Fee
\$121 Total Cost

Section 0040 7:00 pm
Edison HS W, September 14-September 28
Rm B129 James Steele, MBA, IAR, instructor

Section 0041 7:00 pm
Herndon HS Th, October 20-November 3
Rm 110 James Steele, MBA, IAR, instructor

Section 0042 9:00 am
L. Braddock SS Sa, December 3-December 10
Rm H206 James Steele, MBA, IAR, instructor

Section 0043 7:00 pm
Marshall HS Tu, December 6-December 20
Rm B102 James Steele, MBA, IAR, instructor

Financial Planning for Women | Course BE01117

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

\$ 99 Tuition
\$ 5 User Fee
\$104 Total Cost

Section 0040 7:00 pm
Marshall HS Tu, November 15-November 29
Rm D106 Rosalind Levy, instructor

NEW

I Got Laid Off...Now What? | Course BE01450

Reinvent yourself post displacement from employment using concepts to elevate yourself from merely surviving to developing cognitive thought processes for thriving. Learn and address the various emotional responses to displacement. Guided visualization theory will assist you in using your imagination to relax the mind and body to produce a more calming, peaceful decision-making process. Improve your coping skills, handle stress better, build your self-esteem, and identify new ways to enhance economic opportunities. 1 session @ 8 hrs or 4 sessions @ 2 hrs each.

\$ 89 Tuition
\$ 10 User Fee
\$ 99 Total Cost

Section 0040 7:00 pm
Edison HS Tu Th, September 27-October 6
Rm B130 Dr. Ricky Galloway, instructor

Section 0041 8:00 am
Pimmit Hills Ctr W, October 19
Rm 115 Dr. Ricky Galloway, instructor

Section 0042 8:00 am
Plum Center Sa, November 19
Rm 122 Dr. Ricky Galloway, instructor

Employee Training... Customized Solutions

Is your business realizing its potential?

ACE Workplace Training collaborates with organizations to improve and maintain their competitive edge with customized training programs that are responsive to the specific challenges and needs of the business and its people.

While organizational performance depends on both the professional skills and the personal attitude of your staff, training is an influential tool that can improve both performance and morale. Workplace Training offers customized training programs to meet the specific learning requirements of individuals and teams at various stages of their career.

Enhancing the capabilities of your employees is a retention strategy that promises more stability and sustainable high performance, improved reputation, and a skilled workforce—all which impact favorably on your bottom line.

To learn how a tailored training program can give your business an edge, please contact Joe Micari at 703-658-1223 or e-mail workplacetraining@fcps.edu.

Employers:

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

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

Business Writing

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

Emergency Preparedness

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

English for the Workplace

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

Customized Computer Training

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

**For additional information,
contact Workplace Training at
703-658-1223 or workplacetraining@fcps.edu.**



Online Courses

Instructions

1) Enroll with our online course provider:

- Visit: www.coursecatalog.com/fairfax
- Type the course name or number into the search tool.
- If desired, view the full course outline.
- Select "Add to Cart."
- Select a start date, then click on "Add Selected Item."
- Select "Proceed to Check Out" and complete form.
- Select "Enroll" then "Confirm."

2) Make your payment with ACE:

- Complete the enrollment by making your payment to ACE using one of five convenient ways to register (see inside the back cover).
- You will be provided access to your course within 2-3 business days.

Textbooks may be required, view coursecatalog.com/fairfax for full course outline and book information.

Refund policy

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

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

Information Technology

Build a Mobile App for Your Small Business in One Hour | Course DL07121

Build iPhone and iPad Apps with Xcode for Beginners | Course DL07112

Create HTML5 Games from Scratch | Course DL07117

IT Cloud Certificate Series | Course DL07219

Microsoft Office 2013: Transition from Microsoft® Office 2007/2010 | Course DL07144

The Best Online Typing Course | Course DL02880

Business and Management

Six Sigma Management and Leadership Training Program | Course DL03580

Legal

Comprehensive Paralegal Program | Course DL01500

Medical

Medical classes can be taken individually or as part of a medical certificate program. See page 21 for information regarding the medical certificate programs or call 703-658-1216/1244.

Bloodborne Pathogens | Course DL01010

Comprehensive Medical Transcription Training | Course DL01230

HIPAA Privacy Training & Certification Program | Course DL01240

Professional Writing and Communication

Certificate in Technical Writing | Course DL03600

Efficient Reading: Improving Speed and Comprehension | Course DL04058

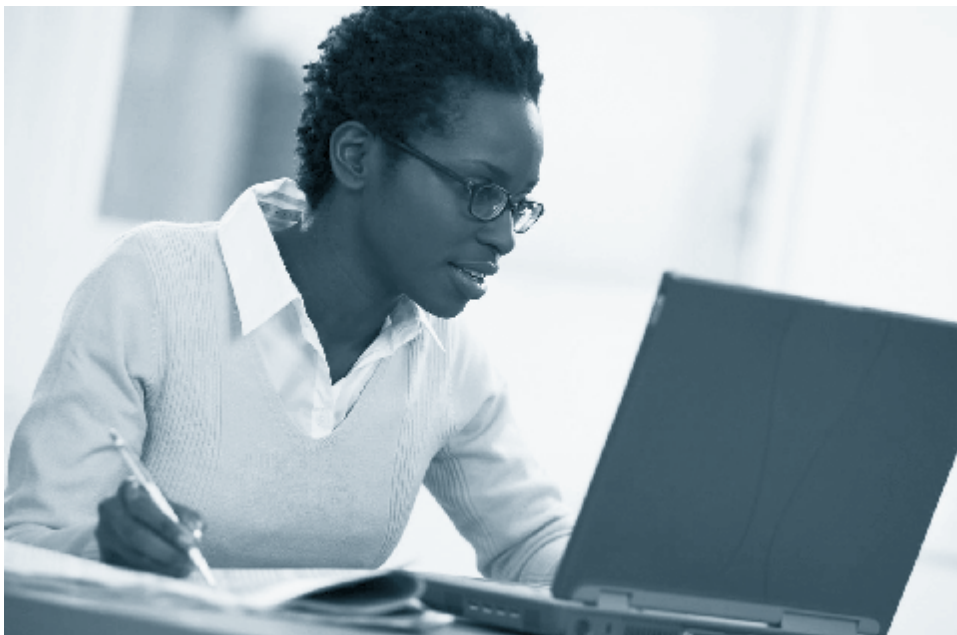
Writers at Work: A Review for Professionals Part I—Basics | Course DL04021

Writers at Work: A Review for Professionals Part II—Punctuation | Course DL04022

Writers at Work: A Review for Professionals Part III—Clear, Concise Writing | Course DL04023

Writers at Work: A Review for Professionals Part IV—Style | Course DL04024

Questions? Please contact comptraining@fcps.edu.



Medical and Dental Certificate Programs

Most ACE programs are endorsed by the Northern Virginia Workforce Development Board. They are designed to provide you with the knowledge and skills to begin a career, advance in a current position, or attain professional growth. For full program requirements you must register for a certificate program or request an introductory letter. Refer to page 37 for certificate program registration information. Students must notify the program manager when they are completing their final class.

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

Required Courses	Page	HM01991 Strategies for Succeeding in Healthcare	26
HM01625 Heartsaver CPR AED First Aid OR	21	BE01393 Résumé and Interview Clinic	6
HM01695 Heartsaver CPR AED plus	22	HM01627 Mental Health First Aid	22
HM01626 First Aid	21	<i>Plus 2 electives of your choice.</i>	

ELECTIVES: All certificate programs require taking two electives. If a course is required for a program, it may not be used as an elective. See page 28 for a list of suggested electives.

DENTAL ADMINISTRATIVE OFFICE ASSISTANT

Required Courses	Page
CE01023 Dental Administrative Asst. Cert. Prog.	37
HM01645 Dental Office Administration Basics	24
HM01646 Dentrix Basics	24
HM01748 Intro to Dental Coding and Billing	24
CT01417 PC Basics: Keyboarding	46

DENTAL ASSISTANT COMPREHENSIVE

Required Courses	Page
CE01022 Dental Assistant Cert. Prog.	37
HM01647 Dental Asst. Comprehensive	24
HM01646 Dentrix Basics	24

MEDICAL ASSISTANT

Required Courses	Page
CE01002 Med. Asst. Cert. Prog.	37
HM01600 Med. Term. w/Anatomy-Part 1	25
HM01601 Med. Term. w/Anatomy-Part 2	25
HM01614 EKG Interpretation	26
HM01615 Clinical Med. Office Proc.-Part 1	26
HM01616 Clinical Med. Office Proc.-Part 2	26
HM01620 Admin. Med. Office Proc.	25
HM01638 Law & Ethics	25
HM01765 Medical Assistant Exam Certification Prep	26
HM01606 NHA Certification Exam	26

MEDICAL ADMINISTRATIVE ASSISTANT

Required Courses	Page
CE01004 Med. Admin. Asst. Cert. Prog.	37
HM01600 Med. Term. w/Anatomy-Part 1	25
HM01601 Med. Term. w/Anatomy-Part 2	25
HM01620 Admin. Med. Office Proc.	25
HM01638 Law & Ethics	25
BE01061 Office Communication Skills	6
PR09001 Office Etiquette OR	5
BE01904 Business Etiquette 1	6
CT01417 PC Basics: Keyboarding	46
BE01295 MS Office for Support Professionals	16
HM01606 NHA Certification Exam	26

MEDICAL INSURANCE BILLER

Required Courses	Page
CE01020 Med. Ins. Biller Cert. Prog.	37
HM01600 Med. Term. w/Anatomy-Part 1	25
HM01601 Med. Term. w/Anatomy-Part 2	25
HM01651 Medical Coding, Billing, 1	26
HM01652 Medical Coding, Billing, 2	26
HM01951 Medical Insurance Billing	26
BE01061 Office Communication Skills	6
PR09001 Office Etiquette OR	5
BE01904 Business Etiquette 1	6
CT01417 PC Basics: Keyboarding	46
BE01295 MS Office for Support Professionals	16
HM01606 NHA Certification Exam	26

VETERINARY ASSISTANT

Required Courses	Page
CE01050 Vet. Asst. Cert. Prog.	37
HM01639 Veterinary Asst Part 1	28
HM01640 Veterinary Asst Part 2	28
HM01841 Veterinary Asst Part 3	28
HM01632 Pet Emergencies	28

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

ACE is an approved provider with the National Healthcareer Association (NHA). Students who have successfully completed a certificate program with ACE and have a HS Diploma or GED® are eligible to sit for the NHA exam. Instructions on registering for the exam are provided at the conclusion of the program. Students are responsible for

applying for and paying the certification exam fees. Upon successful completion of the certification exam, students obtain their Certified Clinical Medical Assistant, Certified Medical Administrative Assistant, or Certified Billing and Coding Specialist designation.

Coming soon! Pharmacy Technician (CPhT)

Emergency Preparedness

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

Heartsaver First Aid CPR AED | Course HM01625

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

\$ 120	Tuition
\$ 10	User Fee
\$ 19	Text: <i>First Aid Student Supply Pack (\$2); Heartsaver First Aid CPR AED Student Workbook (\$17)</i>
\$ 149	Total Cost

Section 0040 9:00 am
Plum Center Sa, September 10
Rm 150 Young, instructor

Section 0041 9:00 am
Plum Center W, September 21
Rm 150 Messier, instructor

Section 0042 9:00 am
Plum Center F, October 7
Rm 110 Carlson, instructor

Section 0043 9:00 am
Woodson HS Sa, October 22
Rm LIB Messier, instructor

Section 0044 9:00 am
Plum Center Tu, November 1
Rm 110 Carlson, instructor

Section 0045 9:00 am
Plum Center Sa, November 19
Rm 141 Cushman, instructor

Section 0046 9:00 am
Plum Center Th, December 1
Rm 150 Messier, instructor

Section 0047 9:00 am
Plum Center Sa, December 17
Rm 150 Wright, instructor

First Aid | Course HM01626

Act appropriately in emergencies for adults and children. Learn critical skills to respond to and manage an emergency until emergency medical services (EMS) arrives. American Heart Association Certification card valid for 2 years. Book required. Must be on time. *Ideal for Boy Scout and Girl Scout Leaders.* 1 session @ 3 hrs.

\$ 47	Tuition
\$ 7	User Fee
\$ 13	Text: <i>First Aid Student Supply Pack (\$2); Heartsaver First Aid Student Workbook (\$11)</i>
\$ 67	Total Cost

Section 0040 6:30 pm
Woodson HS Tu, September 13
Rm G107 Stevens, instructor

Section 0041 6:30 pm
Herndon HS Th, October 13
Rm 131 Pellerin-Schaaf, instructor

Section 0042 6:30 pm
Plum Center W, November 9
Rm 116 Zamudio, instructor

Section 0043 6:30 pm
Plum Center M, December 12
Rm 140 Zukosky, instructor

Questions? Call 703-658-1216/1244 or e-mail: healthmed@fcps.edu for certificate program information.

Follow us on Twitter @ACE_healthmed





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

Handle medical emergencies! Successful completion leads to adult, child, infant CPR certification with the American Heart Association and includes choking and AED training. Must be on time. Certification valid for two years. Book required. *Ideal for Boy Scout and Girl Scout leaders!* 1 session @ 5 hrs or 2 sessions @ 2.5 hrs each.

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

Section 0400 Plum Center Rm 150	9:00 am Tu, September 6 Messier, instructor
Section 0401 ACE Herndon Learning Center Rm 2	12:30 pm Th, September 8 Pellerin-Schaaf, instructor
Section 0402 Plum Center Rm 150	12:00 pm F, September 16 Wright, instructor
Section 0403 Plum Center Rm 122	12:00 pm Su, September 25 Hartgrove, instructor
Section 0404 Pimmit Hills Ctr Rm LIB	6:30 pm Tu W, September 27-September 28 Tartt, instructor
Section 0405 Plum Center Rm 110	9:00 am Tu, October 4 Ortiz Parra, instructor
Section 0406 ACE Herndon Learning Center Rm 2	12:30 pm F, October 14 Pellerin-Schaaf, instructor
Section 0407 Plum Center Rm 104	6:30 pm Tu W, October 18-October 19 Evans, instructor
Section 0408 Plum Center Rm 150	9:00 am Th, October 27 Coakley, instructor
Section 0409 Plum Center Rm 122	12:00 pm Su, November 6 Faiver, instructor
Section 0410 ACE Herndon Learning Center Rm 2	12:30 pm M, November 14 Pellerin-Schaaf, instructor
Section 0411 Edison HS Rm LECT	6:30 pm Tu W, November 15-November 16 Sood, instructor
Section 0412 Plum Center Rm 122	9:00 am Sa, December 3 Williams, instructor
Section 0413 Woodson HS Rm F121	6:30 pm Tu Th, December 6-December 8 Wright, instructor
Section 0414 ACE Herndon Learning Center Rm 2	12:30 pm F, December 16 Pellerin-Schaaf, instructor

Heartsaver AED CPR in Spanish | Course HM01798

Taught in Spanish. Successful completion leads to adult, child, and infant CPR and AED certification with the American Heart Association. Must be on time. Certification is valid for two years. 1 session @ 5 hrs. Book required.

\$ 76 Tuition
 \$ 8 User Fee
 \$ 18 Text: *Spanish Heartsaver First Aid CPR AED*
 \$ 102 Total Cost

Section 0040 Plum Center Rm 148	9:00 am Sa, September 24 Ortiz Parra, instructor
Section 0041 Plum Center Rm 122	12:00 pm Su, October 30 Reynolds, instructor
Section 0042 Plum Center Rm 141	9:00 am Sa, December 10 Faiver, 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). Certification card issued at class. Must be on time. Book required. Recommend book be picked up prior to class—call 703 658-1293/1244 for questions. 1 session @ 5 hrs.

\$ 99 Tuition
 \$ 8 User Fee
 \$ 16 Text: *BLS Provider Manual 2015*
 \$ 123 Total Cost

Section 0040 Plum Center Rm 119	9:00 am M, September 12 Pellerin-Schaaf, instructor
Section 0041 Plum Center Rm 119	9:00 am Sa, September 24 Messier, instructor
Section 0042 Plum Center Rm 110	9:00 am Tu, October 11 Wright, instructor
Section 0043 Plum Center Rm 122	12:00 pm Su, October 23 Sood, instructor
Section 0044 Plum Center Rm 119	9:00 am Sa, November 12 Zamudio, instructor
Section 0045 Plum Center Rm 119	9:00 am Tu, November 29 Coakley, instructor
Section 0046 Plum Center Rm 119	9:00 am Sa, December 10 Cushman, instructor
Section 0047 Plum Center Rm 119	9:00 am M, December 19 Pellerin-Schaaf, instructor

Note:

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

Pediatric CPR and First Aid | Course HM01796

Learn to handle emergencies for children and infants. Ideal for day care providers. Basic First Aid and CPR for infants and children taught. Includes AED training. Must be able to read and understand English. Students under age 18 must apply for an underage waiver at educationalcounseling@fcps.edu or 703-658-2709. Must be on time for class. Bring lunch! American Heart Association course. 1 session @ 7.5 hrs.

\$ 115 Tuition
 \$ 10 User Fee
 \$ 19 Text: *First Aid Student Supply Pack (\$2); Heartsaver Pediatric First Aid CPR AED Stu Wbkb (\$17)*
 \$ 144 Total Cost

Section 0040 Plum Center Rm 148	9:00 am F, September 9 Tartt, instructor
Section 0041 Plum Center Rm 148	9:00 am Th, October 6 Messier, instructor
Section 0042 Plum Center Rm 148	9:00 am F, November 18 Wright, instructor
Section 0043 Woodson HS Rm LIB	9:00 am Sa, December 17 Messier, instructor

Mental Health First Aid | Course HM01627

REGISTRATION DEADLINE—TWO WEEKS BEFORE CLASS START DATE. You may know to call 911 and perform CPR in an emergency situation, but do you know what to do for someone in a mental health crisis? You are more likely to encounter this situation than someone having a heart attack! Taught by certified instructors. Learn potential risk factors and warning signs for a range of mental health problems and gain skills to provide initial help with a 5-step action plan until appropriate help arrives. Certification card valid for 3 years. Textbook included in tuition. 2 sessions @ 5 hrs each.

\$ 99 Tuition
 \$ 99 Total Cost

Section 0040 Plum Center Rm 150	9:00 am Tu Th, October 4-October 6 Staff, instructor
Section 0041 Plum Center Rm 104	5:00 pm M W, December 12-December 14 Staff, instructor

Youth Mental Health First Aid | Course HM01922

Introduction to unique risk factors and warning signs of mental health problems in adolescents (ages 12-18), normal adolescent development and important protective factors, understanding the importance of early intervention, ways to help a youth in crisis or experiencing a mental health/substance abuse challenge. Participants will learn a core five-step action plan. Students receive Certificate of Completion upon successful completion of this course. 2 sessions @ 5 hrs each.

\$ 99 Tuition
 \$ 99 Total Cost

Section 0040 Plum Center Rm 148	1:00 pm W Th, November 9-November 10 Staff, instructor
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Certifications and Licensure

CERTIFIED NURSE AIDE

Approved program with the Commonwealth of Virginia.

Placement Test—Certified Nurse Aide (CNA) Program | Course HM01605

Placement exam for entering the CNA program (course HM01780). This class must be passed prior to registering for HM01780. Basic skills in reading and writing will be tested. Proficiency in English required. Call 703 658-1293 to schedule test.
 \$ 25 Total Cost

Certified Nurse Aide (CNA) | Course HM01780

Start your career ladder in nursing with our entry-level health care position as a certified nurse aide. Duties include basic patient care, vital signs, bathing, and feeding. Placement test must be passed prior to registration—call 703-658-1293 to schedule placement test. Background check application fee of \$25 to be paid by student. Documentation of TB status due first day of class. *No tuition waivers or refunds.* 80 hours classroom and 40 hours offsite clinical during regular class hours. 15 sessions @ 8 hrs each.
 Prereq: HM01605 Placement Test—Certified Nurse Aide Program

\$1299 Tuition
 \$ 0 Text: *Mosby's Essentials for Nursing Assistants, 5th ed*
 \$1299 Total Cost

Section 0040 Plum Center Rm 104	8:30 am M W F, September 19-October 24 Albert, instructor
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**Certified Nurse Aide (CNA) Exam Prep | Course HM01781**

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

\$ 375 Tuition
\$ 375 Total Cost

Section 0040 8:30 am
Plum Center Tu Th, October 11-October 13
Rm 150 Albert, instructor

EKG TECHNICIAN**EKG Technician Certification Program | Course HM01618**

Learn anatomy, physiology, terminology, and disease processes of the heart. Hands-on labs to practice EKG and discuss Holter monitor lead placement. Basic analysis of cardiac rhythms. Prepares students for EKG Technician Certification exam taken last night of class. HS diploma/GED not required for course, but required for national certification exam. *No tuition waivers.* Additional fee of \$85 for certification exam collected in class. 17 sessions @ 3 hrs each.

\$1179 Tuition
\$1179 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr W, September 28-February 8
Rm 156 Tipton, instructor

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. Includes BLS for Healthcare Provider Certification and 10 hours off site in hospital or ambulance (required). Saturday classes meet 8:30 am-4:30 pm. (Text: Emergency Care provided.) Minimum age 16 with pre-admission approval. *No tuition waivers.* 24 evening sessions @ 3 hrs each plus 11 Saturdays.

\$1015 Tuition
\$1015 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M W, September 12-December 7
Rm SRCT Mercer, instructor

HOSPITAL REGISTRATION CLERK**Hospital Registration Clerk Certification | Course HM01745**

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

\$1149 Tuition
\$1149 Total Cost

Section 0040 6:30 pm
Herndon HS Tu Th, October 4-December 6
Rm 133 Staff, instructor

Section 0041 6:30 pm
Woodson HS Tu Th, October 11-December 13
Rm G107 Staff, instructor

Does your class require a background check or immunizations?

Certified Nurse Aide (CNA), School of Practical Nursing (LPN), Phlebotomy Training, Dental Assistant, Histology Assistant, and all programs that have a clinical must meet the state requirements. Our clinical affiliates may require a background check and current immunizations. Depending on the program, the following criteria may be needed:

- No felony convictions
- No misdemeanor convictions (individual cases will be considered for exception)
- Hepatitis B vaccine
- Negative TB, within 12 months
- Measles, Mumps and Rubella (MMR)
- Varicella Vaccine

Please **do not** obtain a background check on your own! Contact the Health Medical office at 703-658-1293 for more information.

PATIENT CARE TECHNICIAN**Patient Care Technician | Course HM01785**

Prepare for certification as a Patient Care Technician! Learn medical terminology, patient care concepts, and basic nursing skills. In addition, practice vital signs, lab specimen collection, EKG placement, and basic phlebotomy. This 120 hr. course prepares you for entry into a technician position providing direct patient care in a hospital. CNA licensure is highly recommended prior to taking this course. Additional \$149 due at end of class for national certification exam which is given at last class. Textbook included in tuition. 80 hour clinical rotation after successful completion of class. *No waivers.* Meets T/Th 7-9:30 pm plus 9 Saturdays 9 am-5:00 pm.

\$1949 Tuition
\$1949 Total Cost

Section 0040 7:00 pm
Woodson HS Tu Th, October 4-December 15
Rm G119 Wade, instructor

PHARMACY TECHNICIAN

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

Pharmacy Technician—Fast Track | Course HM01929

Comprehensive course prepares student to enter pharmacy field in hospitals, home infusion, or community pharmacies. Includes: terminology, reading prescriptions, and dosage calculations. *No tuition waivers.* 15 sessions @ 3.5 hrs each.

\$1179 Tuition
\$1179 Total Cost

Section 0040 9:00 am
Plum Center M W F, October 3-November 7
Rm 216 Tran, instructor

Pharmacy Technician Certification Board Exam Review | Course HM01932

Prepare to sit for the Pharmacy Technician Certification Board (PTCB) exam. This intense 10-hour workshop reviews important theory, concepts, and skills to enable you to take the Pharmacy Technician Certification Board (PTCB) exam with confidence. Successful completion of the PTCB exam provides national recognition and certification status to boost your career options. 2 sessions @ 5 hrs each.

\$ 199 Tuition
\$ 199 Total Cost

Section 0030 9:00 am
Plum Center Sa, September 24-October 1
Rm 147 Bonner, instructor

Pharmacy Technician Program | Course HM01659

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

\$1179 Tuition
\$1179 Total Cost

Section 0040 7:00 pm
Herndon HS Tu Th, September 27-December 8
Rm 132 Staff, instructor

Section 0041 7:00 pm
L. Braddock SS Tu Th, October 4-December 15
Rm H251 Crabb, instructor

PHLEBOTOMY

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

Phlebotomy Training Program | Course HM01617

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

\$1799 Tuition
\$1799 Total Cost

Section 0040 7:00 pm
Alexandria Hospital Tu Th, October 4-January 31
Rm TBD Brown, instructor

Medical and Dental Careers

Medical classes can be taken individually or as part of a medical certificate program. See page 37 for information regarding the medical certificate programs or call 703-658-1216/1244.

Introduction to Health Care Careers | Course HM01751

Interested in a career in health care? Join us to discuss exciting career opportunities in the rapidly expanding health care field. Learn how to research current job trends, salaries, and educational requirements. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 1 session @ 3 hrs.

\$ 39 Tuition
\$ 39 Total Cost

Section 0040 1:00 pm
Plum Center Th, September 8
Rm 148 Mikhailovsky, instructor

Section 0041 1:00 pm
ACE Herndon Learning Center Th, September 29
Rm 2 Stevens, instructor

Section 0042 7:00 pm
Woodson HS M, October 3
Rm E157 Mikhailovsky, instructor



Prof. Development, Career Paths, & ACE Certificate

MEDICAL CERTIFICATE PROGRAM REQUIRED COURSES

The following courses are required for all ACE medical certificate programs.

Heartsaver First Aid CPR AED | Course HM01625 (See page 21)

OR

First Aid | Course HM01626 (See page 21) **AND**
Heartsaver CPR & AED—Adult, Child, Infant | Course HM01695 (See page 22)

Mental Health First Aid | Course HM01627 (See page 22)

Strategies for Succeeding in Healthcare | Course HM01991 (See page 26)

Résumé and Interview Clinic | Course BE01393 (See page 6)

DENTAL ADMINISTRATIVE OFFICE ASSISTANT

Dental Office Administration Basics | Course HM01645

Interested in working in a dental office? Start with the basics! Learn front desk and administrative duties: appointments and scheduling, terminology, records, posting, and insurance. 10 sessions @ 2.5 hrs each.

\$273 Tuition
\$101 Text: *Administrative Dental Assistant Pkg. 4th ed*
\$374 Total Cost

Section 0040 6:30 pm
Woodson HS W, September 14–November 16
Rm G111 Johanning, instructor

Dentrix Basics | Course HM01646

Dentrix is widely used by dental offices—it's a workhorse! Learn how to chart, schedule, order supplies, and print reminder cards with this software. Because dental offices depend on their computer programs, being knowledgeable in just the simplest of tasks can improve employment options! 8 sessions @ 2.5 hrs each.

\$343 Tuition
\$10 User Fee
\$101 Text: *Administrative Dental Assistant Pkg. 4th ed*
\$454 Total Cost

Section 0040 3:30 pm
Plum Center F, September 16–November 4
Rm 118 Johanning, instructor

Intro to Dental Coding and Billing | Course HM01748

Whether you are a dental assistant or dental administrative assistant, learning the basics of dental coding will be beneficial to you and your office staff. Understanding the current dental codes and developing your dental coding skills will help you prepare dental claims effectively and efficiently. 7 sessions @ 2.5 hrs each.

\$319 Tuition
\$77 Text: *Dental Assistant's Guide to Coding*
\$396 Total Cost

Section 0040 6:30 pm
Woodson HS M, October 17–December 5
Rm G106 Johanning, instructor

PC Basics: Keyboarding | Course CT01417

\$259 Total Cost

See page 46 for course information and schedule.

DENTAL ASSISTANT

Dental Assistant Comprehensive | Course HM01647

Prepares students to enter dental profession as a chairside assistant. Learn anatomy, terminology, radiology, clinical skills, and job responsibilities. Clinical skills practiced in dental lab. Fluency in English required. Must bring documentation of current TB test and Hepatitis B vaccine to the first class. *No tuition waivers.* Tuition installment plan available by calling 703-658-2709. 18 sessions @ 5 hrs each.

\$1870 Tuition
\$35 User Fee
\$153 Text: *Essentials of Dental Assisting Pkg, 5th ed*
\$2058 Total Cost

Section 0040 6:00 pm
Plum Center W F, September 14–January 4
Rm 119 Vejar-Rodriguez, instructor

Section 0041 10:00 am
Plum Center F, September 23–February 10
Rm 119 Moldoveanu, instructor

Dentrix Basics | Course HM01646

\$454 Total Cost

See page 24 for course information and schedule.

DIALYSIS TECHNICIAN

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

Dialysis Technician Program | Course HM01777

This 50-hour program provides knowledge and skills to seek entry-level position as a dialysis technician, working with kidney dialysis machines and monitoring patients undergoing dialysis. 4 class periods held at a dialysis facility for observation. Textbooks included in tuition. *No tuition waivers.* 20 sessions @ 2.5 hrs each.

\$1149 Tuition
\$1149 Total Cost

Section 0040 9:00 am
L. Braddock SS Tu Th, September 13–November 22
Rm H252 Staff, instructor

Section 0041 6:30 pm
Marshall HS Tu Th, October 11–December 13
Rm D107 Staff, instructor

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

ACE Student
Dentrix Basics

HISTOLOGY ASSISTANT

Histology Assistant Program | Course HM01622

Prepares students to work in hospitals, clinics, and laboratories assisting histologist and pathologist. Prepare tissue specimens for routine gross and microscopic examination. Includes anatomy and focuses on histotechniques including lab safety, fixation, and routine staining. Classroom lab practice with microscopes and slides—outside externship TBD. Students must have advanced English language skills, basic computer skills, and high school diploma or GED. Documentation of current TB test and Hepatitis B vaccination to be brought to first class. *No tuition waivers.* 32 sessions @ 3 hrs each.

\$1999 Tuition
\$1999 Total Cost

Section 0040 6:30 pm
Inova Fair Oaks Hospital M W, October 12–February 22
Rm TBD Staff, instructor

HOME AND COMPANION CARE

Alzheimer's and the Other Dementias | Course HM01665

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

\$55 Tuition
\$4 User Fee
\$59 Total Cost

Section 0040 6:30 pm
Plum Center W, October 5
Rm TR 3 Surash, instructor

Section 0041 9:00 am
L. Braddock SS Sa, November 12
Rm H210 Surash, instructor

Care for A Loved One at Home | Course HM01671

Learn how to care for an ill family member in your home. Also good for companion care givers. Hands-on practice to bathe, feed, turn, move, and provide general physical and emotional care. Taught by nurse-educator. Call 703-658-2727 for details. 3 sessions @ 2.5 hrs each.

\$99 Tuition
\$99 Total Cost

Section 0040 6:30 pm
Plum Center Tu, October 11–October 25
Rm 147 Cushman, instructor

Section 0041 6:30 pm
Plum Center Tu, November 1–November 22
Rm 147 Cushman, instructor

Calling all Caregivers! | Course HM01734

Are you searching for a way to have meaningful, engaging interactions with a person with dementia? Learn techniques for communication. Discover the importance of processing time and how to find out what the person likes and dislikes, their leisure and recreational interests, and how they find meaning and purpose. Hear about activity domains and what choices they provide. Explore one-on-one activities and come away with several ideas and approaches to use. 2 sessions @ 2.5 hrs each.

\$55 Tuition
\$4 User Fee
\$59 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 15–October 22
Rm 104 Surash, instructor

**Cooking Basics 101 | Course HI06471**

\$ 182 Total Cost

[See page 49 for course information and schedule.](#)**Cooking in Home Care | Course HM01709**

Students will learn to create meals for clients in home care. Cooking basics and recipes for senior palates will be explored. Soft diet menu items and boosting the nutritional value of foods will be explored. Students will put their cooking skills to use creating a few simple items. 2 sessions @ 3 hrs each. Prereq: HM01708 Nutrition in Home Care

\$ 119 Tuition
\$ 40 User Fee
\$ 159 Total Cost

Section 0040 10:00 am
Plum Center W, September 21-September 28
Rm 115 Negron/Kraft, instructors

Section 0041 6:30 pm
Plum Center W, November 9-November 16
Rm 115 Negron/Kraft, instructors

Laundry and Home Care | Course HM01714

Students will be provided guidelines on managing a client's laundry needs. Basic laundry instructions, distinguishing dry cleaning versus laundry, staining solutions and more. Hand washing and machine washing differences will be explored. Ideal for caregivers and assisted living staff. 1 session @ 3 hrs.

\$ 79 Tuition
\$ 10 User Fee
\$ 89 Total Cost

Section 0040 9:00 am
Plum Center F, September 23
Rm 116 Robertson, instructor

Section 0041 9:00 am
Pimmit Hills Ctr Sa, October 8
Rm 158 Robertson, instructor

Section 0042 12:30 pm
Plum Center F, December 2
Rm 150 Robertson, instructor

Normal Aging | Course HM01944

What is "normal" in the aging process? What changes occur in our bodies without diseases being present? What are some reasons for memory loss? What does dementia mean and how is it caused? Learn the answers to these questions. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 6:30 pm
Edison HS Th, September 15
Rm B143 Surash, instructor

Section 0041 9:30 am
L. Braddock SS Sa, December 3
Rm H210 Surash, instructor

Certified Nurse Aide (CNA) | Course HM01780

\$ 1299 Total Cost

[See page 22 for course information and schedule.](#)**Doubting Your Memory? | Course HM01789**

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

\$ 45 Tuition
\$ 4 User Fee
\$ 49 Total Cost

Section 0040 4:30 pm
Plum Center Tu, October 25
Rm 116 Surash, instructor

Section 0041 1:00 pm
L. Braddock SS Sa, December 3
Rm TBD Surash, instructor

Law and Ethics in the Medical Office | Course HM01638

Discussion of ethical and legal situations. Includes professional liability and confidentiality issues. Must attend all classes—students will not be admitted after class starts on first night. Taught by nurse-attorney. No class October 19 and 26. 6 sessions @ 3 hrs each.

\$ 210 Tuition
\$ 49 Text: *Medical Law Ethics & Bioethics, 7th ed*
\$ 259 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 28-November 16
Rm 115 Sloan, instructor

INTRAVENOUS THERAPY**Intravenous Therapy Training | Course HM01623**

Provides necessary skills to safely perform IV therapy. Focus on anatomy, physiology, asepsis, equipment and supplies, review of drug calculations, pharmacology as it relates to IV therapy, and the practice of starting and running an IV. Appropriate for phlebotomists, RNs, LPNs, and other caregivers looking to enhance or refresh IV therapy skills. Includes hands-on lecture and classroom labs. *No tuition waivers.* 17 sessions @ 3 hrs each.

\$ 1299 Tuition
\$ 1299 Total Cost

Section 0040 6:30 pm
Marshall HS Tu Th, October 4-December 6
Rm A104 Staff, instructor

LPN PREP**Building Blocks for a Career in Nursing | Course HM01926**

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

\$ 519 Tuition
\$ 50 User Fee
\$ 241 Text: *An Integrated Approach to Health Sciences, 2nd ed*
\$ 810 Total Cost

Section 0040 1:00 pm
Plum Center Su Sa, September 17-November 5
Rm 102B Selim, instructor

Math for Medicine | Course HM01925

Need a reminder on how to do basic math such as fractions and decimals? If you are looking to enter a medical setting, this course is for you. Ideal for those wishing to begin a pharmacy technician, dialysis technician, CNA or LPN program. Also helpful for medical assistants, dental assistants and physical therapy aides. 5 sessions @ 4 hrs each.

\$ 294 Tuition
\$ 68 Text: *Math Skills for Health Professionals*
\$ 362 Total Cost

Section 0040 1:30 pm
Plum Center Su, September 18-November 6
Rm 140 Lemarie, instructor

Medical Terminology With Anatomy—Part 1 | Course HM01600

Learn anatomy, physiology, and terminology of body systems to build medical vocabulary. Good overview of the human body and related terms form an excellent foundation for anyone entering the medical professions or just interested in learning more about the body. Advanced English skills recommended. 10 sessions @ 2.5 hrs each.

\$ 315 Tuition
\$ 106 Text: *Pharmacology Handout* (\$2); *Quick & Easy Medical Terminology, 7th ed* (\$60); *Taber's Cyclopedic Medical Dictionary, 22nd ed* (\$44)

\$ 421 Total Cost
Section 0042 6:30 pm
Plum Center M, September 12-November 28
Rm 119 Wright, instructor

Section 0040 9:30 am
Plum Center Tu, September 20-November 29
Rm 119 Koons, instructor

Section 0044 6:30 pm
Woodson HS M, September 26-December 12
Rm G111 Trkula, instructor

Section 0041 9:30 am
Plum Center Th, October 6-December 15
Rm 112 Baringer, instructor

Medical Terminology With Anatomy—Part 2 | Course HM01601

Continue building medical vocabulary. (Same textbook as Part 1.) 10 sessions @ 2.5 hrs each.

Prereq: HM01600 Medical Terminology With Anatomy—Part 1

\$ 315 Tuition
\$ 315 Total Cost

Section 0040 6:30 pm
Edison HS W, September 14-November 16
Rm B143 Wright, instructor

Section 0041 9:30 am
Plum Center Th, September 15-November 17
Rm 119 Koons, instructor

Business English Essentials I | Course BE01052

\$ 339 Total Cost

[See page 6 for course information and schedule.](#)**MEDICAL ADMIN ASST AND MEDICAL ASST CERTIFICATIONS****Administrative Medical Office Procedures | Course HM01620**

Comprehensive course teaches front office skills including: appointments, records, health insurance, scheduling, and HIPAA. Stay current with new office practices in an evolving medical industry! Practice on medical office software programs commonly used in medical offices. 14 sessions @ 2.5 hrs each.

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

Section 0040 6:30 pm
Herndon HS Th, September 22-December 15
Rm 123 Walter, instructor

Section 0041 1:00 pm
Plum Center F, September 23-January 6
Rm 114 Robertson, instructor

Section 0042 6:30 pm
Edison HS Tu, November 1-February 14
Rm A127 Macon, instructor

**Clinical Medical Office Procedures—Part 1 | Course HMO1615**

Practice medical office skills: vital signs, sterile technique, position/draping patients, and simple treatments. 12 sessions @ 2.5 hrs each.

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

Section 0040 1:00 pm
Plum Center Tu, September 20-December 13
Rm 119 Koons, instructor

Section 0041 6:30 pm
Plum Center W, September 21-December 7
Rm 150 Law, instructor

Clinical Medical Office Procedures—Part 2 | Course HMO1616

More complex skills for medical assistant: administration of medications, venipuncture, EKGs, and basic lab procedures. May take before Part 1. (Same textbook as Part 1) 11 sessions @ 2.5 hrs each.

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

Section 0041 12:30 pm
Plum Center Th, September 22-December 15
Rm 119 Baringer, instructor

Section 0040 6:30 pm
Plum Center Th, September 22-December 15
Rm 147 Milliner, instructor

Medical Assistant Certification Exam Prep | Course HMO1765

Review for the National Healthcareer Association Medical Assistant Certification exam. Covers major topics such as terminology, labs, EKGs, and vital signs. 3 sessions @ 2.5 hrs each.

\$ 99 Tuition
\$ 72 Text: *CCMA Study Guide & Online Practice*
\$ 171 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 1-October 15
Rm 140 Koons, instructor

EKG Interpretation | Course HMO1614

Students study the indications for performing an EKG, interpretation of rate, intervals, and rhythms of EKGs, and how to perform an EKG. Special considerations and pertinent topics in cardiology will also be discussed. This class is a required part of the Medical Assistant certificate program. If you are pursuing the medical certificate, you must be registered as a medical certificate student. Class taught by Cardiac Nurse Practitioner. For more information on the medical certificate programs, call 703-658-2727. 4 sessions @ 2 hrs each.

Prereq: HMO1616 Clinical Medical Office Procedures—Part 2
\$ 189 Tuition
\$ 10 User Fee
\$ 150 Text: *Clinical Procedures for Medical Assistants, 9th ed* (\$134); *EKG/ECG* (\$16)
\$ 349 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 22-October 13
Rm 141 Williams, instructor

Section 0041 7:00 pm
Plum Center W, November 30-December 21
Rm 141 Williams, instructor

Law and Ethics in the Medical Office | Course HMO1638

\$ 259 Total Cost
See page 25 for course information and schedule.

Medical Terminology With Anatomy—Part 1 | Course HMO1600

\$ 421 Total Cost
See page 25 for course information and schedule.

Medical Terminology With Anatomy—Part 2 | Course HMO1601

\$ 315 Total Cost
See page 25 for course information and schedule.

NHA Certification Exam | Course HMO1606

Students must pay exam fees with National Healthcareer Association (NHA). Register at their website www.nhanow.com. Exams available for Medical Assistant, Medical Administrative Assistant and Medical Insurance Biller certificate program students. Must have completed ACE certificate program course work to qualify. Please contact 703-658-1244 with questions. 1 session @ 4 hrs.

\$ 45 Tuition
\$ 45 Total Cost

Section 0010 6:00 pm
Plum Center Th, October 27
Rm 216 Stevens, instructor

Strategies for Succeeding in Healthcare | Course HMO1991

Healthcare offices are fast-paced and employers have high expectations for their employees. Knowledge of specialized skills will help individuals build their careers and allow them to move into a wide variety of healthcare positions. Learn the top 10 strategies to find and keep that great job. 2 sessions @ 3 hrs each.

\$ 77 Tuition
\$ 58 Text: *Job Readiness for Health Professionals, 2nd ed* (\$56); *Strategies for Success in a Health Care Profession* (\$2)
\$ 135 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 22-September 29
Rm G107 Almeter, instructor

Section 0041 9:30 am
Plum Center Sa, October 15-October 22
Rm 140 Almeter, instructor

Section 0042 6:30 pm
Marshall HS Th, December 1-December 8
Rm D105 Almeter, instructor

MS Office—Word/Excel for Support Professionals | Course BE01295

\$ 256 Total Cost
See page 16 for course information and schedule.

Office Communication Skills | Course BE01061

\$ 194 Total Cost
See page 6 for course information and schedule.

PC Basics: Keyboarding | Course CT01417

\$ 259 Total Cost
See page 46 for course information and schedule.

MEDICAL INSURANCE BILLER**Medical Terminology With Anatomy—Part 1 | Course HMO1600**

\$ 421 Total Cost
See page 25 for course information and schedule.

Medical Terminology With Anatomy—Part 2 | Course HMO1601

\$ 315 Total Cost
See page 25 for course information and schedule.

Medical Coding, Billing, and Reimbursement—Part 1 | Course HMO1651

First half of comprehensive coding course includes ICD-10/CPT coding for medical billing and reimbursement filing. For detailed billing course, please see HMO1951. HMO1600/1601 Medical Terminology or HMO1604 Medical Terminology Test Out required prior to registration. 14 sessions @ 2.5 hrs each. Prereq: HMO1600 Medical Terminology With Anatomy—Part 1 Prereq: HMO1601 Medical Terminology With Anatomy—Part 2

\$ 419 Tuition
\$ 415 Text: *Step Medical Coding, ICD-10, CPT, HCPCS 2016*
\$ 834 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 14-December 14
Rm 159 Coyne, instructor

Medical Coding, Billing, and Reimbursement—Part 2 | Course HMO1652

Advanced study of coding emphasizes linking codes for hospital and office billing. (Same texts as Part 1). 14 sessions @ 2.5 hrs each. Prereq: HMO1651 Medical Coding, Billing, and Reimbursement—Part 1

\$ 419 Tuition
\$ 419 Total Cost

Section 0040 6:30 pm
Woodson HS W, October 5-January 11
Rm F105 Staff, instructor

Medical Insurance Billing | Course HMO1951

An introduction to health insurance and physician reimbursement for services provided. You will become familiar with the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The principles of medical billing related to proper claim form preparation, submission and payment processing and the follow up process will be learned. This course is recommended for anyone who is preparing for a career or would like an understanding of a medical billing department at a physician's office, clinic or similar position. 15 sessions @ 2 hrs.

\$ 519 Tuition
\$ 123 Text: *Health Insurance Today Pkg, 5th ed*
\$ 642 Total Cost

Section 0040 6:00 pm
Plum Center Tu, September 20-January 10
Rm 140 Huguley, instructor

“It was an excellent experience; I'm really satisfied. Instructor is very polite, very helpful, and she especially gives really helpful resources.”

Noor Imran
Medical Terminology with Anatomy—Part 2

**NHA Certification Exam | Course HM01606**

\$ 45 Total Cost

[See page 26 for course information and schedule.](#)**MS Office—Word/Excel for Support Professionals | Course BE01295**

\$ 256 Total Cost

[See page 16 for course information and schedule.](#)**Office Communication Skills | Course BE01061**

\$ 194 Total Cost

[See page 6 for course information and schedule.](#)**PC Basics: Keyboarding | Course CT01417**

\$ 259 Total Cost

[See page 46 for course information and schedule.](#)**NEWBORN AND POSTPARTUM CAREGIVER****Newborn and Postpartum Caregiver | Course HM02100**

Basic overview and evidence based education for caregivers and parents caring for newborns age 0-3 months, including: diapering, swaddling, postpartum care of parents, SIDS safety and more. Prepares home-based caregivers to assist new mothers. Ideal for CNAs and LPNs working with home care agencies. Students receive certificate of completion upon successful completion of this course. 2 sessions @ 3 hrs. *No discounts/waivers.*

\$ 299 Tuition

\$ 20 Text: *An Introduction to Newborn and Postpartum Care*

\$ 319 Total Cost

Section 0040

Herndon HS
Rm 131
6:30 pm
Tu Th, September 27-September 29
Stern, instructor

Section 0041

Chantilly HS
Rm 145
6:30 pm
M W, October 24-October 26
Stern, instructor

Section 0042

Pimmit Hills Ctr
Rm 160
9:00 am
Sa, November 19
Stern, instructor

NUTRITION**Guide to Nutrition Knowledge | Course HM01793**

This course will provide non-nutritionists, particularly those working in the wellness field, with the latest evidenced based dietary resources. Topics covered: anthropometric data collection, label reading, food environment trends, fad diets, signs/symptoms of metabolic syndrome, MyPlate methods. At the end of the course students will be able to provide basic dietary information and identify misinformation and barriers to weight management. Taught by a nutritionist. 1 session @ 2 hrs.

\$ 49 Tuition

\$ 49 Total Cost

Section 0040

Woodson HS
Rm G121
7:00 pm
W, October 19
Negron, instructor

Malnutrition Screening | Course HM01728

Learn about the latest updates on diagnostic criteria for malnutrition. Students are introduced to the nutrition focused physical exam and collection of anthropometric data (heights, weights, etc). Risk factors for malnutrition will be explored. Taught by a nutritionist. 1 session @ 2 hrs.

\$ 49 Tuition

\$ 49 Total Cost

Section 0040

L. Braddock SS
Rm H225
5:00 pm
Th, September 15
Negron, instructor

Nutrition and GI Disorders | Course HM01729

In this course, students are introduced to some of the nutrition concerns encountered with commonly diagnosed disorders such as Crohn disease, IBS, Colitis, and Celiac Disease. Taught by a nutritionist. 1 session @ 2 hrs.

\$ 49 Tuition

\$ 49 Total Cost

Section 0040

Plum Center
Rm 150
5:00 pm
M, November 14
Negron, instructor

OPHTHALMOLOGY ASSISTANT**Ophthalmic Assistant | Course HM01630**

The 50-hour Ophthalmic Assistant Program prepares students for entry-level positions in ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes anatomy and physiology of the eye, general principles of pharmacology, prescriptions written for the eye, visual acuity, and tonometry (basic) and glaucoma. The course also includes a review of ocular dressing procedures, maintenance of equipment and instruments, and other areas. This program meets the necessary requirements of a leading national certification examination—information regarding certification will be provided during class. *No discounts or waivers.* 20 sessions @ 2.5 hrs each.

\$ 1179 Tuition

\$ 1179 Total Cost

Section 0040

Plum Center
Rm 140
6:30 pm
M W, October 17-December 14
Staff, instructor

PHYSICAL THERAPY AIDE**Physical Therapy Aide | Course HM01619**

Learn theory and skills for entry-level position in physical therapy clinics, centers, and hospitals. Includes preparation of treatment area, ordering supplies, and patient transport. 8 sessions @ 5 hours. BOOKS: Students should purchase Physical Therapy Assistant, Worktext by Weiss (2nd Edition preferred) and The Anatomy Coloring Book by Kapit & Elson (2nd Edition preferred) prior to first day of class. *No tuition waivers.*

\$ 812 Tuition

\$ 812 Total Cost

Section 0040

Plum Center
Rm TR 3
10:00 am
W, October 12-December 7
O'Donnell, instructor

PROFESSIONAL DEVELOPMENT**Autism Awareness | Course HM01960**

Make a difference in the life of a person with autism: what to do and what not to do. Topics include: characteristics, strategies to assist with social interaction, tips on making environment more "ASD" friendly, and ways to enhance communication. Relatives, neighbors, employers, babysitters are welcome. Course is taught by an autism specialist. 1 session @ 3 hrs.

\$ 49 Tuition

\$ 49 Total Cost

Section 0040

Plum Center
Rm 104
9:00 am
Sa, November 5
Hammer, instructor

Math for Medicine | Course HM01925

\$ 362 Total Cost

[See page 25 for course information and schedule.](#)**Medical Insurance Billing | Course HM01951**

\$ 642 Total Cost

[See page 26 for course information and schedule.](#)**Mental Health First Aid | Course HM01627**

\$ 99 Total Cost

[See page 22 for course information and schedule.](#)**Venipuncture Essentials | Course HM01933**

Learn or refresh your knowledge of the basics of drawing blood. Course includes venipuncture principles and techniques, as well as hands-on practice on artificial arms. Current Hepatitis B vaccination documentation required at first class. Course designed for all levels of medical professionals who wish to add or improve venipuncture skills. 6 sessions @ 2.5 hrs each.

\$ 279 Tuition

\$ 35 Text: *Blood Collection: A Short Course, 2nd ed*

\$ 314 Total Cost

Section 0040

Plum Center
Rm 141
6:30 pm
Tu, October 11-November 22
Rayl, instructor

VETERINARY ASSISTANT

ACE Certificate program endorsed by the Northern Virginia Workforce Investment Board. See page 37 for program requirements.

Working With Animals: Career and Volunteer Opportunities | Course HM01631

Are you an animal enthusiast and considering a career or volunteer opportunities working with animals? This course provides an overview of the various options to guide your search as you explore the many exciting opportunities in veterinary medicine. Topics include animal behavior and training, animal search and rescue, wildlife rehabilitation, pet therapy, and veterinary assisting. Bring a friend, family member or colleague. One free guest allowed per paid registrant! (Guests must register in advance.) 5 sessions @ 2 hrs each.

\$ 139 Tuition

\$ 139 Total Cost

Section 0040

Plum Center
Rm 119
7:00 pm
Tu Th, September 20-October 4
Frederick, instructor

**Veterinary Assistant Program—Part I | Course HMO1639**

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

\$ 539 Tuition
\$ 20 User Fee
\$ 559 Total Cost

Section 0040 10:00 am
Plum Center M W, September 12-November 2
Rm 150 Martin, instructor

Veterinary Assistant Program—Part II | Course HMO1640

Study small animal preventive medicine. This includes vaccines and associated diseases, heartworm, hematology, and dentistry. Course is valuable for dog/cat owners and those who work in veterinary clinics and boarding facilities. Very helpful to those interested in becoming licensed veterinary technicians. Part I is not a prerequisite to Part II. 9 sessions @ 4 hrs each.

\$ 479 Tuition
\$ 10 User Fee
\$ 489 Total Cost

Section 0040 10:00 am
Plum Center Tu Th, September 13-October 13
Rm 104 Martin, instructor

Veterinary Assistant Program—Part III | Course HMO1841

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

\$ 329 Tuition
\$ 10 User Fee
\$ 339 Total Cost

Section 0040 10:00 am
Plum Center Tu Th, November 1-November 17
Rm 104 Martin, instructor

Arthritis Management for Your Pet | Course HMO1832

Millions of people in the US are affected by arthritis, but did you know your pets get it too? Arthritis often affects 60% of cats 6 years and older, and as many as 1 in 5 dogs over the age of 1 year. Pets with arthritis don't tend to cry out in pain and signs can be difficult to recognize. Learn about the condition, signs of arthritis in dogs and cats, current therapies, and how you can help your pet. 1 session @ 2 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 10:30 am
Plum Center F, October 21
110 Nalepa, instructor

Under 18?

Adult education classes are for students 18 years and older, unless otherwise noted. Contact Student Services at 703-658-2709 or educationalcounseling@fcps.edu for information and waiver requirements. Please allow at least two weeks for processing.

NEW**Introduction to Veterinary Rehabilitation | Course HMO1835**

Veterinary physical rehabilitation is quickly growing in both popularity and demand. As pet owners and dog handlers become more informed, these services are expected both in general practice and at the specialty level. It is indicated after surgery to aid recovery, assists with weight loss and fitness, and allows senior pets to remain mobile and more comfortable. Review basic foundation information including anatomy and terminology, restraint and behavior, therapeutic modalities and equipment care, gait evaluation, and common conditions. Designed for veterinary assistants, technicians, and pet owners interested in learning more about rehabilitation. Instructor is a Certified Canine Rehabilitation Practitioner. 10 sessions @ 2 hrs each.

\$ 346 Tuition
\$ 10 User Fee
\$ 43 Text: *Physical Therapy and Massage for the Dog*
\$ 399 Total Cost

Section 0040 8:00 am
Plum Center F, September 23-December 9
Rm 112 Nalepa, instructor

NEW**Veterinary Pain Management Part 1 | Course HMO1833**

How do we know when they hurt? Pets in pain cannot speak for themselves, therefore, the veterinary nursing staff plays an integral role in monitoring for signs of pain. Learn or review the basic pain pathways, acute pain scales and scoring, recognizing signs of pain in dogs and cats, and common drugs and modalities for pain management. 5 sessions @ 2 hrs each.

\$ 136 Tuition
\$ 12 User Fee
\$ 68 Text: *Pain Management for Vet Techs and Nurses*
\$ 216 Total Cost

Section 0040 10:30 am
Plum Center F, September 23-October 21
Rm 112 Nalepa, instructor

Pet Emergencies: What to Do First! | Course HMO1632

Pets are part of the family and it's important for professionals interested in a career in the veterinary field and pet owners alike to recognize medical problems and give immediate help. Topics include basic pet first aid and CPR including vital signs, moving injured animals, signs of common emergency conditions, and when to call for emergency assistance. 2 sessions @ 3 hrs each.

\$ 69 Tuition
\$ 69 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, September 19-September 26
Rm 156 Peeler, instructor

Dog Training Theory and Techniques | Course HMO1634

Not getting the results you had expected from your previous dog-training efforts? Better understand why past methods may not have worked and how to get positive results now by applying the techniques research studies have shown to be the most successful. This class explains animal learning theory so is valuable for veterinary professionals. Taught by certified dog trainer and behaviorist. 1 session @ 3 hrs.

\$ 39 Tuition
\$ 39 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, November 14
Rm 156 Peeler, instructor

Keeping Your Dog Fit | Course HMO1831

Improve your dog's balance, flexibility, core strength, and endurance. Taught by a Certified Canine Rehabilitation Practitioner. Learn exercises to help keep your canine companion fit. 1 session @ 2 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 8:15 am
Plum Center F, October 21
Rm 110 Nalepa, instructor

MEDICAL CERTIFICATE PROGRAM ELECTIVES

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

Alzheimer's and the Other Dementias | Course HMO1665
(See page 24)

Arthritis Management for Your Pet | Course HMO1832
(See page 28)

Autism Awareness | Course HMO1960 (See page 27)

Bloodborne Pathogens | Course DL01010 (See page 20)

Bounce Back from Adversity | Course HMO1710
(See page 52)

Calling all Caregivers! | Course HMO1734 (See page 24)

Care for A Loved One at Home | Course HMO1671
(See page 24)

Dog Training Theory and Techniques | Course HMO1634
(See page 28)

Doubting Your Memory? | Course HMO1789 (See page 25)

Guide to Nutrition Knowledge | Course HMO1793
(See page 27)

Introduction to Veterinary Rehabilitation | Course HMO1835 (See page 28)

Keeping Your Dog Fit | Course HMO1831 (See page 28)

Law and Ethics in the Medical Office | Course HMO1638
(See page 25)

Malnutrition Screening | Course HMO1728 (See page 27)

Newborn and Postpartum Caregiver | Course HMO2100
(See page 27)

Normal Aging | Course HMO1944 (See page 25)

Nutrition and GI Disorders | Course HMO1729
(See page 27)

Venipuncture Essentials | Course HMO1933 (See page 27)

Veterinary Pain Management Part 1 | Course HMO1833
(See page 28)

Working With Animals: Career and Volunteer Opportunities | Course HMO1631 (See page 27)

Youth Mental Health First Aid | Course HMO1922
(See page 22)

Information

Apprenticeship classes begin after Labor Day with open enrollment available through close of business at 4:30 on August 31. Our late enrollment option begins immediately thereafter for an additional fee of \$100 per student per course.

Apprenticeship related instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. Everyone is welcome to take classes in building maintenance, electricity, HVAC, plumbing opticianry, and surveying. This training leads to industry journeyman status or state licensing eligibility. For other trades, we offer individualized study courses to meet the requirements for related instruction for State registered apprentices who are working in the trade.

Trade classes listed above are also open to individuals who want to start a new career, enhance their existing skills, or cross train in another trade. State registration through your employer is required to attend our cosmetology, barbering, and most directed study classes. To become a State registered apprentice, have your employer call 703-392-0900, ext. 102, or 131. Choose ext. 108 for Spanish.

State registered apprentices transferring in from other Virginia apprenticeship schools must get a transcript and course syllabus from their former school and submit it to the apprenticeship office for review prior to starting classes. Out-of-State registered apprentices and persons with non-registered apprenticeship training must take the credit-by-exams to get credit for previous training.

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

STATE APPRENTICESHIP REGISTRATION

“Virginia Registered Apprentice” means the apprentice must be working for a Virginia Employer in an apprenticeable occupation and is registered with the Virginia Department of Labor and Industry (for more information please visit our website at www.fcps.edu or call 703-392-0900 ext. 102 or 131, choose ext. 108 for Spanish). The “Apprentice Action Form” is evidence of state registration. Those who are not Virginia-registered apprentices are also welcome to join electricity, plumbing, surveying, opticianry or HVAC-R classes. Upon completion of the multiyear program, all students receive an FCPS completion certificate. State registered apprentices receive a State apprenticeship certificate upon successful completion of the full program. This state certificate is nationally recognized, however, the course work varies from region to region. Apprentices transferring between regions need to take credit-by-exams to earn transfer credits.

A credit-by-exam (CBE) is designed to give advanced placement credit to students with prior training. CBEs are the only way to get credit for prior classroom theory training. CBEs are optional; most exams take two hours to complete. Preregistration is required. We offer apprenticeship credit-by-exams each August.

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

Apprenticeship

BARBERING

Barbering | Course AP08061

Related theory including the science of barbering, professional barbering, advanced services, and business skills. Students must pass the CBE to complete. Five free attempts included. Students must be registered by their employer as a state registered apprentice and complete 18 months (3000 hours) in the shop prior to going to State Boards.

\$900 Tuition
\$ 35 User Fee
\$294 Text: *Milady Barbering (Text, Exam Review, Workbook)* (\$249); *Milady Barbering Online Licensing Preparation* (\$45)
\$1229 Total Cost

Section 0040 5:30 pm
Plum Center M, September 12-May 15
Rm 150 Dotivala, instructor

Barbering CBE | Course AP08861

A Credit-By-Exam (CBE) is designed to give advanced placement to students with prior training as a barber. CBEs are the only way to get credit for prior training. CBEs are optional and most exams take 3 hours to complete. CBEs are for completion of apprenticeship related instruction only. NO CELL PHONES ALLOWED. You must bring government-issued photo ID to exam.

\$150 Tuition
\$150 Total Cost

Section 0040 1:00 pm
Plum Center M, October 3
Rm TR 3 Teets, instructor

Section 0041 1:00 pm
Plum Center M, December 5
Rm TR 3 Teets, instructor

BUILDING MAINTENANCE

Building Maintenance 1—Electricity and Plumbing | Course AP08025

Minor repairs of electrical and plumbing systems, and minor repairs of major appliances such as washers, dryers, stoves. General safety such as electrical and construction hazards such as ladder usage are also covered. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 60 User Fee
\$ 89 Text: *Home Repair and Maintenance, 96 ed* (\$73); *Step By Step Guide Book On Home Wiring* (\$8); *Step By Step Guide On Home Plumbing* (\$8)
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Building Maintenance 2—HVAC | Course AP08026

Course covers basic heating, ventilation, and air conditioning; troubleshooting; safety; CPR; and CFC training and opportunity for certification. Lecture format; some hands-on. Class meets with HVAC 1 apprentices.

\$1150 Tuition
\$ 12 User Fee
\$337 Text: *FCPS HVAC-R Workbook* (\$30); *Refrig & AC Tech Lab Manual/Study Guide 7th ed* (\$83); *Refrigerant Transition & Recovery Certification* (\$68); *Refrigeration & AC Text, 7th ed* (\$156)
\$1499 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Building Maintenance 3—Structural and Grounds Keeping | Course AP08027

Grounds keeping; basic carpentry, masonry, and painting; preventative maintenance; safety; and CPR. Directed Study format; some hands on. Texts from course AP08025 required but not included. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 74 User Fee
\$ 75 Text: *TBA* (\$25) (\$25); *TBA* (\$50) (\$50)
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Building Maintenance 4—Building Code | Course AP08028

A detailed study of the International Residential Code as the various trade codes relate to Building Maintenance. 30 sessions @ 5 hrs each.

\$900 Tuition
\$ 21 User Fee
\$128 Text: *2015 International Residential Code*
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

CARPENTRY

Carpentry 1 | Course AP08035

Class covers fundamentals of carpentry from important safety procedures to identifying and selection of wood products. In addition, learn skills in trade math, measuring, and plan reading. Includes instruction in hand and power tools, material handling, level transit, and site layout. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 79 User Fee
\$ 70 Text: *Carpentry—Fundamentals of, Student Pkg. T3136*
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Carpentry 2 | Course AP08036

Class covers framing and finishing techniques related to elements of residential carpentry. Instruction covers floors and sill; walls and ceilings; roofs, windows, and doors; cornices and gable ends; and cabinets, built-ins, and flooring. Includes concrete foundations, and footing and foundation forms. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 56 User Fee
\$ 93 Text: *Carpentry—Residential* (\$34); *Carpentry—Residential/Commercial CORE T3646* (\$59)
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Carpentry 3 | Course AP08037

Covers basic construction and finishing techniques related to elements of commercial carpentry. Instruction covers floors and sill; wall and ceilings; metal studs, roofs, trusses, and structural timbers; and forms, piers, and columns. Includes stair forms, bridge deck forms, insulation, drywall, doors, and hardware. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 32 User Fee
\$147 Text: *2015 International Building Code* (\$130); *Carpentry—Commercial* (\$17)
\$1079 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor



**Carpentry 4 | Course AP08038**

Covers construction surveying and site preparation as related to the supervisory level. Learn about transits and rods; surveying math, site engineering, and preparation; clearing; perimeters; utility layout; curbs; building location; elevations; advanced blueprint reading; and supervisory skills. Includes civil, structural, architectural, mechanical, and electrical specifications, and building codes with emphasis on supervision. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 35 User Fee
\$314 Text: *Blueprint Reading for Commercial Construction* (\$189); *Modern Carpentry, 11th ed* (\$117); *Step By Step Guide to Room Finishing* (\$8)
\$1249 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Degges, instructor

COSMETOLOGY**Cosmetology | Course AP08060**

Related theory including the science of cosmetology, hair and skin conditions, coloring, advanced services, and business skills. Students must pass the CBE to complete. Five free attempts included. Students must be registered by their employer as a state registered apprentice with Dept of Labor and complete 18 months (3000 hours) in the shop prior to going to State Boards.

\$900 Tuition
\$ 83 User Fee
\$216 Text: *Milady Cosmetology Exam Review, 13th ed* (\$40); *Milady Cosmetology Theory Workbook, 13th ed* (\$55); *Milady Cosmetology, 13th ed* (\$121)
\$1199 Total Cost

Section 0040 5:30 pm
Plum Center M, September 12-May 15
Rm 150 Dotivala, instructor

Cosmetology CBE | Course AP08860

A Credit-By-Exam (CBE) is designed to give advanced placement to students with prior training as a barber. CBEs are the only way to get credit for prior training. CBEs are optional and most exams take 3 hours to complete. CBEs are for completion of apprenticeship related instruction only. NO CELL PHONES ALLOWED. You must bring government-issued photo ID to exam.

\$150 Tuition
\$150 Total Cost

Section 0040 1:00 pm
Plum Center M, October 3
Rm TR 3 Teets, instructor

Section 0041 1:00 pm
Plum Center M, December 5
Rm 150 Teets, instructor

DIRECTED STUDY**Directed Study | Course AP08065**

Self-paced guided study for motivated student working as Virginia State Registered Apprentices in trades for which there are too few apprentices for a traditional class. Trades taught via directed study include, but are not limited to, bricklayer, carpenter, glazier, mason, millwright, painter, and sheet-metal worker. Course fees vary due to textbooks selected. If you are a Virginia State Registered Apprentice and do not see your trade in the course listings call 703-658-2727.

\$900 Tuition
\$149 User Fee
\$1049 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

ELECTRICITY**Electricity 1—Introduction to Professional Electricity | Course AP08070**

Introduction to National Electrical Code, boxes and devices, safety, trade math, conduit types and fill, cables, conductors, services, voltage drop, DC theory; and series, parallel, and series/parallel circuits. Students must complete a special project and a math competency.

\$850 Tuition
\$ 42 User Fee
\$377 Text: *Electrical Wiring Residential, 18th ed* (\$122); *Electricity, Devices, Circuits, Materials, 10th ed* (\$103); *FCPS Electricity 1 Workbook* (\$30); *National Electrical Code 2014* (\$122)
\$1269 Total Cost

Section 0040 6:30 pm
Edison HS Tu, September 13-May 2
Rm D116 Freeman, instructor

Section 0041 6:30 pm
Edison HS Tu, September 13-May 2
Rm D117 Davis, instructor

Section 0049 6:30 pm
Herndon HS Tu, September 13-May 2
Rm 128 Glasgow, instructor

Section 0046 6:30 pm
Chantilly HS W, September 14-April 26
Rm 583 Tesliuc, instructor

Electricity 2—Transformers, AC Theory and Motor Controls | Course AP08071

AC theory—3 wire circuits, power factor, Ohms Law, voltage drop, transformers, phase angle, motor controls—sizing conductors and equipment, motor control circuits, and motor circuit protection. Students must complete a special project and a math competency.

\$850 Tuition
\$ 50 User Fee
\$399 Text: *Electric Motor Controls, 10th ed* (\$153); *FCPS Electricity 2 Workbook* (\$30); *Industrial Electricity, 9th ed* (\$216)
\$1299 Total Cost

Section 0040 6:30 pm
Edison HS Tu, September 13-May 2
Rm D118 Freking, instructor

Section 0041 6:30 pm
Edison HS Tu, September 13-May 2
Rm D113 Wolfe, instructor

Section 0046 6:30 pm
Chantilly HS W, September 14-April 26
Rm 588 Black, instructor

Section 0047 6:30 pm
Chantilly HS W, September 14-April 26
Rm 586 Wolfe, instructor

Electricity 3—Blueprint Reading for Mechanics | Course AP08072

Intensive work with complete sets of prints includes: lines, symbols, basic views; plan details; construction contract documents and specifications; working and shop drawings; foundation work; wall and roof structures; reinforced concrete; masonry; structural steel; finish carpentry; mechanical; electrical; plumbing; structural integrity; air conditioning systems.

\$850 Tuition
\$101 User Fee
\$348 Text: *Blueprint Reading for Commercial Construction* (\$189); *Electrical Wiring Commercial, 15th ed* (\$129); *FCPS Electricity 3 Workbook* (\$30)
\$1299 Total Cost

Section 0040 6:30 pm
Edison HS Tu, September 13-May 2
Rm D123 Kasulaitis, instructor

Section 0046 6:30 pm
Chantilly HS W, September 14-April 26
Rm 584 Scott, instructor

In the Fall, CBEs are only available for cosmetology and barbering. CBEs for all other trades are only offered in August. See the ACE summer course catalog or the on-line catalog in June, July, and August each year.

Electricity 4—National Electrical Code | Course AP08073

Includes wiring materials, cables, conduits, conduit fill, outlets, junctions, pull boxes, services, feeders, branch circuits overcurrent protection, grounding, equipment and circuit design, transformers, electrical layouts, and hazardous locations. Electricians with five or more years of experience are welcome to take this class "a la carte" for a thorough review for the state exam.

\$850 Tuition
\$102 User Fee
\$217 Text: *Electrical NEC Exam Preparation 2014* (\$65); *FCPS Electricity 4 Workbook* (\$30); *National Electrical Code 2014* (\$122)
\$1169 Total Cost

Section 0040 6:30 pm
Edison HS Tu, September 13-May 2
Rm D114 Black, instructor

Section 0046 6:30 pm
Chantilly HS W, September 14-April 26
Rm 567 Kasulaitis, instructor

GLAZIER**Glazier 1 | Course AP08031**

Includes safety, construction math, hand tools, power tools, blueprints, basic rigging, basic communication skills, and basic employability skills. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 55 User Fee
\$144 Text: *Core Curriculum Intro Craft Skills 2009* (\$73); *Glazier 1, 1st ed* (\$71)
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Glazier 2 | Course AP08032

Contract documents, glazing codes, trade math, sealants, custom mirror installations, window types, edging glass, drilling glass, flush and angle glazed aluminum framing, entrances and hardware, shower and tub enclosures. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 74 User Fee
\$125 Text: *Glazier 2, 1st ed*
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Glazier 3 | Course AP08033

Covers workplace scenarios and specialized applications including: mechanical fasteners, rigging and hoisting, work platforms, job measurement, sketching and take-offs, supervision, skylights, curtain walls and assorted finishes. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 74 User Fee
\$125 Text: *Glazier 3, 1st ed*
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor



HEAVY EQUIPMENT OPERATION

Heavy Equipment Operation 1 | Course AP08011

Includes safety, construction math, hand tools, power tools, blueprints, basic rigging, basic communication skills, and basic employability skills. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 40 User Fee
\$ 159 Text: *Core Curriculum Intro Craft Skills 2009* (\$73);
Heavy Equipment Operations Lvl 1, 3rd ed (\$86)
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Heavy Equipment Operation 2 | Course AP08012

Includes earthmoving tasks, problems, safety issues, procedures, and equipment. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Heavy Equipment Operations, Lvl 2, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Heavy Equipment Operation 3 | Course AP08013

Includes advanced safety, telescoping excavators, motor graders, finishing and grading. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Heavy Equipment Operations, Lvl 3, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

HVAC-R

HVAC-R 1—Introduction to Professional HVAC-R | Course AP08001

Heating, ventilation, air conditioning and refrigeration (HVAC-R); covers CFC training and an opportunity for certification, basic refrigeration cycle, refrigerants and refrigeration oil, piping practices, basic electricity, introduction to heating and cooling equipment and tools, safety, and trade math. Lecture format.

\$1150 Tuition
\$ 12 User Fee
\$ 337 Text: *FCPS HVAC-R Workbook* (\$30); *Refrig & AC Tech Lab Manual/Study Guide 7th ed* (\$83); *Refrigerant Transition and Recovery Certification* (\$68); *Refrigeration & AC Text, 7th ed* (\$156)
\$1499 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 20 Rees, instructor

Section 0041 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 30 Muneeb, instructor

Section 0046 6:30 pm
Chantilly HS M W, September 19-March 29
Rm 585 Sickels, instructor

Section 0047 6:30 pm
Herndon HS Tu Th, September 20-March 23
Rm 120 Sickels, instructor

HVAC-R 2—Motors and Controls for HVAC-R | Course AP08002

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.

\$1200 Tuition
\$ 73 User Fee
\$ 96 Text: *Practical Problems in Math for HVAC Tech, 6th ed*
\$1369 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 2 Davis, instructor

Section 0041 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 35 Degges, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 23
Rm 584 Eastman, instructor

HVAC-R 3—Trouble Shooting HVAC-R Systems | Course AP08003

Heating, ventilation, air conditioning and refrigeration (HVAC-R); troubleshooting gas, electric and oil heat; troubleshooting heat pumps, cooling systems, and accessories; preventive maintenance; system balancing; hydronics; boilers, commercial refrigeration; and chilled water systems. Lecture format. Text materials from Course 8001 required—not included.

\$1200 Tuition
\$ 19 User Fee
\$ 280 Text: *2015 International Fuel Gas Code* (\$79); *2015 International Mechanical Code* (\$79); *National Electrical Code 2014* (\$122)
\$1499 Total Cost

Section 0041 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 21 Freking, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 23
Rm 586 Vansickle, instructor

HVAC-R 4—For Mechanics | Course AP08004

Heating, ventilation, air conditioning and refrigeration (HVAC-R); blueprint reading; heat load/gain calculations; air distribution systems, psychometrics, air flow measurements; troubleshooting heating, refrigeration and HVAC-R electrical systems; wiring diagrams, NEC and International Mechanical codes; trade math. Lecture format. Text materials from Course 8001-8003 required—not included.

\$1200 Tuition
\$ 74 User Fee
\$ 95 Text: *Manual J, 7th ed*
\$1369 Total Cost

Section 0040 6:30 pm
Bryant Ctr M W, September 19-March 29
Rm 28 Daniels, instructor

Section 0046 6:30 pm
Chantilly HS Tu Th, September 20-March 23
Rm 585 Freeman, instructor

MASONRY/BRICKLAYING

Masonry/Bricklaying—Level 1 | Course AP08211

Basic instruction in care of masonry tools, laying concrete block with application to straight walls, corners, and jambs, handling of bricklaying tools, spreading mortar, laying blocks to a line, and striking joints. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 40 User Fee
\$ 159 Text: *Core Curriculum Intro Craft Skills 2009* (\$73);
Masonry 1, NCCER, 4th ed (\$86)
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Masonry/Bricklaying—Level 2 | Course AP08212

Includes instruction in laying brick with application to straight walls, corners, and jambs. Students will develop skills in handling of bricklaying tools, spreading mortar, laying bricks to a line, and striking joints. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Masonry 2, NCCER, 4th ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Masonry/Bricklaying—Level 3 | Course AP08213

Includes skill development in detailed and technical masonry work including building arches, fireplaces, pattern bond walls and building with landscape materials. Emphasis is on developing masonry skills to accepted trade standards. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Masonry 3, NCCER, 4th ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

MILLWRIGHT

Millwright—Level 1 | Course AP08231

Includes orientation to the trade, millwright hand tools, fasteners and anchors, basic layout, gaskets and o-rings and oxyfuel cutting. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 40 User Fee
\$ 159 Text: *Core Curriculum Intro Craft Skills 2009* (\$73);
Millwright Level 1, 3rd ed (\$86)
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Millwright—Level 2 | Course AP08232

Includes intermediate trade math, field sketching, intermediate blueprint reading, specialty tools, millwright power tools, rigging, setting baseplates and soleplates, lubrication, and introduction to bearings. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Millwright Level 2, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Millwright—Level 3 | Course AP08233

Includes advanced trade math and precision measuring tools; installing packing, seals, and mechanical seals; removing and installing bearings and couplings; fabricating shims; application and fabrication of alignment fixtures and specialty jigs. Using jack bolts, wedges, and shims along with precision leveling procedures for equipment installation, installing belt and chain drives, fans, and blowers. Taught via Directed Study, see AP08065.

\$ 900 Tuition
\$ 44 User Fee
\$ 125 Text: *Millwright Level 3, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor



Apprenticeship related instruction classes complement on-the-job training provided by employers participating in the Virginia State Apprenticeship Program. See pages 29-33 for available courses.

Millwright—Level 4 | Course AP08234

Includes conveyors, troubleshooting and repairing conveyors, conventional alignment, pumps, troubleshooting and repairing pumps, compressors and compressor maintenance, basic pneumatic systems, troubleshooting and repairing pneumatic equipment, basic hydraulic systems, troubleshooting and repairing hydraulic equipment, and troubleshooting and repairing gearboxes. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Millwright Level 4, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

Millwright—Level 5 | Course AP08235

Includes advanced blueprint reading, troubleshooting and repairing pneumatic equipment, turbines, troubleshooting and repairing turbine equipment, AC/DC motor operation, preventive and predictive maintenance, performing reverse alignment, performing optical alignment and performing laser alignment. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Millwright Level 5, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 8 Staff, instructor

OPTICIANRY

Optician 1 | Course AP08091

Cover the anatomy of the eye. Study theories of light and dispersion; reflection and refraction; transportation and power cross; prentice prism; and aphakic lenses. Includes instruction in lensometry, frame fittings and adjustment, and true power and marked power. Taught via Directed Study.

\$900 Tuition
\$ 33 User Fee
\$216 Text: *FCPS Optician Workbook # 1* (\$40); *Ocular Anatomy & Physiology, 2nd ed* (\$67); *Optical Formula Tutorial, 2nd ed* (\$109)
\$1149 Total Cost

Section 0040 6:30 pm
Plum Center Tu, September 13-April 18
Rm TR 3 Douth, instructor

Optician 2 | Course AP08092

Cover the anatomy and physiology of the eye. Study anomalies, prisms and prism formulas, optical crosses, toric diagrams, formula sine 2 theta, slab off; slab on, saitta, positional effective power, and nominal power. Instruction includes specialty fittings; frame repair, lenses, lensometry-centering; MRP's aphakic, neutralization and duplication, and eyewear fabrication.

\$900 Tuition
\$ 47 User Fee
\$152 Text: *Essentials of Ophthalmic Lens Finishing, 2nd ed* (\$112); *FCPS Optician Workbook # 2* (\$40)
\$1099 Total Cost

Section 0040 6:30 pm
Plum Center M, September 12-May 22
Rm TR 3 Douth, instructor

Optician 3 | Course AP08093

Emphasis is on preparation for state licensing exam. Review contents of levels 1 and 2. In addition, instruction includes surfacing lab flow chart, prescription interpretation and application, curve computation, lens surfacing, and grinding and polishing. Taught via classroom lecture.

\$900 Tuition
\$ 59 User Fee
\$ 40 Text: *FCPS Optician Workbook # 3*
\$999 Total Cost

Section 0040 6:30 pm
Plum Center M, September 12-May 22
Rm 216 Benjamin, instructor

PAINTING

Painting 1 | Course AP08041

Introduction to water- and oil-based paints and coatings, clear finishes, types of surfaces, hand and mechanical cleaning of surfaces, improving surfaces, brushing, rolling, and miscellaneous application techniques. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 31 User Fee
\$268 Text: *Core Curriculum Intro Craft Skills 2009* (\$73); *Munsell Color Chart and Text, 3rd ed* (\$109); *Painting Level 1, 2nd ed* (\$86)
\$1199 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Painting 2 | Course AP08042

Introduction of water blasting and chemical cleaning, conventional and airless spraying, stains and wood finishing, wall coverings adhesives and applications, stippling, mottling, stenciling and texturing, caulks and sealants, and waterproofing. Includes application of trade math, measurement, and job planning. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Painting Level 2, 2nd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Painting 3 | Course AP08043

Study of the application of water and oil based paints and coatings, clear finishes, types of surfaces, hand and mechanical cleaning of surfaces, improving surfaces, brushing, rolling, and other techniques. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Painting Level 3, 2nd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Painting 4 | Course AP08044

Refinement of techniques including, but not limited to: spraying, stains, finishing, wall coverings and advanced techniques. Application of trade math, measurement, and job Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Painting Level 4, 2nd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

PLUMBING

Plumbing 1—Introduction to Professional Plumbing | Course AP08100

Basic plumbing tools and terminology; pipes and fittings; joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron, and spigots; soldering and brazing; trade math; and safety. An 8 week hands-on lab that requires you to bring helper's tools is held at the Bryant Center (Tuesday evenings) and math competency are both required. The lab and competency exam are scheduled by your instructor.

\$945 Tuition
\$202 User Fee
\$122 Text: *FCPS Plumbing 1 Workbook* (\$30); *Plumbing 101, 6th ed* (\$92)
\$1269 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm G206 Christmas, instructor

Section 0041 6:30 pm
Woodson HS Th, September 15-May 4
Rm F105 McDonald, instructor

Section 0042 6:30 pm
Woodson HS Th, September 15-May 4
Rm G210 Ardizzone, instructor

Plumbing 2—Basic Plumbing Design | Course AP08101

Water piping materials and sizing, water heaters, trade math, sewage disposal, drainage fixtures, building drains, stacks, rough-in sheets, single line drawings, venting materials, and sizing. A hands-on lab at Bryant Center and a math competency are required.

\$945 Tuition
\$178 User Fee
\$206 Text: *2015 International Plumbing Code* (\$84); *FCPS Plumbing 2 Workbook* (\$30); *Plumbing 201, 5th ed* (\$92)
\$1329 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm G203 Bessaies, instructor

Section 0041 6:30 pm
Woodson HS Th, September 15-May 4
Rm G209 Miller, instructor

Plumbing 3—Plumbing Installations and Blueprints | Course AP08102

Residential, commercial, and industrial installation practices, including cross connections, trade math (offsets), elevations and grades, builder's level and transit methods, gas codes, structural integrity, and blueprint reading. Lecture format.

\$945 Tuition
\$ 83 User Fee
\$201 Text: *2015 International Fuel Gas Code* (\$79); *FCPS Plumbing 3 Workbook* (\$30); *Plumbing 3 Blueprints, 6 pages* (\$0); *Plumbing 301* (\$92)
\$1229 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm G204 McCrone, instructor

Plumbing 4—Plumbing Code for Plumbing Mechanics | Course AP08103

Preparation for Virginia Journeyman licensing exam, International Plumbing Code studies, and fire sprinklers. Plumbers with 5 years or more experience are also welcome to take this class "a la carte" to prepare for the exam.

\$945 Tuition
\$ 70 User Fee
\$114 Text: *2015 International Plumbing Code* (\$84); *FCPS Plumbing 4 Workbook* (\$30); *Plumbing 4 Blueprints, 17 pages* (\$0)
\$1129 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm G208 Walters, instructor



SHEETMETAL

Sheet Metal 1 | Course AP08005

Study national core curriculum, trade math, fasteners, steel and other metals, principles of layout, sheet metal processes, and fabrication I—parallel line processes. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 40 User Fee
\$159 Text: *Core Curriculum Intro Craft Skills 2009* (\$73); *Sheet Metal Level 1, 3rd ed* (\$86)
\$1099 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Sheet Metal 2 | Course AP08006

Study trade math, basic piping methods, fabrication II—radial line development bend allowances, soldering, blueprints and specifications, duct fabrication standards, SMACNA manuals, insulation, gutters and down spouts, and roof flashing. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Sheet Metal Level 2, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Sheet Metal 3 | Course AP08007

Study principles of air flow; associated equipment; principles of refrigeration; fiberglass duct; fabrication III—triangulation; introduction to welding, brazing, and cutting; and field measuring and fitting. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Sheet Metal Level 3, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

Sheet Metal 4 | Course AP08008

Study shop production and organization, air balance, fabrication IV—comprehensive review, louvers, dampers, access doors, hoods and ventilators, and fume and exhaust system designs. Taught via Directed Study, see AP08065.

\$900 Tuition
\$ 44 User Fee
\$125 Text: *Sheet Metal Level 3, 3rd ed*
\$1069 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, September 13-April 18
Rm 30 Staff, instructor

SURVEYING

Surveying 1-2 | Course AP08121

Survey 1 math competency prep and exam via extra outside work plus Survey 2 course material including survey computations, such as trigonometry of right and oblique triangles, leveling procedures, note keeping and adjustments, horizontal taping procedures and corrections, traverse, and plane tables.

\$900 Tuition
\$ 37 User Fee
\$262 Text: *FCPS Surveying 1-2 Workbook* (\$30); *Surveyors Reference Manual, 6th ed* (\$232)
\$1199 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm E212 Venetsanos, instructor

Surveying 3 | Course AP08122

Error analysis and adjustment of survey measurements; surveying applications of analytic geometry; computations related to area, circular curves, state plane coordinates, and azimuth; basic geodesy and geodetic control surveys; map projections; and an introduction to the Global Positioning System (GPS) for surveyors. Text from courses 8120 and 8121 required but not included. Varied format includes practical exercises, videos, guest speakers, and demonstrations incorporating new technology.

\$900 Tuition
\$ 48 User Fee
\$221 Text: *Elementary Surveying, 14th ed*
\$1169 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm E207 Staff, instructor

Surveying 4 | Course AP08123

Earthwork computations, street plans and profiles, grading plans, construction stakeout, surveyor ethics, and minimum standards. Text from courses 8120, 8121, and 8122 required but not included.

\$900 Tuition
\$109 User Fee
\$ 90 Text: *FCPS Survey 4 Workbook- Part 1* (\$30); *FCPS Survey 4 Workbook- Part 2* (\$30); *FCPS Survey 4 Workbook- Part 3* (\$30)
\$1099 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15-May 4
Rm E209 Fillmore, instructor

Surveying 5 | Course AP08124

Boundary determination, boundary law and evidence, land development planning, storm drainage, site plans, sewers, water distribution, storm water management, siltation and erosion control, and ethics. Text from course 8120 and 8123 required but not included. Lecture format.

\$900 Tuition
\$ 96 User Fee
\$228 Text: *Brown's Boundary Control & Legal Principles 7th ed* (\$173); *Practical Hydrology-94 ed* (\$25); *Public Facilities Manual* (\$30)
\$1224 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 15
Rm E201 Burdick, instructor

Career Exploration—Trades

AUTOMOTIVE

Auto Mechanics—Beginning: Sunday Class | Course TI05311

Perform simple checks and repairs including changing oil, assorted filters, lights, and belts. Understand various systems, parts, and functions of your automobile to help diagnose and fix basic problems. All tools needed for class will be provided. Instructor will recommend tools students may consider purchasing. 2 sessions @ 6 hrs each.

\$214 Tuition
\$ 25 User Fee
\$239 Total Cost

Section 0040 11:00 am
Hayfield SS Su, September 11-September 18
Rm 017 Terrien, instructor

Section 0041 11:00 am
Hayfield SS Su, September 25-October 2
Rm 017 Terrien, instructor

Section 0042 11:00 am
Hayfield SS Su, December 4-December 11
Rm 017 Terrien, instructor

Auto Mechanics—Advanced | Course TI05313

In this hands-on class, students will learn about various systems and develop skills for tasks that can then be done at home. Students will diagnose and perform repairs on their own vehicles and learn what repairs are appropriate to do themselves. Course does not cover major repairs such as replacing pistons, pulling an engine or transmission work. Assistance available as needed. Bring your project vehicle, any special tools and necessary parts to the first class, if possible. Most basic hand tools are provided. Repeat to gain additional skills. 4 sessions @ 6 hrs each.

\$335 Tuition
\$ 30 User Fee
\$365 Total Cost

Section 0040 11:00 am
Hayfield SS Su, October 23-November 13
Rm 017 Terrien, instructor

Auto Body Repair—Personal Repair and Refinishing | Course TI05323

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

\$397 Tuition
\$ 52 User Fee
\$449 Total Cost

Section 0041 6:00 pm
Edison HS W, October 12-December 14
Rm H134 Floyd, instructor

CONTRACTING

Drywall, Painting, and Waterproofing Workshop | Course TI05581

Hang, tape joints, finish new, and repair damaged drywall, and Schluter Systems. Learn professional painting tips and tricks to achieve a quality finish. Learn how to reduce bath/shower water damage to other areas. 5 sessions @ 3 hrs each.

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

Section 0040 6:30 pm
Chantilly HS Th, September 8-October 13
Rm 577 Dominick, instructor

Section 0041 6:30 pm
Edison HS Th, November 10-December 15
Rm H137 Dominick, instructor

Permitting that Project | Course TI05186

A three-hour class on the who, what, where, why, and how of construction permits in the Virginia metro area Counties, in addition to the cities of Alexandria, Fairfax, and Manassas. This class is appropriate for everyday homeowners or contractors who need to know the procedures and processes of the county permit system. Learn the different agencies involved and what to do after a permit has been issued. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040 6:30 pm
Marshall HS Tu, September 13
Rm C103 McDonald, instructor

Section 0048 6:30 pm
Herndon HS Tu, December 6
Rm 129 McDonald, instructor



Appliance Repair Workshop | Course TI05593

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

\$208 Tuition
\$ 14 User Fee
\$ 47 Text: *Troubleshooting and Repairing Major Appliances*
\$269 Total Cost

Section 0040 1:30 pm
Pimmit Hills Ctr Sa, September 24-October 22
Rm 158 McDonald, instructor

Bathroom Remodeling Workshop | Course TI05179

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

\$449 Tuition
\$ 76 User Fee
\$525 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, October 4-December 13
Rm 50A Raiche, instructor

Door Locks Workshop: Installation, Maintenance, and Repair | Course TI05595

Disassemble and reassemble door locks in a hands-on workshop. Develop skills for minor repairs, lubrication, and door set replacement. 1 session @ 3 hrs.

\$ 75 Tuition
\$ 14 User Fee
\$ 89 Total Cost

Section 0040 6:30 pm
Bryant Ctr Th, October 27
Rm 50C Degges, instructor

Home Remodeling Basics | Course TI05173

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

\$329 Tuition
\$ 46 User Fee
\$375 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu, October 18-December 13
Rm A103 Dominick, instructor

Nuts and Bolts of PMT Careers | Course TI05583

Overview of job opportunities, responsibilities, safety, and liability within the property maintenance career field. 1 session @ 3 hrs.

\$ 90 Tuition
\$ 9 User Fee
\$ 99 Total Cost

Section 0048 6:30 pm
Herndon HS Tu, September 20
Rm 147 McDonald, instructor

Section 0040 6:30 pm
Marshall HS Tu, December 13
Rm C103 McDonald, instructor

Selecting a Contractor | Course TI05147

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

\$ 97 Tuition
\$ 2 User Fee
\$ 99 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, September 24-October 1
Rm 160 Linder, instructor

Section 0041 8:30 am
Pimmit Hills Ctr Sa, November 5-November 12
Rm 160 Linder, instructor

ELECTRICITY

Electrical Workshop: Maintenance and Repair | Course TI05587

Introduction to NEC, tools, safety, replacing fixtures, switches, outlets, more. When do you need a permit? Demonstration and hands-on workshop. Hand tool list provided at first session. 5 sessions @ 3 hrs each.

\$223 Tuition
\$ 38 User Fee
\$ 8 Text: *Step By Step Guide Book On Home Wiring*
\$269 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 8-October 6
Rm G111 Shifflett, instructor

Occupational Electrical Wiring | Course TI05400

Master basic materials, outlet boxes, switches, receptacles, protective devices, interior wiring. Basic electrical theory and NEC requirements included. Five sessions are hands-on lab activities. 10 sessions @ 3 hrs each.

\$366 Tuition
\$ 47 User Fee
\$122 Text: *Electrical Wiring Residential, 18th ed*
\$535 Total Cost

Section 0040 6:30 pm
Chantilly HS Th, October 13-December 22
Rm 577 Kasulaitis, instructor

Residential Electrical—The Basics | Course TI05199

\$275 Total Cost

See page 52 for course information and schedule.

HVAC-R

Heating and Air Conditioning Systems | Course TI05582

Learn principles of heating and air conditioning systems and how to make minor adjustments and repairs to them. 5 sessions @ 3 hrs each.

\$223 Tuition
\$ 28 User Fee
\$ 24 Text: *Basic Refrigeration and Charging Procedures*
\$275 Total Cost

Section 0040 6:30 pm
Bryant Ctr Th, September 15-October 20
Rm 50C Degges, instructor

Section 0041 6:30 pm
Bryant Ctr Th, November 10-December 15
Rm 50C Degges, instructor

PLUMBING

Occupational Plumbing | Course TI05390

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

\$299 Tuition
\$ 21 User Fee
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*
\$339 Total Cost

Section 0041 6:30 pm
Pimmit Hills Ctr W, September 28-November 2
Rm 158 McDonald, instructor

Plumbing Workshop: Maintenance and Repair | Course TI05590

Course illustrates the complete plumbing system to include water supply, drainage, and vent pipes. Lecture-Demonstration format. 5 sessions @ 3 hrs each.

\$223 Tuition
\$ 23 User Fee
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*
\$265 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, November 14-December 12
Rm 158 McCrone, instructor

Continuing Education/ Recertification

ELECTRICIAN

Electrician Continuing Education | Course TI05275

Comprehensive, three-hour review of the 2011 National Electric Code (NEC). Class fulfills the continuing education requirement for electricians holding either journeyman or master license in the Commonwealth of Virginia. You will be required to provide your trade license number and birth date when you register or when you arrive at class. You may not enter the classroom once class has started. Must register at least one week before class start date. Workbooks will be distributed at class. 1 session @ 3 hrs. NOTE: For PG County Continuing Ed take class TI05419

\$131 Tuition
\$ 22 User Fee
\$ 32 Text: *2011 National Electrical Code Updates*
\$185 Total Cost

Section 0040 8:30 am
Plum Center Sa, October 1
Rm TR1 Black, instructor

Section 0041 8:30 am
Plum Center Sa, November 5
Rm TR1 Black, instructor

Section 0042 8:30 am
Plum Center Sa, December 3
Rm TR2 Black, instructor

GASFITTERS

Gasfitters Continuing Education | Course TI05278

Comprehensive, one-hour review of the 2012 International Fuel Gas Code. Class fulfills the continuing education requirement for gasfitters holding either journeyman or master license in the Commonwealth of Virginia. You will be required to provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Must register at least one week before class start date. Workbook is required. 1 session @ 1 hr.

\$ 47 Tuition
\$ 21 User Fee
\$ 22 Text: *2012 International Fuel Gas Code Updates*
\$ 90 Total Cost

Section 0040 11:45 am
Plum Center Sa, September 10
Rm TR1 McDonald, instructor

Section 0041 11:45 am
Plum Center Sa, November 5
Rm TR2 jmfortney@fcps.edu, instructor

Section 0042 11:45 am
Plum Center Sa, December 3
Rm TR1 McDonald, instructor



HVAC-R

HVAC-R Continuing Education | Course TI05276

Comprehensive, three-hour review of the 2012 International Mechanical Code. Class fulfills the continuing education requirement for HVAC-R/mechanical technicians holding either journeyman or master license in the Commonwealth of Virginia. You will be required to provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Must register at least one week before class start date. Workbook is required. 1 session @ 3 hrs.

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

Section 0040 8:30 am
Plum Center Sa, September 10
Rm TR1 McDonald, instructor

Section 0041 1:00 pm
Plum Center Sa, November 5
Rm TR2 jmfortney@fcps.edu, instructor

Section 0042 8:30 am
Plum Center Sa, December 3
Rm TR1 McDonald, instructor

PLUMBER

Plumbers Continuing Education | Course TI05277

Comprehensive, three-hour review of the 2012 International Plumbing Code. Class fulfills the continuing education requirement for plumbers holding either journeyman or master license in the Commonwealth of Virginia. You will be required to provide your trade license number and birth date when you register or when you arrive at class. Students may not enter the classroom once class has started. Must register at least one week before class start date. Workbook is required. 1 session @ 3 hrs.

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

Section 0040 1:00 pm
Plum Center Sa, September 10
Rm TR1 McDonald, instructor

Section 0041 8:30 am
Plum Center Sa, November 5
Rm TR2 jmfortney@fcps.edu, instructor

Section 0042 1:00 pm
Plum Center Sa, December 3
Rm TR1 McDonald, instructor

Professional Development— Trades

OSHA Construction 10 Hour Outreach Training Program | Course TI05598

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

\$ 187 Tuition
\$ 12 User Fee
\$ 199 Total Cost

Section 0040 8:00 am
Woodson HS Sa, October 15–October 22
Rm G121 Holmes, instructor

Trade and Industrial classes provide career exploration for persons considering a career in the trades, continuing education for licensed trades, cross training for trades with related tasks, and classroom credit for meeting the license exam requirements for plumbing, electrical, and HVAC-R trades. Some classes, such as the CFC Certification and the OSHA 10-hour safety class, provide related skills employers seek as they offer additional services to their clients. Students in our apprenticeship classes in selecting classes to compliment your career.

20 Hour OSHA Upgrade | Course TI05599

Course provides an upgrade for students who have obtained their 10-hour certification within the previous six months from ACE and provides the knowledge needed to locate and apply OSHA safety and health standards, policies, and procedures to ongoing safety and health programs. Upon completion attendees receive an OSHA 30-hour card. 4 sessions @ 5 hrs each.

Prereq: TI05598 OSHA Construction 10 Hour Outreach Training Prog

\$ 259 Tuition
\$ 6 User Fee
\$ 265 Total Cost

Section 0040 8:00 am
Woodson HS Sa, November 19–December 17
Rm G113 Holmes, instructor

Blueprint Reading | Course TI05358

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

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

Section 0040 6:30 pm
Woodson HS Tu, October 18–December 13
Rm G106 McCrone, instructor

NEW

Faucets and Fixture Repairs | Course TI05667

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

\$ 227 Tuition
\$ 22 User Fee
\$ 249 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr M, October 3–October 31
Rm 158 Staff, instructor

Maintaining Your Plumbing System | Course TI05666

Prevent major problems by understanding the various plumbing systems of a building and taking specific action to avoid common problems. Instructor will discuss water, gas, and sewer pipe repair techniques; why to choose an auger instead of a plunger; new "No Clog" toilets; toilet flush mechanisms; and disposal units. 1 session @ 3 hrs.

\$ 57 Tuition
\$ 2 User Fee
\$ 59 Total Cost

Section 0048 6:30 pm
Herndon HS Tu, September 27
Rm 126 McDonald, instructor

Section 0040 6:30 pm
Woodson HS M, November 14
Rm F105 McDonald, instructor

Waste and Vent Piping for the IPC | Course TI05680

An intensive review and examination of the sanitary waste vent drainage chapters in the plumbing code for both residential and commercial installations. You will examine best practices and specifically the code intent for any installation. International Plumbing Code Commentary required but not provided. One hour break for lunch on your own. 2 session @ 3.5 hrs each.

\$ 147 Tuition
\$ 2 User Fee
\$ 149 Total Cost

Section 0040 6:30 pm
Plum Center F, October 14–October 21
Rm 150 McDonald, instructor

VA Licensure Exam Prep

CFC Certification Exam Prep | Course TI05374

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

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

Section 0040 6:30 pm
Bryant Ctr Th, November 3–November 17
Rm 27 Tompkins, instructor

CFC Certification Exam | Course TI05375

For Core (general required for all), Type I (small appliances less than 5# of refrigerant), Type II (high pressure and very high pressure), Type III (low pressure appliances), and Universal (all three types). Please note this is the CFC examination only and does not include exam preparation and the textbook fee here is not optional—it is the exam. 1 session @ 3 hrs.

\$ 95 Tuition
\$ 4 User Fee
\$ 40 Text: *CFC Certification Exams/Section 608 CFT Tests*
\$ 139 Total Cost

Section 0040 6:30 pm
Bryant Ctr Th, December 1
Rm 8 Tompkins, instructor

Gas Fitters Exam Prep | Course TI05399

Prepare for journeyman or master's exam or keep pace with recent changes. Learn to size and install low- and high-pressure gas systems for natural and LP in residential and commercial buildings. Note: Check VA DPOR requirements to be sure you are eligible to take the exam. 3 sessions @ 3 hrs each.

\$ 117 Tuition
\$ 3 User Fee
\$ 79 Text: *2015 International Fuel Gas Code*
\$ 199 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, November 5–November 19
Rm 156 McDonald, instructor

HVAC-R License Exam Prep—IMC | Course TI05389

Study the International Mechanical Code to prepare for the Virginia Journeyman and Masters Mechanical License exams. Great for air conditioning, heating, sheet metal, and plumbing technicians. 8 sessions @ 3.25 hrs each.

\$ 310 Tuition
\$ 79 Text: *2015 International Mechanical Code*
\$ 389 Total Cost

Section 0040 6:30 pm
Woodson HS Th, October 6–December 15
Rm F123 jmfortney@fcps.edu, instructor

**VIRGINIA TRADE LICENSE RENEWAL—MAKE IT EASY**

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

Fulfill this renewal requirement with ease—take your class with ACE. As an approved DPOR provider, our classes are affordable and conveniently located in Northern Virginia. Another benefit is that we never cancel these classes due to low enrollment!

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

Journeyman Electrician's Exam Prep | Course TI05416

Focus on layout and proper use of the code. Find what you need quickly and easily. Includes rules for common installations and materials. 2014 NEC required—not included. 10 sessions @ 3 hrs each.

\$364 Tuition
\$ 20 User Fee
\$ 65 Text: *Electrical NEC Exam Preparation 2014*
\$449 Total Cost

Section 0040 6:30 pm
Woodson HS Tu, October 4-December 13
Rm G121 Shifflett, instructor

Master Electrician's Exam Prep | Course TI05418

Course includes topical study of NEC: general design, calculations, services, feeders, branch circuits, rules for general circuits, grounding various equipment, and practice test. Bring the 2014 NEC. 10 sessions @ 3 hrs each.

\$374 Tuition
\$ 10 User Fee
\$ 65 Text: *Electrical NEC Exam Preparation 2014*
\$449 Total Cost

Section 0040 6:30 pm
Plum Center Th, October 6-December 15
Rm TR1 Black, instructor

Master Electrician's Exam Prep—Accelerated | Course TI05419

This is a fast-paced, intense, rigorous review of NEC. Approved for Prince George's County continuing education requirement. Please request class completion certificate from instructor at last class session. Bring a lunch. 2 sessions @ 7 hrs each.

\$189 Tuition
\$ 5 User Fee
\$ 65 Text: *Electrical NEC Exam Preparation 2014*
\$259 Total Cost

Section 0040 8:30 am
Plum Center Sa, October 15-October 22
Rm TR1 Black, instructor

VA Builders License Exam Prep | Course TI05352

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

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

Section 0040 6:30 pm
Marshall HS Tu, November 15-December 20
Rm C110 Shahkarami, instructor

Obtaining VA Trade and Contractor's Licenses | Course TI05350

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

\$ 47 Tuition
\$ 2 User Fee
\$ 49 Total Cost

Section 0040 6:30 pm
Marshall HS Tu, September 27
Rm C103 McDonald, instructor

Section 0048 6:30 pm
Herndon HS Tu, December 20
Rm 129 McDonald, instructor

VA Contractor's Basic Business Course | Course TI05348

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

\$169 Tuition
\$ 9 User Fee
\$ 93 Text: *NASCLA Contractors Guide, VA 8th ed (\$71); Virginia Class A & B Contractors Sample Questions (\$22)*
\$271 Total Cost

Section 0040 8:00 am
Woodson HS Sa, October 1
Rm G121 Chestnut, instructor

Section 0041 8:00 am
Woodson HS Sa, November 5
Rm G121 Chestnut, instructor

Section 0042 8:00 am
Woodson HS Sa, December 10
Rm G120 Chestnut, instructor

VA Contractor's License Exam Prep | Course TI05351

Especially important for everyone who is seeking the Class A or Class B VA contracting license. Also good for Class C contractors. Review contractor business concerns, including mechanic's liens, labor laws, construction contracts, and risk management. PSI materials not used in class. Contents of TI05348 Contractors 8 hour basic are not included. 5 sessions @ 3 hrs each. Prereq: TI05348 VA Contractor's Basic Business Course

\$244 Tuition
\$ 3 User Fee
\$ 98 Text: *NASCLA Contractors Guide, VA 8th ed (\$71); TI05351 Workbook (\$5); Virginia Class A & B Contractors Sample Questions (\$22)*
\$345 Total Cost

Section 0040 6:30 pm
Marshall HS Th, October 6-November 3
Rm C110 Shahkarami, instructor

Plumbing License Exam Prep—IPC | Course TI05397

Course designed to prepare students for the journeyman or master's exam. This course is also recommended for architects, engineers and plumbing professionals with advanced plumbing knowledge. Course will review the most current plumbing regulations related to ADA compliance. 8 sessions @ 3 hrs each.

\$322 Tuition
\$ 6 User Fee
\$ 81 Text: *2012 International Plumbing Code*
\$409 Total Cost

Section 0040 6:30 pm
Marshall HS Tu, October 4-November 29
Rm C108 Walters, instructor

PROPERTY MAINTENANCE TECHNICIAN

Refer to page 37 for registration information.

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. Persons considering a career in the trades will find this series helpful for career exploration. Homeowners are also welcome to take these classes to build upon their "do-it-yourself" skills.

The certificate program registration fee (\$50) is required in order to initiate record keeping for your transcript. Courses for this certificate program can be taken in any order. This ACE certificate program is endorsed by the Northern Virginia Workforce Development Board (NWWDB).

The following seven courses are required for the Property Maintenance Technician (PMT) certificate program. These classes are also open to individuals who wish to master general repair skills in order to maintain their homes.

Required Courses	Page
CE01006 Property Maintenance Tech Cert Prog	37
TI05581 Drywall, Painting, & Waterproofing Wksp	33
TI05582 Heating and Air Conditioning Systems	34
TI05583 Nuts and Bolts of PMT Careers	34
TI05587 Electrical Workshop: Maintenance & Repair	34
TI05590 Plumbing Workshop: Maintenance & Repair	34
TI05593 Appliance Repair Workshop	34
TI05595 Door Locks Workshop: Installation Maintenance & Repair	34

Optional Courses

TI05358 Blueprint Reading	35
TI05374 CFC Certification Prep	35
TI05598 OSHA 10 Construction Certification	35

Have you completed the Property Maintenance Technician Certificate program? Are you looking for advanced training or to improve your skills in Plumbing, HVAC and Electricity? Are you interested in obtaining required safety certification? Check out the course offerings in the Apprenticeship Program on page 29-33 or check our website at www.fcps.edu (search for adult education).

VIRGINIA CONTRACTORS

Applying for your contractor's license? In the Commonwealth of Virginia, you must complete an 8-hour basic business class as a part of the licensing process. The VA Contractor's Basic Business Course (TI05348) fulfills this requirement. Classes are conveniently located—it couldn't be easier. Take TI05348 to qualify for the test then take TI05351 so you can pass the test. See also TI05350 if you are just beginning this process. Take TI05352 if you are seeking a building related contractor's license so you can pass the trade competence exam that will be required.

Please note that ACE also offers a number of business classes that will help prepare you for success. See pages 10 & 11.

**For do-it-yourself trade classes,
see pages 51 and 52.**



World Language Questions

Q: How do I register?

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

Q: Is there a deadline to register?

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

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

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

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

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

Q: What about BOOKS?

A: The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. **If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery to the first class session.**

Q: Do any classes meet twice a week?

A: Occasionally. Check the class schedule for the days of the week when classes meet. A class that meets twice a week covers the same material as the classes that meet once a week, but at a faster pace. The class requires more concentrated study time.

Q: Which level should I register for?

A: Please note that the beginning French, German, Italian, and Spanish programs are conducted in four parts. Each course meets for 12 sessions and covers approximately 10 chapters of the *Complete Language* text for that language. See course descriptions for individual courses.



Class logistics occasionally change after the catalog is printed. Check www.fcps.edu (*search for adult education*) to confirm the location and start date of your class.

Introduction for Beginners and Travelers: If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

Beginning 1: For beginners who have never learned the language or learned it so long ago that they have forgotten.

Beginning 2: If you have taken Part 1 or have some experience with the language, this is your level.

Beginning 3: If you have taken Part 2 or the equivalent of one semester of college language and feel comfortable with all aspects of the present tense, this is your level.

Beginning 4: If you have taken Part 3 and feel comfortable with the present and conversational past tenses, this is your level. Expand your comprehension and improve your grammar.

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

Conversation: If you can converse on an elementary level and want to improve or maintain your conversation skills, this level is for you. Grammar addressed only as the need arises.

Languages for Travel: If you have little or no exposure to the language and need survival skills quickly, this is the course for you. Learning vocabulary and role playing will help you make the most of your foreign visit. This is also a great class for beginners who wish to take their first step to learning a language.

Q: The room is listed as TBD.

How will I know where to go?

A: Room assignments will be posted at the main entrance with signs, and signs will direct you.



Instructor will confirm all dates that the course meets on the first day of class. In some cases, a day may be missed due to an instructor's prior obligation. The start and end dates have been adjusted accordingly.

Academic

AMERICAN SIGN LANGUAGE (ASL)

American Sign Language 100—Beginning 1 | Course FL02560

Learn the alphabet; numbers; finger spelling; basic signs; nonverbal techniques; basic sentence structure; and present, past, and future tenses. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$272 Total Cost

Section 0040 7:15 pm
Plum Center Tu, September 27-December 6
Rm TR4 Hall, instructor

Section 0041 7:15 pm
Woodson HS Tu, September 6-November 22
Rm G105 Drake, 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.

\$229 Tuition
\$ 3 User Fee
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$272 Total Cost

Section 0040 7:15 pm
Plum Center M, September 26-December 12
Rm TR4 Hall, instructor

American Sign Language 300—Beginning 3 | Course FL02563

Increase your signing speed, sharpen your receptive skills, review grammar, build vocabulary, and practice conversational skills. 10 sessions @ 2 hrs each.
Prereq: FL02562 American Sign Language 200—Beginning 2

\$239 Tuition
\$ 3 User Fee
\$ 40 Text: *A Basic Course in American Sign Language, 2nd ed*
\$282 Total Cost

Section 0040 12:15 pm
Plum Center Sa, October 1-December 10
Rm TR4 Hall, instructor

American Sign Language—Intermediate 5 | Course FL02571

Prereq: Intermediate Sign Language Part 4 or high intermediate skills. Students will have to order book by Willard J. Madsen, *Intermediate Conversational Sign Language* ISBN 978-0-913580-79-0. 10 sessions @ 2 hrs each.

\$259 Tuition
\$ 3 User Fee
\$262 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 29-December 8
Rm TR4 Hall, 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: FL02568 American Sign Language 400—Intermediate 1

\$259 Tuition
\$ 3 User Fee
\$262 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 1-December 10
Rm TR4 Hall, instructor

**ARABIC****Introduction to Arabic | Course FLO2618**

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

\$ 229 Tuition
\$ 3 User Fee
\$ 232 Total Cost

Section 0040 7:00 pm
L. Braddock SS Tu, September 20-November 29
Rm H226 Sadeq, instructor

Arabic 100—Beginning 1 | Course FLO2621

An important and relevant language to learn in our global society. Understand and communicate with vital survival expressions including greetings, introductions, time, and directions. Students will learn to recognize and write the Arabic alphabet. 10 sessions @ 2 hrs each.

Prereq: FLO2618 Introduction to Arabic

\$ 229 Tuition
\$ 3 User Fee
\$ 232 Total Cost

Section 0040 7:00 pm
Edison HS W, September 21-November 30
Rm B137 Sadeq, instructor

Section 0041 7:00 pm
Plum Center Tu Th, September 27-November 17
(Meets twice a week.)
Rm TBD Wainwright, instructor

Arabic 200—Beginning 2 | Course FLO2622

Continue to build vocabulary and communicative skills to navigate through a variety of common situations. We will equip you with the skill to read and write. Prerequisite: Arabic 100 or previous introductory course is recommended. 10 sessions @ 2 hrs each.

Prereq: FLO2621 Arabic 100—Beginning 1

\$ 229 Tuition
\$ 3 User Fee
\$ 62 Text: *Al-Kitaab with DVDs*
\$ 294 Total Cost

Section 0040 7:00 pm
Chantilly HS Th, September 22-December 1
Rm 208 Sadeq, instructor

CHINESE**Introduction to Chinese for Beginners and Travelers | Course FLO2630**

This introductory course is perfect for those who have had no previous exposure to Chinese. You will build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 8 sessions @ 2 hrs each.

\$ 195 Tuition
\$ 3 User Fee
\$ 77 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$ 275 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 22-November 10
Rm 102B Hung, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr W, October 12-December 7
Rm 161 Pai, instructor

Chinese (Mandarin)—Beginning 1 | Course FLO2631

Start communicating in Chinese. Emphasis on listening comprehension, standard Beijing pronunciation. Learn greetings and useful expressions in simple sentences. Introduction to writing Chinese characters. Instructor will supply writing materials. 8 sessions @ 2 hrs each.

\$ 185 Tuition
\$ 3 User Fee
\$ 77 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$ 265 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr W, September 14-November 2
Rm 156 Hung, instructor

Section 0041 7:00 pm
Marshall HS Tu, September 20-November 15
Rm B113 Ma, instructor

Section 0042 7:00 pm
Chantilly HS Tu, September 27-November 22
Rm 207 Kent, instructor

Chinese (Mandarin)—Beginning 2 | Course FLO2632

Improve your ability to communicate; compare accents and dialects and learn Chinese characters. Instructor will supply materials for practicing Chinese calligraphy. 8 sessions @ 2 hrs each.

Prereq: FLO2631 Chinese (Mandarin)—Beginning 1

\$ 185 Tuition
\$ 3 User Fee
\$ 77 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$ 265 Total Cost

Section 0040 7:00 pm
Plum Center Tu, September 20-November 15
Rm TR2 Hung, instructor

Section 0041 7:00 pm
Chantilly HS W, September 28-November 16
Rm 207 Kent, instructor

FRENCH**Introduction to French for Beginners and Travelers | Course FLO2669**

Order food, ask directions, handle money, learn traveler's vocabulary. 10 sessions @ 2 hrs each.

\$ 229 Tuition
\$ 3 User Fee
\$ 15 Text: *Learn French The Fast and Fun Way, 3rd ed*
\$ 247 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Tu, September 20-December 6
Rm 115 Shahin, instructor

Section 0041 7:00 pm
Chantilly HS W, September 14-November 30
Rm 272 Stahl, instructor

*See world languages for
grades K-6 on pages 54 & 55.*

French 100—Beginning 1 | Course FLO2671

Begin speaking right away, progressing from simple vocabulary to full sentences and conversation skills. Class activities will focus on speaking with reinforcement exercises done at your leisure. Class will incorporate text, CD, workbook, and Internet activities. Internet access and e-mail are required. For students with no prior exposure to French. 12 sessions @ 2 hrs each.

\$ 229 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$ 268 Total Cost

Section 0042 7:15 pm
Bryant Ctr Tu, September 13-December 6
Rm 22 Molnar-Grabowski, instructor

Section 0043 11:00 am
Plum Center W, September 14-December 7
Rm TR4 Jackson, instructor

Section 0044 7:15 pm
Chantilly HS W, October 5-December 21
Rm 271 Monk, instructor

Section 0045 7:00 pm
Edison HS Tu, September 27-December 20
Rm B137 Newsome, instructor

French 200—Beginning 2 | Course FLO2672

Consolidate proficiency in present tense, augment vocabulary, and add pronouns and comparisons to your repertoire; increased conversational skills. 12 sessions @ 2 hrs each.

Prereq: FLO2671 French 100—Beginning 1

\$ 229 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$ 268 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr W, September 21-December 14
Rm 159 Shahin, instructor

Section 0041 10:00 am
Plum Center Tu, September 13-December 6
Rm 148 Molnar-Grabowski, instructor

Section 0042 7:15 pm
Marshall HS Tu, September 27-December 20
Rm B114 Monk, instructor

French 300—Beginning 3 | Course FLO2673

Consolidate command of present tense. Talk about things past as you learn past tense and future tense. Continue to develop conversational skills with increased focus on tense facility. 12 sessions @ 2 hrs each.

Prereq: FLO2672 French 200—Beginning 2

\$ 229 Tuition
\$ 3 User Fee
\$ 36 Text: *Complete French*
\$ 268 Total Cost

Section 0040 7:00 pm
Edison HS Th, September 29-December 22
Rm B137 Newsome, instructor

French 400—Beginning 4 | Course FLO2674

Practice conversing on a wide range of subjects in past, present, and future, as you learn conditional and subjunctive. 12 sessions @ 2 hrs each.

Prereq: FLO2673 French 300—Beginning 3

\$ 229 Tuition
\$ 3 User Fee
\$ 46 Text: *Complete French* (\$36); *Easy French Reader, 3rd ed* (\$10)
\$ 278 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr Th, September 15-December 8
Rm 154 Schwartz, instructor

**French 420—Beginning Conversation | Course FLO2676**

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: FLO2674 French 400—Beginning 4

\$229 Tuition
\$ 3 User Fee
\$ 25 Text: *Easy French Reader, 3rd ed* (\$10); *Ultimate French Review and Practice, 3rd ed* (\$15)
\$257 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M, September 19–December 5
Rm 154 Schwartz, instructor

Section 0041 10:00 am
Pimmit Hills Ctr M, September 26–December 19
Rm 115 Shahin, instructor

Section 0042 7:00 pm
Plum Center Tu, September 20–December 6
Rm 102 Jackson, instructor

French 500—Intermediate 1 | Course FLO2681

Continue to build conversation abilities while your expand your vocabulary and strengthen your grammatical foundation. Including review of basic grammar, vocabulary-building activities, and free conversation with classmates. 10 sessions @ 2hrs each.

Prereq: FLO2674 French 400—Beginning 4

Prereq: FLO2676 French 420—Beginning Conversation

\$229 Tuition
\$ 3 User Fee
\$ 15 Text: *Ultimate French Review and Practice, 3rd ed*
\$247 Total Cost

Section 0040 10:00 am
Plum Center W, October 5–December 14
Rm 148 Gaston, instructor

French 545—Revision | Course FLO2678

Revisons, apprenons, comprenons, continuons a parler francais. Ce cours vous permettra de discuter en groupe des sujets quotidiens et des textes choisis du monde francophone. Examiner la grammaire et la structure de la langue selon le besoin. 10 sessions @ 2 hrs each.

Prereq: FLO2682 French 520—Intermediate 2

\$229 Tuition
\$ 3 User Fee
\$ 67 Text: *Grammaire Progressive du Francais (Intermediaire)*
\$299 Total Cost

Section 0040 12:30 pm
Plum Center M, September 12–November 21
Rm 148 Molnar-Grabowski, instructor

French 600—Conversation and Review | Course FLO2686

Course offers structured grammar review followed by guided conversation and opportunity for free conversation. For intermediate students with comprehensive exposure to French grammar and vocabulary, who seek to improve conversational fluidity. 10 sessions @ 2 hrs each.

Prereq: FLO2674 French 400—Beginning 4

\$229 Tuition
\$ 3 User Fee
\$ 67 Text: *Grammaire Progressive du Francais (Intermediaire)*
\$299 Total Cost

Section 0040 10:00 am
Plum Center F, October 7–December 16
Rm 148 Gaston, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr Tu, September 20–December 6
Rm 115 Hengel, instructor

French 680—Conversation et Lecture | Course FLO2690

Lire et discuter un roman contemporain. Suivre les personnages et discuter les thèmes, tout en apprenant du vocabulaire et des expressions du jour. Des exercices amusants vous feront augmenter vos connaissances de grammaire. Conversation libre et une revue de grammaire d'un haut niveau. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$232 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr F, September 23–December 2
Rm 159 Shahin, instructor

Section 0041 12:15 pm
Pimmit Hills Ctr Th, September 22–December 8
Rm 159 Hengel, instructor

French 750—Conversation avancée | Course FLO2687

Lire, comprendre, analyser des articles provenant de journaux franco-phones ainsi que des extraits d'oeuvres classiques ou contemporaines. Un exposé d'un sujet de votre choix sera inclu. Explications grammaticales selon le besoin. 10 sessions @ 2 hrs each.

Prereq: FLO2685 French 700—Conversation

\$229 Tuition
\$ 3 User Fee
\$232 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Th, September 22–December 1
Rm 115 Morrissey, instructor

Introduction à la Littérature Française | Course FLO6517

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, discussion et compréhension. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$232 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Th, September 22–December 1
Rm 159 Shahin, instructor

GERMAN**Introduction to German for Beginners and Travelers | Course FLO2694**

In this class, you will learn to communicate in common travel situations (e.g. ordering in restaurants, travelling by train/car/bus etc.). Basic grammar and vocabulary will be introduced. Information on Germany in general will be provided. Material will be provided by the instructor. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$232 Total Cost

Section 0040 10:00 am
Plum Center F, September 30–December 16
Rm 116 Wright, instructor

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.

German 100—Beginning 1 | Course FLO2701

Learn the basics to start conversing in the present tense. For beginners with little or no exposure to German. 12 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *German Complete Course The Basics*
\$254 Total Cost

Section 0041 10:00 am
Pimmit Hills Ctr Tu, September 27–December 20
Rm 159 Miller, instructor

Section 0042 7:15 pm
Plum Center Tu, September 13–December 6
Rm 148 Long, instructor

Section 0043 12:00 pm
ACE Herndon Learning Center W, September 7–November 30
Rm 2 Gainey, instructor

Section 0044 10:00 am
Pimmit Hills Ctr Sa, September 24–December 17
Rm 144 Staff, instructor

German 200—Beginning 2 | Course FLO2702

Consolidate command of present tense, including separable and reflexive verbs. New grammar: the accusative case, modal verbs and the future tense. 12 sessions @ 2 hrs each.

Prereq: FLO2701 German 100—Beginning 1

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *German Complete Course The Basics*
\$254 Total Cost

Section 0040 7:15 pm
Marshall HS Th, September 15–December 15
Rm B113 Anderson, A, instructor

Section 0041 7:15 pm
Plum Center W, September 7–November 23
Rm 148 Long, instructor

German 310—Grammar Review and Conversation | Course FLO2698

Review important grammar points (esp. cases and tenses) in a friendly setting while at the same time improving your conversational skills. Material will be provided by the instructor. 8 sessions @ 2 hrs each.

Prereq: FLO2704 German 400—Beginning 4

\$169 Tuition
\$ 3 User Fee
\$172 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr M, October 3–December 12
Rm 159 Wright, instructor

German 400—Beginning 4 | Course FLO2704

Continue to expand your knowledge of the German Grammar and conversation skills. New grammar: the genitive case, the imperative case and the relative and subordinate clauses. 12 sessions @ 2 hrs each.

Prereq: FLO2703 German 300—Beginning 3

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *German Complete Course The Basics*
\$254 Total Cost

Section 0040 7:15 pm
Plum Center M, September 12–December 12
Rm 148 Long, instructor

Section 0041 2:15 pm
ACE Herndon Learning Center W, September 7–November 23
Rm 2 Gainey, instructor

**German 500—Intermediate 1 | Course FL02709**

The first of a three-part series designed to build on the foundation developed in beginning classes. Expand vocabulary and expressions to augment conversational skills, read excerpts and complete texts that reflect contemporary Germany; comprehensive grammar review to solidify structural base. 12 sessions @ 2 hrs each.

Prereq: FL02704 German 400—Beginning 4

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 7:15 pm
Plum Center Th, September 8-December 1
Rm 148 Long, instructor

German 600—Conversation and Review | Course FL02713

For those who have made it all the way through German grammar but still feel they have some gaps. Advanced grammar review and conversation in an upbeat, supportive group. Materials include magazine and newspaper articles, literature, student-written dialogues, and song lyrics. 12 sessions @ 2 hrs each.

Prereq: FL02704 German 400—Beginning 4

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 11:00 am
Pimmit Hills Ctr M, September 12-December 5
Rm 159 Gainey, instructor

German 750—Konversation fuer Fortgeschrittene | Course FL02717

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

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 12:00 pm
Pimmit Hills Ctr Tu, September 6-November 29
Rm 115 Gainey, instructor

German 755—Konversation fuer Fortgeschrittene | Course FL02715

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

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Th, September 29-December 22
Rm 115 Wright, instructor

Section 0041 7:15 pm
Pimmit Hills Ctr Th, September 29-December 22
Rm 159 Wright, 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 Hellenic music, dance, cooking, and poetry. Instructor will provide materials. 8 sessions @ 2 hrs each.

\$199 Tuition
\$ 3 User Fee
\$202 Total Cost

Section 0040 7:00 pm
Plum Center W, October 5-November 23
Rm 116 Vretea-Kornhauser, instructor

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

This course is for those who have not had any or very little exposure to Italian. Survival language skills will help you take your first steps to learning this wonderful language.

This class will also benefit those who are planning a trip to Italy. Emphasis is on traveler's vocabulary. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*
\$263 Total Cost

Section 0040 6:30 pm
Plum Center M, October 3-December 12
Rm 141 Breda, instructor

Section 0043 7:00 pm
L. Braddock SS Tu, September 13-November 22
Rm H227 Grano, instructor

Introduction to Italian for Beginners and Travelers Part 2 | Course FL02762

This course is designed for those who already took Introduction of Italian for Beginners and Traveler part 1 or for students who have some basic Italian skills. 8 sessions @ 2 hrs each.

Prereq: FL02766 Introduction to Italian for Beginners and Travelers Part 1

\$180 Tuition
\$ 3 User Fee
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*
\$214 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 15-November 3
Rm 125 Fiorito, C, instructor

Italian 100—Beginning 1 | Course FL02771

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

\$229 Tuition
\$ 3 User Fee
\$ 42 Text: *Complete Italian*
\$274 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 28-December 14
Rm 144 Bucelli, instructor

Section 0041 7:15 pm
L. Braddock SS Th, September 15-December 8
Rm H226 Politano, instructor

Section 0043 9:00 am
Pimmit Hills Ctr Sa, September 17-December 10
Rm 155 Baietti, instructor

Italian 510—Intermediate 1 | Course FL02775

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

Prereq: FL02774 Italian 400—Beginning 4

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 2:00 pm
Plum Center Tu, October 4-December 20
Rm 116 Moore, instructor

Section 0041 7:00 pm
Herndon HS Tu, September 13-December 6
Rm 126 Fiorito, C, instructor

Section 0042 7:00 pm
L. Braddock SS W, September 14-December 7
Rm H226 Oddo, instructor

Italian 530—Intermediate 3 | Course FL02777

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

Prereq: FL02776 Italian 520—Intermediate 2

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 12:15 pm
Plum Center W, October 5-December 21
Rm 116 Moore, instructor

Italian 550—Intermediate 5 | Course FL02761

Approfondimento della grammatica italiana, espansione del vocabolario e pratica della conversazione. For students using Da Capo or who have completed the equivalent of three semesters of college Italian. 10 sessions @ 2 hrs each.

Prereq: FL02778 Italian 540—Intermediate 4

\$239 Tuition
\$ 3 User Fee
\$ 15 Text: *Italian Pronouns and Prepositions*
\$257 Total Cost

Section 0040 12:15 pm
Pimmit Hills Ctr W, September 28-December 7
Rm 156 Breda, instructor

Italian 650—Intermediate/Advanced Conversation and Literature | Course FL02779

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

Prereq: FL02781 Italian 600—Advanced Conversation

\$269 Tuition
\$ 3 User Fee
\$272 Total Cost

Section 0040 10:00 am
Plum Center W, October 5-December 21
Rm 116 Moore, instructor

Italian 675—Intermediate/advanced—Raccontiamoci le favole | Course FL02754

Corso di conversazione avanzata per studenti che vogliono mantenere o migliorare la loro padronanza della lingua italiana. Ripasso occasionale di grammatica quando necessario. 8 sessions @ 2 hrs each.

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

\$190 Tuition
\$ 3 User Fee
\$193 Total Cost

Section 0040 7:15 pm
Pimmit Hills Ctr Tu, October 4-December 6
Rm 159 Faraone, instructor

Cook, Learn, Talk in Italian...Homemade Pasta & Dolce | Course HI03961

\$127 Total Cost

[See page 50 for course information and schedule.](#)

Cook, Learn, Talk in Italian...Handmade Pasta & Antipasti | Course HI03952

\$127 Total Cost

[See page 50 for course information and schedule.](#)

Cook, Talk, and Learn In Italian...All About Lasagna! | Course HI06515

\$130 Total Cost

[See page 50 for course information and schedule.](#)

**JAPANESE****Japanese 100—Beginning 1 | Course FLO2785**

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

\$229 Tuition
\$ 3 User Fee
\$ 21 Text: *Japanese for Busy People I, Kana Version, 3rd ed*
\$253 Total Cost

Section 0040 7:00 pm
Chantilly HS M, September 26-December 12
Rm 272 Kurimoto, instructor

Section 0041 10:00 am
Pimmit Hills Ctr W, September 14-November 16
Rm 155 Przystup, instructor

Section 0042 7:00 pm
Pimmit Hills Ctr W, October 5-December 7
Rm 154 Toba, instructor

Japanese 200—Beginning 2 | Course FLO2786

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: FLO2785 Japanese 100—Beginning 1

\$229 Tuition
\$ 3 User Fee
\$ 21 Text: *Japanese for Busy People I, Kana Version, 3rd ed*
\$253 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 29-December 8
Rm 128 Kurimoto, instructor

Section 0041 7:00 pm
Marshall HS Tu, October 4-December 13
Rm A104 Toba, instructor

KOREAN**Korean—Beginning 1—Introduction to Korean for Beginners and Travelers | Course FLO2800**

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.

\$229 Tuition
\$ 3 User Fee
\$ 23 Text: *Read & Speak Korean for Beginners*
\$255 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 22-December 1
Rm 129 Younghee Oh, instructor

Section 0041 10:00 am
L. Braddock SS Sa, October 1-December 10
Rm H226 Younghee Oh, instructor

Section 0042 7:00 pm
L. Braddock SS Tu, October 4-December 20
Rm H228 Tudor, instructor

Korean—Beginning 2 | Course FLO2801

Improve comprehension as you build communication skills. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 28 Text: *Korean Through English: Book 1 w/CD*
\$260 Total Cost

Section 0040 7:00 pm
L. Braddock SS Th, October 6-December 15
Rm H220 Tudor, instructor

Korean—Beginning 3 | Course FLO2802

Improve conversational skills; for advanced beginning students. 10 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 28 Text: *Korean Through English: Book 1 w/CD*
\$260 Total Cost

Section 0040 7:00 pm
L. Braddock SS W, October 5-December 14
Rm H220 Tudor, instructor

PORTUGUESE**Portuguese 100—Beginning 1 (Brazilian) | Course FLO2820**

Get ready for the 2016 Olympic Games in Rio De Janeiro! Start by learning the basics in Portuguese, Brazilian style. Class activities will focus on speaking, using grammar as a foundation. Students will be introduced to expressions that are essential for a traveler, such as greetings, asking directions, using public transportation, or checking in a hotel. Lyrics of famous Brazilian songs and excerpts of Brazilian authors will help increase understanding of the country, its language and culture. The recommended text will continue to be used in the Level 2 class as well. 10 classes @ 2 hrs each.

\$219 Tuition
\$ 3 User Fee
\$ 72 Text: *Aquarela Portuguese for Foreigners*
\$294 Total Cost

Section 0040 7:00 pm
Plum Center Th, October 6-December 15
Rm 122 Jurich, instructor

Portuguese 200—Beginning 2 (Brazilian) | Course FLO2821

Practice using regular verbs and irregular verbs in the present and past tense. Learn to communicate effectively in both spoken and written Portuguese through a variety of guided and open-ended activities and assignments. Master your pronunciation and new vocabulary through music and videos. Join us for a fun class! 10 sessions @ 2 hrs each.

Prereq: FLO2820 Portuguese 100—Beginning 1 (Brazilian)

\$219 Tuition
\$ 3 User Fee
\$ 72 Text: *Aquarela Portuguese for Foreigners*
\$294 Total Cost

Section 0040 7:00 pm
Plum Center Tu, October 4-December 13
Rm TR1 Jurich, instructor

RUSSIAN**Russian 100—Beginning 1 | Course FLO2835**

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.

\$229 Tuition
\$ 3 User Fee
\$ 32 Text: *RB1 and CD (\$10); Russian Complete Course The Basics (\$22)*
\$264 Total Cost

Section 0040 7:00 pm
Pimmit Hills Ctr W, September 28-December 14
Rm 162 Kass, instructor

Russian 200—Review and Speaking Practice | Course FLO2836

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: FLO2835 Russian 100—Beginning 1.

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *Russian Complete Course The Basics*
\$254 Total Cost

Section 0040 7:00 pm
Marshall HS Th, October 6-December 15
Rm B114 Kass, instructor

Russian 200—Beginning 2 | Course FLO2839

Practice introductory conversation skills and consolidate understanding of basic grammar. For beginning students with two or three previous Russian courses. 10 sessions @ 2 hrs each.

Prereq: FLO2836 Russian 150—Review and Speaking Practice

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *Russian Complete Course The Basics*
\$254 Total Cost

Section 0040 12:30 pm
Pimmit Hills Ctr Tu, September 27-December 6
Rm 156 Kass, instructor

Russian 400—Beginning 4 | Course FLO2838

A continuing class that offers expanding vocabulary and strengthens grammar. You will feel comfortable using the telephone or public transportation. The idiomatic expressions and grammar will help you get your bearings in an unfamiliar Russian city. Class is taught in simple Russian and English when necessary. 10 sessions @ 2 hrs each.

Prereq: FLO2837 Russian 300—Beginning 3

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *Russian Complete Course The Basics*
\$254 Total Cost

Section 0040 12:30 pm
Pimmit Hills Ctr W, September 28-December 14
Rm 156 Kass, instructor

SPANISH**Introduction to Spanish for Beginners and Travelers Part 1 | Course FLO2848**

This course is for those who have not had any or very little exposure to Spanish. Survival language skills will help you take your first steps to learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 23 Text: *Learn Spanish The Fast and Fun Way, 4th ed*
\$255 Total Cost

Section 0040 7:00 pm
Plum Center M, September 26-December 12
Rm TR4 Staff, instructor

Section 0041 7:00 pm
Woodson HS Tu, October 4-December 13
Rm G120 Salas, instructor

**Introduction to Spanish for Beginners and Travelers Part 2 | Course FLO2849**

Get ready for your trip with this continuing course for beginners or those who need a refresher. 10 sessions @ 2 hrs each.

Prereq: FLO2848 Introduction to Spanish for Beginners and Travelers Part 1

\$229 Tuition
\$ 3 User Fee
\$ 23 Text: *Learn Spanish The Fast and Fun Way, 4th ed*
\$255 Total Cost

Section 0040 6:45 pm
Bryant Ctr M, September 12-November 21
Rm 8 Nader, instructor

Spanish 100—Beginning 1 | Course FLO2861

Learn useful expressions and basic skills to start conversing in the present tense. Pronunciation will be enforced. Memorize new vocabulary, verbs, and expressions. For new students with little or no previous exposure to Spanish. 12 sessions @ 2 hrs each.

\$229 Tuition
\$ 3 User Fee
\$ 35 Text: *5-Minute Spanish* (\$13); *Complete Spanish* (\$22)
\$267 Total Cost

Section 0040 10:00 am
Plum Center F, September 23-December 16
Rm TR4 Fontana, instructor

Section 0041 7:00 pm
Chantilly HS M, September 26-January 9
Rm 271 Fontana, instructor

Section 0042 10:00 am
Pimmit Hills Ctr W, September 21-December 14
Rm 158 Carvalho, instructor

Section 0043 12:30 pm
ACE Herndon Learning Center W, September 14-December 7
Rm 2 Reiff, instructor

Section 0044 7:00 pm
Marshall HS Th, September 22-December 22
Rm B116 Roberts, instructor

Section 0045 7:00 pm
Edison HS W, September 28-December 21
Rm B141 Duffy, instructor

Section 0046 9:00 am
L. Braddock SS Sa, September 24-December 17
Rm H218 Nuflo Alfaro, instructor

Section 0047 10:00 am
Plum Center Sa, September 24-December 17
Rm TR 3 Bolte, instructor

Section 0048 7:00 pm
Herndon HS Tu, September 27-December 20
Rm 125 Vega, instructor

Section 0049 7:00 pm
Woodson HS W, September 14-November 30
Rm G105 Staff, instructor

Spanish 120—Review Special for Beginners | Course FLO2850

This course is offered to students that need to reinforce and practice all the verbs and grammar learned in Spanish 100. The instructor will determine the specific review needs of the students at the beginning of the course. 8 sessions @ 2 hrs each.

Prereq: FLO2861 Spanish 100—Beginning 1

\$185 Tuition
\$ 3 User Fee
\$ 22 Text: *Complete Spanish*
\$210 Total Cost

Section 0040 12:30 pm
Pimmit Hills Ctr W, September 21-November 9
Rm 158 Carvalho, instructor

Spanish 200—Beginning 2 | Course FLO2862

Increase knowledge and application of the present tense while developing comprehension skills. Practice conversation, grammar, and irregular verbs. Students will be introduced to additional verb tenses. 12 sessions @ 2 hrs each.

Prereq: FLO2861 Spanish 100—Beginning 1

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *Complete Spanish*
\$254 Total Cost

Section 0040 10:00 am
Plum Center Tu, September 20-December 13
Rm TR4 Fontana, instructor

Section 0041 7:00 pm
L. Braddock SS Tu Th, October 4-November 15
(Meets twice a week.)
Reiff, instructor

Section 0042 7:00 pm
Edison HS Tu, September 13-December 6
Rm B141 Rubio Gracia, instructor

Section 0043 11:30 am
L. Braddock SS Sa, September 24-December 17
Rm H219 Nuflo Alfaro, instructor

Section 0044 7:00 pm
Herndon HS Th, September 29-December 22
Rm 125 Vega, instructor

Spanish 300—Beginning 3 | Course FLO2863

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

Prereq: FLO2862 Spanish 200—Beginning 2

\$229 Tuition
\$ 3 User Fee
\$ 22 Text: *Complete Spanish*
\$254 Total Cost

Section 0040 10:00 am
Plum Center W, September 21-December 14
Rm 112 Fontana, instructor

Section 0041 10:00 am
Pimmit Hills Ctr F, September 23-December 16
Rm 158 Carvalho, instructor

Section 0042 7:00 pm
Chantilly HS Tu, September 20-December 13
Rm 271 Fontana, instructor

Section 0043 1:00 pm
Plum Center Tu, September 6-December 13
Rm 110 Elbeze, instructor

Section 0044 12:15 pm
Pimmit Hills Ctr M, September 19-December 12
Rm 158 Roberts, instructor

Section 0045 7:00 pm
Marshall HS Th, September 8-December 8
Rm D104 Rubio Gracia, instructor

Spanish 330—Beginning 3 Review and Conversation | Course FLO2859

A review course to reinforce command of basic verb tenses introduced in Spanish 1-3. Focus on preterite, imperfect, perfect with vocabulary review and considerable directed conversation. 10 sessions @ 2 hrs each.

Prereq: FLO2863 Spanish 300—Beginning 3

\$229 Tuition
\$ 3 User Fee
\$ 15 Text: *Ultimate Spanish Review & Practice, 2nd ed*
\$247 Total Cost

Section 0040 7:15 pm
Edison HS Th, September 29-December 8
Rm B141 Mutterperl, instructor

Spanish 400—Beginning 4 | Course FLO2864

Hone in on your conversation and grammar skills. Review the preterite, conjugate more irregular verbs in the past tense and the imperfect tense, the double object pronoun, and the imperfect of regular and irregular verbs. 2 sessions @ 2 hrs each.

Prereq: FLO2863 Spanish 300—Beginning 3

\$229 Tuition
\$ 3 User Fee
\$ 37 Text: *Complete Spanish* (\$22); *Ultimate Spanish Review & Practice, 2nd ed* (\$15)
\$269 Total Cost

Section 0041 7:15 pm
L. Braddock SS W, September 28-December 21
Rm H220 Mutterperl, instructor

Section 0042 11:00 am
Pimmit Hills Ctr Th, September 22-December 15
Rm 158 Roberts, instructor

Spanish 433—Gran Oportunidad! | Course FLO4856

Aproveche de este curso para repasar y consolidar...Review grammar, brush up conversation skills. For students with three or four previous courses or the equivalent of one year of college Spanish. 10 sessions @ 2 hrs each.

Prereq: FLO3856 Spanish 425—Beginning Conversation

\$229 Tuition
\$ 3 User Fee
\$232 Total Cost

Section 0040 10:00 am
Plum Center Tu, September 6-November 29
Rm 112 Elbeze, instructor

Spanish 510—Refresher Intermediate | Course FLO2854

A review course to reinforce intermediate language skills. Grammar/vocabulary review and considerable directed conversation. 8 sessions @ 2 hrs each.

Prereq: FLO2860 Spanish 420—Beginning 4 Review and Conversation

\$180 Tuition
\$ 3 User Fee
\$ 15 Text: *Ultimate Spanish Review & Practice, 2nd ed*
\$198 Total Cost

Section 0040 11:00 am
Plum Center F, October 7-December 2
Rm TR 3 Roberts, instructor

Spanish 580—Conversation and Review | Course FLO2871

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.

\$239 Tuition
\$ 3 User Fee
\$242 Total Cost

Section 0040 11:00 am
Plum Center Tu, September 27-December 6
Rm TR 3 Roberts, instructor

Section 0041 12:00 pm
Pimmit Hills Ctr Th, October 6-December 15
Rm 155 Salas, instructor

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.



For Travel

Introduction to Chinese for Beginners and Travelers | Course FLO2630

This introductory course is perfect for those who have had no previous exposure to Chinese. You will build a foundation by learning the alphabet, colors, days of the week, greetings and gender, and then slowly begin forming connecting words. 8 sessions @ 2 hrs each.

\$ 195 Tuition
\$ 3 User Fee
\$ 77 Text: *Chinese Link, Level 1, Part 1, Simplified, 2nd ed*
\$ 275 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 22-November 10
Rm 102B Hung, instructor

Section 0041 7:00 pm
Pimmit Hills Ctr W, October 12-December 7
Rm 161 Pai, instructor

Introduction to French for Beginners and Travelers | Course FLO2669

Order food, ask directions, handle money, learn traveler's vocabulary. 10 sessions @ 2 hrs each.

\$ 229 Tuition
\$ 3 User Fee
\$ 15 Text: *Learn French The Fast and Fun Way, 3rd ed*
\$ 247 Total Cost

Section 0040 10:00 am
Pimmit Hills Ctr Tu, September 20-December 6
Rm 115 Shahin, instructor

Section 0041 7:00 pm
Chantilly HS W, September 14-November 30
Rm 272 Stahl, instructor

Introduction to German for Beginners and Travelers | Course FLO2694

In this class, you will learn to communicate in common travel situations (e.g. ordering in restaurants, travelling by train/car/bus etc.). Basic grammar and vocabulary will be introduced. Information on Germany in general will be provided. Material will be provided by the instructor. 10 sessions @ 2 hrs each.

\$ 229 Tuition
\$ 3 User Fee
\$ 232 Total Cost

Section 0040 10:00 am
Plum Center F, September 30-December 16
Rm 116 Wright, instructor

Introduction to Greek for Beginners and Travelers | Course FLO2724

Explore a modern language from an ancient land. Class will focus on greetings, useful expressions, and cultural insights through Hellenic music, dance, cooking, and poetry. Instructor will provide materials. 8 sessions @ 2 hrs each.

\$ 199 Tuition
\$ 3 User Fee
\$ 202 Total Cost

Section 0040 7:00 pm
Plum Center W, October 5-November 23
Rm 116 Vretea-Kornhauser, instructor

The cost of the text is included with each class. If you already have the book from a previous class, do NOT purchase it again. If you need a book, you must register at least TEN days before the class starts in order to guarantee delivery of the textbook to the first class.

Introduction to Italian for Beginners and Travelers Part 1 | Course FLO2766

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

\$ 229 Tuition
\$ 3 User Fee
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*
\$ 263 Total Cost

Section 0040 6:30 pm
Plum Center M, October 3-December 12
Rm 141 Breda, instructor

Section 0043 7:00 pm
L. Braddock SS Tu, September 13-November 22
Rm H227 Grano, instructor

Introduction to Italian for Beginners and Travelers Part 2 | Course FLO2762

This course is designed for those who already took Introduction of Italian for Beginners and Traveler part 1 or for students who have some basic Italian skills. 8 sessions @ 2 hrs each.

Prereq: FLO2766 Introduction to Italian for Beginners and Travelers

\$ 180 Tuition
\$ 3 User Fee
\$ 31 Text: *Learn Italian The Fast and Fun Way, 4th ed*
\$ 214 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 15-November 3
Rm 125 Fiorito, C, instructor

Korean—Beginning 1—Introduction to Korean for Beginners and Travelers | Course FLO2800

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.

\$ 229 Tuition
\$ 3 User Fee
\$ 23 Text: *Read & Speak Korean for Beginners*
\$ 255 Total Cost

Section 0040 7:00 pm
Herndon HS Th, September 22-December 1
Rm 129 Younghee Oh, instructor

Section 0041 10:00 am
L. Braddock SS Sa, October 1-December 10
Rm H226 Younghee Oh, instructor

Section 0042 7:00 pm
L. Braddock SS Tu, October 4-December 20
Rm H228 Tudor, instructor

Introduction to Spanish for Beginners and Travelers Part 1 | Course FLO2848

This course is for those who have not had any or very little exposure to Spanish. Survival language skills will help you take your first steps to learning this useful language. Learn the basics in 10 great sessions @ 2 hrs each.

\$ 229 Tuition
\$ 3 User Fee
\$ 23 Text: *Learn Spanish The Fast and Fun Way, 4th ed*
\$ 255 Total Cost

Section 0040 7:00 pm
Plum Center M, September 26-December 12
Rm TR4 Rubio Gracia, instructor

Section 0041 7:00 pm
Woodson HS Tu, October 4-December 13
Rm G120 Salas, instructor

Introduction to Spanish for Beginners and Travelers 2 | Course FLO2849

Get ready for your trip with this continuing course for beginners or those who need a refresher. 10 sessions @ 2 hrs each.

Prereq: FLO2848 Introduction to Spanish for Beginners & Travelers

\$ 229 Tuition
\$ 3 User Fee
\$ 38 Text: *Learn Spanish The Fast and Fun Way, 3rd ed*
\$ 270 Total Cost

Section 0040 6:45 pm
Bryant Ctr M, September 12-November 21
Rm 8 Nader, instructor

ESOL Special Interest Classes

American English Pronunciation | Course ES06543

You've learned English, but you want to speak more effectively. Advanced learners improve business, professional, and personal communication skills. Focus on accented speech sounds and intonation patterns that interfere with clear communication and contribute to misunderstandings. Practice effective oral presentations. Testing is not required.

11 sessions @ 2 hrs each. **All registrations must be received one week prior to the start date.**

\$ 305 Tuition
\$ 73 Text: *Well Said Pkg: Text and CD, 3rd ed*
\$ 378 Total Cost

Section 4609 9:00 am
Plum Center Sa, September 24-December 10
Rm 102 Staff, instructor

Citizenship Examination Preparation | Course ES06877

Designed for people who are preparing to take the citizenship test and interview. Learn U.S. history and civics. Practice reading, writing, speaking and listening. Practice in class for the USCIS citizenship interview. You must be able to read and write English and have basic oral fluency (minimum high-beginning level.) Testing is not required. 10 classes @ 2 hrs each. **All registrations must be received one week prior to the start date.**

\$ 110 Tuition
\$ 21 Text: *Citizenship, Passing the Test*
\$ 131 Total Cost

Section 4606 9:00 am
ACE Herndon Learning Center Sa, September 24-December 3
Rm 1 Staff, instructor

Section 4609 9:00 am
Plum Center Sa, September 24-December 3
Rm 102B Staff, instructor

Conversation High Intermediate Plus | Course ES06561

This is a conversation class for people with a high intermediate level of English and above. If you have not studied at high intermediate and above in our program within the last two terms, you must take a placement test. Please see the schedule for our regular ESOL classes to find a testing site and date that is convenient for you. 20 sessions @ 2 hrs 15 min each.

\$ 185 Tuition
\$ 57 Text: *Speaking of Values*
\$ 242 Total Cost

Section 4607 10:00 am
Mott Comm Ctr Tu Th, September 20-December 1
Rm TBD Staff, instructor

Section 4608 9:00 am
Pimmit Hills Ctr Tu Th, September 27-December 8
Rm 155 Staff, instructor

English for Speakers of Other Languages (ESOL)

Regular classes are ten weeks long.

Study English!

FCPS Adult and Community Education offers many classes to improve your English. Look for the location that is best for you. Find the testing date in blue under the location. Take the placement test and then register for the class that you need. Questions? Call 703-658-2777 and we will be happy to help you.

FCPS Adult ESOL classes are offered in four terms throughout the year. If you cannot take any of the classes listed here, our next classes begin in January 2017. Please contact our office closer to that time for dates, times, and locations of classes and testings.

Placement testing

- Look for the location and testing date (in blue) you need
- Arrive early to get your seat for the test (seating limited to 75)
- Take the test to determine the class that you need
- Testing lasts 2-3 hours
- No children are allowed**
- Get an appointment to return and complete registration

Individuals with F1 or F2 visas are not eligible for literacy through high advanced classes.

Registration and payment

- Return on your appointment date to complete registration and pay
- Registration fee (\$20)
- Book (varies)
- Tuition (varies)
- No senior tuition discounts or waivers available
- No payment plans available
- FCPS employees are eligible for a discount. Please bring your FCPS ID
- Pay by money order, check or credit card. No cash.



For more information, call **703-658-2777**.

Seeking volunteers

Would you like to assist ESOL teachers and students in the classroom? Please e-mail Jennifer Beilke at jabeilke@fcps.edu for more information on how to become a classroom volunteer.

Fall 2016

Classes at these locations start September 19, 2016.

Class Location	Days	Time	No. of Classes	Testing/Reg.	Tuition	Books	Level
Chantilly High School 4201 Stringfellow Road Chantilly, VA 20151 Testing: 6 PM: 9/13	T&Th	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	Low Beginning to High Intermediate
				\$20	\$120	\$48	High Intermediate R&W
				\$20	\$130	\$40	Low Advanced & High Advanced
Herndon Learning Center 400 Elden Street Herndon, VA 20170 Testing: 9 AM: 9/12 6 PM: 9/12	M-F	9 am-12:15 pm	50 cls	\$20	\$314	\$35	Low Beginning to High Intermediate
				\$20	\$314	\$40	Low Advanced & High Advanced
	M&W	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	Low Beginning to Low Intermediate
	T&Th	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	High Intermediate
				\$20	\$130	\$40	Low Advanced & High Advanced
	Sa	9 am-11 am	10 cls	N/A	\$110	\$21	US Citizenship*
Mott Community Center 12111 Braddock Road Fairfax, VA 22030 Testing: 10 AM: 9/13	T&Th	10 am-12:15 pm	20 cls	\$20	\$185	\$57	Conversation High Intermediate Plus
Plum Center 6815 Edsall Road Springfield, VA 22151 Testing: 9 AM: 9/13 6 PM: 9/12	M-F	9 am-12:15 pm	50 cls	\$20	\$314	\$35	Low Intermediate & High Intermediate
				\$20	\$314	\$48	High Intermediate R&W
				\$20	\$314	\$40	Low Advanced & High Advanced
	M&W	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	Low Intermediate to High Intermediate
				\$20	\$120	\$48	High Intermediate R&W
				\$20	\$130	\$40	Low Advanced & High Advanced
	Sa	9 am-11 am	10 cls	N/A	\$110	\$21	US Citizenship*
		9 am-11 am	11 cls	N/A	\$305	\$73	American English Pronunciation*
Woodson High School 9525 Main Street Fairfax, VA 22031 Testing: 6 PM: 9/12	M&W	7-9:15 pm	20 cls	\$20	\$120	\$35	Low Beginning to High Intermediate
				\$20	\$130	\$40	Low Advanced & High Advanced

Classes at these locations start September 27, 2016.

Bryant Adult Center 2709 Popkins Lane Alexandria, VA 22306 Testing: 9 AM: 9/20 6 PM: 9/19	M-F	9 am-12:15 pm	50 cls	\$20	\$314	\$35	Low Beginning to High Intermediate
				\$20	\$314	\$48	High Intermediate R&W
				\$20	\$314	\$40	Low Advanced & High Advanced
				\$20	\$120	\$35	Low Beginning to High Intermediate
	M&W	7 pm-9:15 pm	20 cls	\$20	\$120	\$48	High Intermediate R&W
				\$20	\$130	\$40	Low Advanced & High Advanced
Edison High School 5801 Franconia Road Alexandria, VA 22310 Testing: 6 PM: 9/20	T&Th	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	Low Beginning to High Intermediate
				\$20	\$130	\$40	Low Advanced
Graham Road Community Ctr 3036 Graham Road Falls Church, VA 22042 Testing: 9 AM: 9/20 6 PM: 9/19	M-F	9 am-12:15 pm	50 cls	\$20	\$314	\$35	Low Beginning to High Intermediate
				\$20	\$314	\$40	Low Advanced & High Advanced
	M&W	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	Low Beginning to High Intermediate
				\$20	\$120	\$48	High Intermediate R&W
				\$20	\$130	\$40	Low Advanced & High Advanced
Pimmit Hills Center 7510 Lisle Avenue Falls Church, VA 22043 Testing: 9 AM: 9/19 6 PM: 9/20	M-F	9 am-12:15 pm	50 cls	\$20	\$314	\$35	Low Intermediate & High Intermediate
				\$20	\$314	\$40	Low Advanced & High Advanced
	T&Th	9 am-11:15 am	20 cls	\$20	\$185	\$57	Conversation High Intermediate Plus
	T&Th	7 pm-9:15 pm	20 cls	\$20	\$120	\$35	High Beginning to High Intermediate
				\$20	\$130	\$40	Low Advanced & High Advanced

*These are special interest classes. Registration for those special classes will be in-person at our Adult Education Customer Service Center, Plum Center, 6815 Edsall Road, Springfield, VA 22151, by phone registration at 703-658-1201, or online at www.fcps.edu/is/ace.

No reservations are required for testing.

No registration will take place during the testing sessions.

At the time of testing, appointments will be given to return for registration.

Questions? Please call 703-658-2777.



College Transition

MATHEMATICS

Algebra 1 | Course CT01512

Enjoy Algebra in a relaxed environment! You will master linear equations; area, rate, and distance problems; and factoring polynomials. Expertly taught by a superlative instructor who loves teaching and math. 10 sessions @ 3 hrs each.

Prereq: CT01511 Pre-Algebra

\$ 354 Tuition
\$ 5 User Fee
\$ 359 Total Cost

Section 0040
Plum Center
Rm 140
7:00 pm
F, September 30-December 9
Alex Machina, instructor

Computer

Computer Fundamentals | Course CT01402

If you are new to computers or Microsoft Windows and want a quick tutorial on the latest computer "survival" skills, then this is the course for you. The instructional period covers the fundamentals of opening and using Microsoft applications, finding and moving your documents with file management, and saving and printing documents. Useful keyboard shortcuts and other timesaving techniques will be discussed as time allows. Bring a flash drive to class. 1 session @ 3 hrs.

\$ 89 Tuition
\$ 6 User Fee
\$ 95 Total Cost

Section 0040
Bryant Ctr
Rm 135
7:00 pm
Tu, September 6
Staff, instructor

Section 0041
Chantilly HS
Rm 206
6:30 pm
W, September 14
Karen Szymanski, instructor

Section 0042
Plum Center
Rm 114
7:00 pm
W, September 21
Staff, instructor

Section 0043
Herndon HS
Rm 124
7:00 pm
Tu, October 4
Felecia Wilson, instructor

Section 0045
Herndon HS
Rm 124
7:00 pm
Tu, November 15
Mary Ann Smith, MOS, instructor

Section 0049
Edison HS
Rm A127
7:00 pm
W, December 21
Staff, instructor

Computers for Beginners | Course CT01401

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.

\$ 199 Tuition
\$ 15 User Fee
\$ 5 Text: *FCPS CT01401 Computers for Beginners*
\$ 219 Total Cost

Section 0041
Bryant Ctr
Rm 135
7:00 pm
Tu Th, October 11-October 20
Staff, instructor

Section 0042
Pimmit Hills Ctr
Rm 116
9:00 am
M W, October 31-November 9
Louise Glenn, instructor

Section 0043
Woodson HS
Rm E157
7:00 pm
Tu Th, November 1-November 15
Staff, instructor

Section 0044
Pimmit Hills Ctr
Rm 123
7:00 pm
Tu Th, November 29-December 8
Louise Glenn, instructor

PC Basics | Course CT01416

Take full advantage of this incredible tool: learn terminology; the function of various hardware components and software applications; how information is stored and retrieved within the Windows operating system; and how to conduct searches and safely navigate within an Internet browser. You'll create a document, presentation, and basic spreadsheet using MS Office. Prerequisite for many IT courses. 6 sessions @ 2.5 hrs each or 5 sessions @ 3 hrs each.

\$ 249 Tuition
\$ 15 User Fee
\$ 5 Text: *FCPS CT01416 Personal Computer Basics*
\$ 269 Total Cost

Section 0040
Plum Center
Rm 117
7:00 pm
Tu, September 6-October 4
Ricardo Bahr, instructor

Section 0041
Pimmit Hills Ctr
Rm 116
12:30 pm
M W, September 19-October 3
Louise Glenn, instructor

Section 0042
Chantilly HS
Rm 133
7:00 pm
Tu, October 18-November 29
Bryan Carvajal, instructor

Section 0043
Herndon HS
Rm 124
7:00 pm
Tu Th, November 1-November 17
Felecia Wilson, instructor

Section 0046
Bryant Ctr
Rm 135
7:00 pm
M W, December 5-December 19
Staff, instructor

PC Basics: Keyboarding | Course CT01417

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

Prereq: CT01401 Computers for Beginners

\$ 239 Tuition
\$ 15 User Fee
\$ 5 Text: *FCPS CT01417 PC Basics Keyboarding*
\$ 259 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 116
1:00 pm
Tu Th, October 4-November 3
Lisa Rosenberger, instructor

Section 0041
Plum Center
Rm 114
4:00 pm
M W, November 16-December 21
Lisa Rosenberger, instructor

Windows 10 | Course CT01432

Recommended for anyone using a PC! Learn about the new Windows 10 features. Inexperienced computer users, as well as those new to the Windows Operating System will benefit from this class. 3 sessions @ 3 hrs each.

\$ 189 Tuition
\$ 20 User Fee
\$ 23 Text: *Teach Yourself VISUALLY Windows 10*
\$ 232 Total Cost

Section 0040
Plum Center
Rm 114
7:00 pm
W, September 28-October 12
Philip Jeffers, instructor

Section 0041
Plum Center
Rm 114
7:00 pm
W, October 19-November 2
Philip Jeffers, instructor

Section 0042
Plum Center
Rm 114
7:00 pm
W, November 9-November 30
Philip Jeffers, instructor

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

NEW

Windows 10 Workshop: Tips and Tricks | Course CT01433

Learn about the Windows 10 features. Use the touch screen features or navigate with the mouse. Create shortcuts, customize and start menu and taskbar, resize tiles, search for applications and files, and learn other tips. Students are welcome to bring their own laptop with Windows 10 to the class. 1 session @ 3 hrs.

\$ 64 Tuition
\$ 5 User Fee
\$ 69 Total Cost

Section 0040
Pimmit Hills Ctr
Rm 116
7:00 pm
M, September 12
Mary Ann Smith, MOS, instructor

Section 0041
Pimmit Hills Ctr
Rm 116
7:00 pm
W, November 9
Mary Ann Smith, MOS, instructor

Creative and Personal Interest

Basic Budgeting | Course BE01102

\$ 99 Total Cost

[See page 18 for course information and schedule.](#)

Financial Planning for Women | Course BE01117

\$ 104 Total Cost

[See page 19 for course information and schedule.](#)

Baby Boomer Retirement Planning | Course BE01152

\$ 121 Total Cost

[See page 19 for course information and schedule.](#)

Social Security Timing Strategies | Course BE01143

Being told for years that Social Security is "going broke," baby boomers are realizing that it will soon be their turn to collect. But the decisions you make now can have tremendous impact on the total benefits you stand to receive over your lifetime. This informative seminar covers the basics of Social Security and reveals strategies for maximizing your benefits. 1 session @ 1.5 hrs.

\$ 49 Tuition
\$ 49 Total Cost

Section 0040
Edison HS
Rm B129
7:00 pm
Th, September 15
James Steele, MBA, IAR, instructor

Section 0041
Pimmit Hills Ctr
Rm 155
9:00 am
Sa, September 24
James Steele, MBA, IAR, instructor

Section 0042
Herndon HS
Rm 108
7:00 pm
Tu, October 4
James Steele, MBA, IAR, instructor

Section 0043
Woodson HS
Rm G120
7:00 pm
W, October 19
James Steele, MBA, IAR, instructor

Section 0044
Marshall HS
Rm B102
7:00 pm
Th, November 10
James Steele, MBA, IAR, instructor

Section 0045
Plum Center
Rm 150
9:00 am
Sa, November 19
James Steele, MBA, IAR, instructor

Section 0046
Chantilly HS
Rm 205
7:00 pm
Tu, November 29
James Steele, MBA, IAR, instructor

Section 0047
L. Braddock SS
Rm H206
7:00 pm
W, December 14
James Steele, MBA, IAR, instructor



Transitions in Housing for Seniors | Course BE01185

Thinking about downsizing? Thinking about a home where you can “age in place?” This seminar will provide you with the necessary checklists and knowledge to make the right decision about your next home. Your wish list has changed since the last time you purchased, and you want to sell that residence and make your next residence the “best” it can be. Join us for valuable information and lively conversation! 1 session @ 2 hrs.

\$ 39 Tuition
\$ 39 Total Cost

Section 0040 7:00 pm
Plum Center Tu, September 13
Rm 102 Diane G. Murphy, Ph.D., instructor

Section 0041 7:00 pm
Pimmit Hills Ctr W Th, October 5
Rm 160 Diane G. Murphy, Ph.D., instructor

Helping the Veteran Buy or Sell a Home | Course BE01184

Whether you are active military or a veteran, a first time buyer or a seasoned purchaser who wants to sell, this seminar will provide valuable information. Topics covered include: loan qualifications and limits, down payments, closing costs, mortgage insurance, multiple usages of eligibility, assumptions, protection and representation for the buyer, funding fees, special guidelines for appraisal and property safety, and how best to select or market your home with VA financing. The process and the advantages available to those who are or have served this country are impressive; you cannot afford to miss this offering. 1 session @ 2 hrs.

\$ 29 Tuition
\$ 29 Total Cost

Section 0040 7:00 pm
Plum Center Th, September 29
Rm 150 Diane G. Murphy, Ph.D., instructor

Buy and Sell on eBay—Make It Your Business | Course BE01270

Veteran buyer and seller shares advanced tips and tricks for buying and selling items on eBay. Learn secrets for finding the best deals and win auctions using snipe software. Course also covers selling, HTML basics, how to get a free web site, how to take photos, and where to get free mailing supplies. Meet other enthusiasts in a computer lab and learn how to make money! Must have Internet and mouse proficiency. 3 sessions @ 3 hrs each.

\$ 99 Tuition
\$ 15 User Fee
\$ 13 Text: *Three Weeks To eBay Profits, 3rd ed*
\$ 127 Total Cost

Section 0040 7:00 pm
Marshall HS Th, October 6-October 20
Rm C101 Peter Cini, instructor

Section 0041 7:00 pm
Chantilly HS W, November 30-December 14
Rm 263 Peter Cini, instructor

Become a Washington DC Tour Guide | Course BE01927

\$ 219 Total Cost

[See page 6 for course information and schedule.](#)

Virginia Principles of Real Estate | Course BE01972

\$ 339 Total Cost

[See page 6 for course information and schedule.](#)

Voice-Overs...Now is Your Time! | Course BE01072

\$ 79 Total Cost

[See page 6 for course information and schedule.](#)

Interior Design | Course HIO2054

Introduction to key principles of interior design that you can apply to enhance your living space. Make your home reflect your personal style and interests. 4 sessions @ 3 hrs each.

\$ 149 Tuition
\$ 1 User Fee
\$ 150 Total Cost

Section 0040 9:30 am
Woodson HS Sa, October 8-October 29
Rm G120 Hubler, instructor

At Home, In Home—Aging in Place | Course HIO6502

“Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.” Robert Mace

Explore the ideas behind “Universal Design”; concepts that are inherently user-friendly to older people and people with disabilities. As our life expectancy increases, it is imperative that we better understand how to make our existing environment safer and more functional. Students are encouraged to share with the class their own projects, thoughts, ideas and concerns about aging in place. The instructor, Rebecca Hubler, is a certified Aging in Place Specialist as well as a professional member of the American Society of Interior Designers. 2 sessions @ 3 hrs each.

\$ 98 Tuition
\$ 1 User Fee
\$ 99 Total Cost

Section 0040 9:30 am
Woodson HS Sa, November 5-November 12
Rm G113 Hubler, instructor

Getting Ready to Retire | Course HIO6530

This class is designed for individuals within 1-3 years of their anticipated retirement date. It will identify key NON-financial aspects of retirement (emotional, psychological, social, use of time, etc.), and provide exercises for the class that will help to identify some of the challenges and opportunities. It will also explain the important function of a retirement decision group, and provide students with a step-by-step guide for convening and conducting their own retirement decision group in the future. 1 session @ 4 hrs.

\$ 68 Tuition
\$ 1 User Fee
\$ 69 Total Cost

Section 0040 9:00 am
Plum Center Sa, October 22
Rm 116 Dessingue/Moran, instructors

Goal Setting and Time Management | Course HIO6534

Time is the most valuable resource we have, but few of us are highly skilled in managing ourselves in the use of our time. We can achieve the things that are important to us in our personal and professional lives by learning the key concepts for effective time management. Major benefits can also result from using an organized process to set specific, measurable, achievable, realistic, and timely long-term and short-term goals. 2 sessions @ 2 hrs each.

\$ 68 Tuition
\$ 1 User Fee
\$ 69 Total Cost

Section 0040 6:30 pm
Plum Center F, September 16-September 23
Rm 116 Denny, instructor

Section 0041 6:30 pm
Marshall HS Tu, October 18-October 25
Rm D109 Denny, instructor

Section 0042 10:00 am
Woodson HS Sa, December 3-December 10
Rm G111 Denny, instructor

NEW

What Might Have Been! A Historical Perspective | Course HIO3081

Calling all history buffs and would-be writers. This fun class combines elements of history with discussions and creative writing. Have you ever wondered what the world would look like if Lincoln wasn't assassinated as the Civil War ended? If President Truman elected not to drop the atomic bombs on Japan? Or what would have occurred if Attila had actually married into the Roman Imperial Family? Students will be assigned a particular event in world history. After learning what actually happened, students will then prepare a paper and presentation based on the ramifications if something else had transpired. Their alternate scenario will be shared with the class and a lively discussion will follow. Students will learn how decisions from the past impact their lifetimes and the world in which we live, as well as use their imaginations in understanding cause and effect. Please note: The format of this class will include research, writing and discussion. Writing assignments will take place in class as well as possible at-home assignments. 4 sessions @ 2.5 hrs each.

\$ 79 Tuition
\$ 1 User Fee
\$ 80 Total Cost

Section 0040 6:30 pm
Plum Center F, September 16-October 7
Rm 112 Miller, instructor

Section 0041 6:30 pm
Marshall HS Th, October 27-November 17
Rm C108 Miller, instructor

NEW

Classical Music Appreciation 101 | Course HIO3768

Enhance your joy of classical music through knowledge. Have you ever heard that familiar tune whose name escaped you? You recognize it as classical music, but aren't sure who wrote it or the story behind it. In this 2 session course we will explore Classical composers. Session 1 will focus the music of Haydn & Mozart. Session 2 will focus on composers Schubert & Beethoven. Learn about the composers and the circumstances surrounding the music's creation, as well as what to listen for. Students will learn why this music has remained popular for hundreds of years. 2 sessions @ 2.5 hrs each.

\$ 59 Tuition
\$ 1 User Fee
\$ 60 Total Cost

Section 0040 7:00 pm
Plum Center F, October 14-October 21
Rm 112 Miller, instructor

Finding Travel Deals for Business and Pleasure | Course HIO3103

Travel can still be affordable if you know how to find the deals. In this fun, interactive class you will discover the best Internet sites for planning and booking your next vacation or business trip. Find out ways to use the Internet to become a more informed traveler and how to get the best price on hotels, last-minute travel, airfare, tours, cruises, car rentals, and much more. Finally, we will learn from each other about great travel destinations and get trip planning advice. 1 session @ 2.5 hrs.

\$ 49 Tuition
\$ 1 User Fee
\$ 50 Total Cost

Section 0040 9:00 am
Plum Center Sa, September 24
Rm 150 Bruce Robertson, MS, SPHR, instructor



Knitting for Fun with



Leslie Molnar-Grabowski

We are very pleased to introduce KNITTING CLASSES as our latest addition to Enrichment Programs. And we're very glad that our ACE French language Instructor, Leslie Grabowski will be wearing both hats!

Leslie has been knitting and crocheting since the age of five, when her mom taught her. Being a lifelong crafter, her creative journey has included beading, embroidery, sewing, and painting. She's also an avid gardener and loves to redo furniture. Leslie has taught knitting, crochet and sewing in yarn shops and privately. She particularly enjoys working with mother/daughter groups. She is also a French teacher for The Global Plus and Adult Ed classes. Leslie says: "Knitting is like an old friend to me; always there to celebrate a creative whim and comforting in times of stress. When admiring a finished object, I'm always amazed that it started with a string of yarn!"

NEW

Essential Skills for Beginning Knitters | Course HI06540

Knit one, purl two; yes, it's that easy to begin crafting your own creations. As we take you from yarn selection and pattern reading to casting on, you'll be knitting, purling, doing increases and decreases, changing gauge, and then binding off so you will be ready to knit basic items using a pattern. Social knitting and the use of on-line support sites will be addressed.
4 sessions @ 3 hrs each.

\$ 123 Tuition
\$ 16 User Fee
\$ 139 Total Cost

Section 0040 10:00 am
Plum Center F, September 23-October 14
Rm 150 Molnar-Grabowski, instructor

NEW

My First Knitted Scarf | Course HI06541

Choose either a scarf or a shawl pattern as your project to integrate the basic knitting skills in this beginner to intermediate level class. Prereq: prior knitting experience or Essential Skills for Beginning Knitters, course HI06540. 4 sessions @ 3 hrs each.

\$ 133 Tuition
\$ 21 User Fee
\$ 154 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 29-November 19
Rm 116 Molnar-Grabowski, instructor

How to Plan A Wedding on A Realistic Budget | Course HI06488

You truly can have the wedding of your dreams. This course will provide real life solutions and creative ideas to plan a wedding without going bankrupt. Learn how to save up to 30% on nationally advertised bridal gowns, veils, and bridesmaids dresses. Cost cutting tips on invitations, photography, flowers, and cakes. The best bargains on honeymoons, attendant gifts, and even gown preservation. Instructor Jean Welsh is a wedding coordinator and has been in the bridal business for 25 years. You will find her knowledge and expertise invaluable. SPECIAL! We're offering an accompanying BFF/Mother of the Bride Discount at 20% off the TUITION ONLY so sign up quick. Contact our ACE Registration at 703-658-1201 to avail of this promotion. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 1 User Fee
\$ 50 Total Cost

Section 0040 6:30 pm
Chantilly HS Th, September 29
Rm 213 Welsh, instructor

Section 0041 6:30 pm
Pimmit Hills Ctr W, October 26
Rm 145 Welsh, instructor

Culinary



CHEF CAL KRAFT

Cooking for Fun and Profit | Course HI06533

Do you love to cook? Do you enjoy meeting people? Have you ever thought about cooking for money? If so, then this class is for you. Chef Cal Kraft, CPC, former owner/Executive Chef of "Dinner Is Served" Personal Chef Services, LLC will give you the insights into cooking for profit. Learn how to organize your business, how to get a license, and how to secure insurance. Chef Cal will explain where to look for your business, and how being your own business owner is different from owning and operating a stand-alone restaurant. He will discuss how to organize your cooking skills, where to look for new ideas, how to use less pots/pans to create great meals, getting a certified food handlers certificate, keeping great records, and he will answer the question, "Can you make a living doing this?" 1 sessions @ 3 hrs.

\$ 49 Tuition
\$ 11 User Fee
\$ 60 Total Cost

Section 0040 12:30 pm
Plum Center Su, October 23
Rm 115 Kraft, instructor

NEW

Hearty Fall Soups | Course HI03877

Soup is a healthy, hearty and wholesome main course and the ultimate quick meal. Learn to make a variety of hearty soups using seasonal produce. 2 sessions @ 3 hrs each.

\$ 49 Tuition
\$ 27 User Fee
\$ 76 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 17
Rm 115 Kraft, instructor

NEW

Holiday Cookies | Course HI03956

Nothing says "Happy Holidays" like a plate of homemade cookies. This hands-on class will feature traditional and some un-traditional holiday cookie recipes. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 27 User Fee
\$ 76 Total Cost

Section 0040 12:30 pm
Plum Center Su, December 4
Rm 115 Kraft, instructor

Holiday Hors d'Oeuvres | Course HI03872

All new recipes for 2016 including tips and advice on getting ready for holiday parties. Chef Cal has done an hors d'oeuvre class almost every year since he started teaching in 2002. Reserve your spot early as these classes fill up quickly! You will prepare between 12 to 15 different types of hors d'oeuvres for the upcoming holiday season.
1 session @ 3 hrs.

\$ 49 Tuition
\$ 33 User Fee
\$ 82 Total Cost

Section 0041 10:00 am
Plum Center Sa, November 5
Rm 115 Kraft, instructor

Section 0040 6:30 pm
Plum Center F, December 2
Rm 115 Kraft, instructor

NEW

Yes, It's Chocolate! | Course HI03933

Finally, a class all about chocolate recipes. While not a candy making class, we will be preparing a delicious assortment of chocolate recipes, both savory, as well as sweet. This is a hands-on class. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 33 User Fee
\$ 82 Total Cost

Section 0040 6:30 pm
Plum Center F, October 14
Rm 115 Kraft, instructor

Register early for our culinary classes so our chefs can head for the markets in time to prepare for the classes! Register today at www.fcps.edu (search for adult education).



CHEF DEVAKI DAS

A Tale of Two Italian Cities: Palermo & Florence | Course HI06463

Palermo and Florence represent diverse and classic dishes from Italy's opposite ends. Each session will feature a complete menu from each of these Great cities. It's always a great time to for Tuscan classics and Palermo's street foods; pastas with passata, Tuscan sausage and beans, fruit crostatas, herbs tossed seafood, Antipasti vegetables and Sicilian Cassata cake are some of the delicious dishes that we may be cooking up. Buon Appetito! 2 sessions @ 3 hrs each.

\$ 91 Tuition
\$ 38 User Fee
\$129 Total Cost

Section 0040 10:00 am
Woodson HS Sa, October 22-October 29
Rm J103 Das, instructor

NEW French Bistro Brunch | Course HI06402

Cool weather nipping on our heels? Let's enjoy a splendid French Bistro brunch before heartier meals descend. Classic and rich Croque Monsieur and Croque Madame are on the menu; who doesn't love this incredible sandwich with rustic French bread layered with ham, cheese and velvety béchamel sauce, grilled in the oven until golden and bubbly. Fried egg top-up, optional! Enjoyed with a lovely and refreshing salad and finished with a classic dessert; Clafoutis or tarte tatin anyone? Bon Appetite! 1 session @ 4 hrs.

\$ 60 Tuition
\$ 23 User Fee
\$ 83 Total Cost

Section 0040 9:30 am
Woodson HS Sa, October 1
Rm J103 Das, instructor

NEW Heavenly Holiday Desserts Workshop | Course HI06503

Just in time for the holidays, we're celebrating desserts that are bursting with flavor using rich and luscious ingredients from chocolate to pumpkin, cranberries, dried fruits and nuts! From traditional mince pies, cream pies, chocolate fudge, trifles, pies and tarts we're all about the decadent and the delicious! A real treat for your sweet tooth! Short-break mid-session with snack served. 1 session @ 5 hrs.

\$ 79 Tuition
\$ 33 User Fee
\$112 Total Cost

Section 0040 9:00 am
Woodson HS Sa, December 10
Rm J103 Das, instructor

NEW Splendid Thanksgiving Appetizers & Sides | Course HI06521

So you've got your Thanksgiving mains all figured out! It's time to savor some incredible flavors from appetizers to side dishes; sweet and savory, crunchy and creamy coming together on little toasts, creamy sweet potato mashes and simple seasonal dips, terrines to elegant tarts and tartares. We're doing it all! 2 sessions @ 3 hrs each.

\$ 91 Tuition
\$ 38 User Fee
\$129 Total Cost

Section 0040 10:00 am
Plum Center Sa, November 12-November 19
Rm 115 Das, instructor

NEW Vegetarian Appetizers & Finger Foods | Course HI06034

With the holidays around the corner, take this class and you can stop fretting about what to serve your vegetarian, family and friends. Our menu will be an array of delicious appetizers and finger foods from around the world; pan con tomata from Spain, Punjabi samosas from India, crostata with balsamico roasted red peppers, and Spanakopita are just few of eats we'll be cooking up. 1 session @ 4 hrs.

\$ 60 Tuition
\$ 23 User Fee
\$ 83 Total Cost

Section 0040 9:30 am
Woodson HS Sa, October 8
Rm J103 Das, instructor



CHEF FANNY GASTON

Buche De Noel—French Christmas Cake | Course HI06321

In this class you will learn to make the only traditional French Christmas Dessert "Buche de Noël" (Yule log). While decorating this dessert and listening to French holiday music, it will feel like you are in France preparing for the holidays. You will be able to bring home your very own hand made "Buche de Noël". Section 40 will be taught in ENGLISH. Section 41 will be taught in FRENCH. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 18 User Fee
\$ 67 Total Cost

Section 0040 10:00 am
Plum Center M, December 19
Rm 115 Gaston, instructor

Section 0041 10:00 am
Plum Center W, December 21
Rm 115 Gaston, instructor

NEW Salads with Chef Gaston | Course HI03913

Create salads to entice every mood. Learn to make fresh and delicious salad dressings and salads to compliment each other such as Salad Nicoise, and various vinaigrettes. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 35 User Fee
\$124 Total Cost

Section 0040 10:00 am
Plum Center Tu, September 13-September 20
Rm 115 Gaston, instructor

NEW Soups with Chef Gaston | Course HI06072

Soup is healthy and will warm up your soul. Create classic French soups such as onion soup, zucchini soup, and other traditional soups that should be part of your culinary repertoire. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 38 User Fee
\$127 Total Cost

Section 0040 10:00 am
Plum Center Tu, October 4-October 11
Rm 115 Gaston, instructor



CHEF KEVIN BRADY

NEW Bistro Lunch | Course HI03832

There is a hint of fall on the breeze as you stroll down the Champs Elysées. The plane trees are beginning to change color, and you are put in the mood for a nice warm lunch at your favorite bistro. Let this class take you there as you enjoy a hearty lunch without jet lag. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 38 User Fee
\$ 87 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 30
Rm 115 Brady, instructor

Cooking Basics 101 | Course HI06471

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

\$139 Tuition
\$ 43 User Fee
\$182 Total Cost

Section 0040 1:00 pm
Plum Center Su, November 6-November 20
Rm 115 Brady, instructor

Quick Weeknight Dinners | Course HI06508

This course will feature delicious and nutritious meals that can be prepared in around 30 minutes; designed for the busy professional who wants to eat right but whose time is limited. Menus will feature entrees selected from among beef, chicken, pork, and fish dishes, and will include salads and vegetables. Additional recipes handed out each session to provide a repertoire of quick meals. 3 sessions @ 3 hrs each.

\$139 Tuition
\$ 46 User Fee
\$185 Total Cost

Section 0040 6:30 pm
Plum Center Tu, December 6-December 20
Rm 115 Brady, instructor

NEW What's for Breakfast? | Course HI03820

Tired of a breakfast of toast or cold cereal or Pop Tarts? If so, this is the class for you. In this two-session class we will prepare two types nutritious breakfasts, those that are quick to get you out the door and to work on time; and those for leisurely weekend mornings when you have a bit more time. You will actually look forward to breakfast! 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 45 User Fee
\$134 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 15-October 22
Rm 115 Brady, instructor



COOK, TALK, LEARN...IN A FOREIGN LANGUAGE

Cook, Talk, Learn in Italian...Homemade Pasta & Dolce | Course HI03961

Your typical fresh, Italian-style pasta is made from simple ingredients—a combination of eggs and flour. After this class, you won't want to buy pre-packaged pasta again. You will be able to make pasta by yourself for your family and friends. Egg pasta, mascarpone and parmesan gnocchi, strozzapreti and sauces to accompany them are on the menu. The meal isn't over in Italy until something sweet, or dolce, hits the tongue. From simple fresh fruit, biscotti and chocolate, apple pastry (sfogliatine), chocolate salami, strawberries tiramisu, baked peaches with amaretti filling are just some of the dishes we may enjoy. Please note: Class will be held in introductory level Italian with support in the English language as required. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 38 User Fee
\$ 127 Total Cost

Section 0040 6:30 pm
Plum Center F, December 9-December 16
Rm 115 De Bernardinis, instructor

Cook, Talk, Learn in Italian...Handmade Pasta & Antipasti | Course HI03952

Eggplant caponata (Sicilian recipe), capricciosa salad, vegetable strudel, panzanella (Tuscan recipe) are some of the antipasti we will enjoy. Your typical fresh, Italian-style pasta is made from a combination of semolina flour and water. After this class, you won't want to buy pre-packaged pasta again and you will be able to make pasta by yourself for your family and friends. Cavatelli, gnocchetti, orecchiette, along with sauces to accompany them...and be patient. Pasta is love! Please note: Class will be held in introductory level Italian with support in the English language as required. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 38 User Fee
\$ 127 Total Cost

Section 0040 6:30 pm
Plum Center F, October 7-October 14
Rm 115 De Bernardinis, instructor

NEW

Cook, Talk, Learn in Italian...All About Lasagna! | Course HI06515

Learn the secrets of making great and fresh homemade lasagna; lasagna tomatoes and pesto sauce, eggplant parmesan lasagna, lasagna bolognese and spinach and ricotta are some of the mouthwatering dishes we will be cooking. You will be able to make different lasagna recipes and also enjoy tasting them during the cooking class. Please note: Class will be held in introductory level Italian with support in the English language. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 41 User Fee
\$ 130 Total Cost

Section 0040 10:00 am
Woodson HS Sa, November 5-November 12
Rm J103 De Bernardinis, instructor

GENERAL

Bread Baking Success | Course HI03825

Learn the basics of yeast and quick breads. Master white and whole grain breads, specialties such as French and Tuscan loaves, as well as cinnamon rolls, focaccia, and crepes. 2 sessions @ 3 hrs each.

\$ 91 Tuition
\$ 16 User Fee
\$ 107 Total Cost

Section 0040 10:00 am
Woodson HS Sa, September 17-September 24
Rm J103 King, instructor

Section 0041 6:30 pm
Woodson HS Th, December 1-December 8
Rm J103 King, instructor

NEW

Bread In an Hour or Less | Course HI03863

Beautiful breads can be a spur of the moment delight. We'll make no-fail popovers, light as a feather muffins, sweet and savory scones, quick pizza, French gougères, dinner rolls, and more. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 18 User Fee
\$ 67 Total Cost

Section 0040 6:30 pm
Woodson HS Th, November 10
Rm J103 King, instructor

Knead to Know: Yeast and Quick Bread | Course HI06514

In this class you will discover techniques and learn the science required to successfully make delicious yeast and quick breads. These skills will add that delicious moment to any meal. 2 sessions @ 3 hrs each.

\$ 91 Tuition
\$ 16 User Fee
\$ 107 Total Cost

Section 0040 10:00 am
Plum Center F, October 21-October 28
Rm 115 Bogan, instructor

NEW

Sauces—The Finishing Touch | Course HI03887

Learn to make homemade sauces that will elevate meals from good to memorable. Using homemade chicken stock (complete directions to make it at home will be provided), you will use it as the base for quick reduction sauces. You will learn techniques to make additional hot and cold sauces, such as béchamel, veloute and mayonnaise. 2 sessions @ 3 hrs each.

\$ 49 Tuition
\$ 23 User Fee
\$ 72 Total Cost

Section 0040 10:00 am
Plum Center W, December 7
Rm 115 Bogan, instructor

Experience the Magic of Phyllo | Course HI06022

Learn how to handle phyllo (or filo) dough and bake appetizers like cheese bourek and Greek Spanakopita; discover a light recipe for baklava. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 18 User Fee
\$ 67 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 24
Rm 115 Karim, instructor

Middle Eastern Mazza | Course HI06430

Prepare and serve these delicious and healthy appetizers in small plates, such as tabouli, hummus, baba ghanouj, lamb fritters, beef kofta and oven baked chicken shawirma, and other delicacies. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 18 User Fee
\$ 67 Total Cost

Section 0040 10:00 am
Plum Center Sa, October 22
Rm 115 Karim, instructor

Japanese Soups for All Seasons | Course HI03827

Few things are more delightful than a steaming bowl or Udon noodle soups with plump shrimp, succulent meats and fresh vegetables all nestled in a flavorful broth. Now you can learn all the secrets to making flavorful Japanese soups with a side of crispy succulent of shrimp and vegetable Tempura. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 23 User Fee
\$ 72 Total Cost

Section 0040 6:30 pm
Plum Center F, November 4
Rm 115 Moore, instructor

Ultimate Sushi | Course HI03891

Amaze your guests with your sushi making expertise! From delicious maki sushi, California rolls to tuna and salmon sashimi, different kinds of delectable sushi is a fun way to host a party and entertain family and friends. And with warmer weather and spring produce in the markets, now is the time to enroll for this class! 2 sessions @ 3 hrs each.

\$ 84 Tuition
\$ 43 User Fee
\$ 127 Total Cost

Section 0040 6:30 pm
Plum Center F, September 23-September 30
Rm 115 Moore, instructor

NEW

Everyday Thai Cuisine | Course HI03894

Bring the exotic textures, aromas, and flavors of Thai cooking into your home. Cooking your favorite Thai dishes is easier than you think. It's only a matter of trying and knowing what ingredients to use. Some of the dishes that may be on the menu are Spicy Stir-fried Chicken and Thai Basil topped with sizzling fried egg (Pad-Ka-Prow-Gai and Kai Dao), Drunken Noodle with Beef (Guay-Teaw-Pad Kee-Mao), Steamed Fish with Ginger and Soy Sauce (Pla-Nueng-See-Eiw), Green Beef Curry with Eggplants and Bamboo Shoots (Gang-Kaew-Waan-Nuey) and Spicy Shrimp Salad with Lemongrass (Yum-Ta-Krai-Goong-Sod). 3 sessions @ 3 hrs each.

\$ 139 Tuition
\$ 48 User Fee
\$ 187 Total Cost

Section 0040 10:00 am
Plum Center F, November 4-November 18
Rm 115 Seriruk, instructor

Interested in learning more about diet and nutrition? See page 27 for available classes.



Cooking Thai with Seafood | Course HI06461

All new dishes this class! The class will introduce authentic Thai cooking methods and ingredients with fish and seafood to create classic Thai flavors. The menu will include exciting dishes like Baked Shrimp and Glass Noodle in a (Clay) Pot, Stir-fry Fish with Chinese Celery in Salted Soy Bean Sauce, Spicy Shrimp Salad with Lemongrass & Steamed Fish Curry. Experience a new way of cooking delicious, signature Thai dishes from a people who love their seafood! 2 sessions @ 3 hrs each.

\$ 91 Tuition
\$ 48 User Fee
\$ 139 Total Cost

Section 0040 1:00 pm
Plum Center Su, September 18-September 25
Rm 115 Seriruk, instructor

NEW

Thai Vegetarian Cooking | Course HI03864

This class will cover a variety of vegetarian dishes utilizing vegetables, tofu and Textured Vegetable/Soy Protein (TVP). It will be a 2-session class. The dishes include TVP and mushroom Laab (Thai spicy salad), Panang Curry Tofu, Stir-fry TVP and cashew nut and etc. 2 sessions @ 3 hrs each.

\$ 89 Tuition
\$ 38 User Fee
\$ 127 Total Cost

Section 0040 10:00 am
Plum Center Sa, December 10-December 17
Rm 115 Seriruk, instructor

Quick & Easy Thai | Course HI06052

Whether you are new to Thai cooking or a continuing student, create and enjoy quick, easy & delicious recipes. We'll be preparing authentic dishes like Crispy Shrimp Wontons, Matsaman Curry Chicken, Meatball Noodle Soup & Banana Spring Rolls for dessert. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 38 User Fee
\$ 87 Total Cost

Section 0040 1:00 pm
Plum Center Su, December 11
Rm 115 Euipiyachat, instructor

Healthy and Delicious Thai Food | Course HI06409

Enjoy preparing popular dishes such as Thai chicken coconut soup (Thom Kha Kai), panang curry with jasmine rice, drunken noodles, and tapioca dessert. Please bring container for leftovers. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 38 User Fee
\$ 87 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 10
Rm 115 Euipiyachat, instructor

Thai Gourmet Kitchen | Course HI03893

Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as spicy ground chicken with rice, curry with bamboo shoots, sticky rice, coconut custard, and pad Thai. All are seasoned to perfection and use fresh ingredients such as meat, chicken, seafood, and vegetables. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 38 User Fee
\$ 87 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 16
Rm 115 Euipiyachat, instructor

Do-It-Yourself

Auto Body Repair—Personal Repair and Refinishing | Course TI05323

\$ 419 Total Cost

See page 33 for course information and schedule.

Auto Mechanics—Beginning: Sunday Class | Course TI05311

\$ 229 Total Cost

See page 33 for course information and schedule.

Auto Mechanics—Advanced | Course TI05313

\$ 349 Total Cost

See page 33 for course information and schedule.

Bathroom Design Seminar | Course TI05162

Professional architect discusses newest methods and materials for bathrooms: cost, decorating, latest fixtures. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 6 User Fee
\$ 75 Total Cost

Section 0040 6:30 pm
Marshall HS Th, October 13
Rm C114 Pierce, instructor

Section 0041 6:30 pm
Marshall HS Tu, November 15
Rm C114 Pierce, instructor

Bathroom Remodeling Workshop | Course TI05179

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

\$ 449 Tuition
\$ 76 User Fee
\$ 525 Total Cost

Section 0040 6:30 pm
Bryant Ctr Tu, October 4-December 13
Rm 50A Raiche, instructor

Ceramic Tile: Just Do It | Course TI05165

Introduction to tile types, applications, basic tools, and skills. Demonstration and hands-on basics for kitchen and bathroom projects: tub and shower walls, bathroom and kitchen floors, counter tops and back splashes. Both demonstration and hands-on. 3 sessions @ 3 hrs each.

\$ 169 Tuition
\$ 30 User Fee
\$ 199 Total Cost

Section 0045 6:30 pm
Chantilly HS Tu, September 13-September 27
Rm 577 Dominick, instructor

Section 0040 6:30 pm
Bryant Ctr Th, December 1-December 15
Rm 50A Raiche, instructor

Kitchen Design Seminar | Course TI05161

Professional architect discusses space planning, equipment, building materials, code requirements, and cost. Determine whether to do it yourself or use a professional. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 6 User Fee
\$ 75 Total Cost

Section 0041 6:30 pm
Marshall HS Tu, October 4
Rm C114 Pierce, instructor

Section 0040 6:30 pm
Marshall HS Tu, November 29
Rm C114 Pierce, instructor

Designing Your Dream Home | Course TI05148

Architect covers issues of design including the identification of space needs and functionality, site planning, and building concepts and gives an overview of technical topics such as energy efficiency, cost control, building codes, and construction. Students will be introduced to sources for dream home plans and methods of project delivery. 5 sessions @ 3 hrs each.

\$ 199 Tuition
\$ 20 User Fee
\$ 219 Total Cost

Section 0040 6:30 pm
Marshall HS Th, October 20-November 17
Rm B101 Pierce, instructor

Home Remodeling Basics | Course TI05173

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

\$ 329 Tuition
\$ 46 User Fee
\$ 375 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu, October 18-December 13
Rm A103 Dominick, instructor

Beginner's Guide to Drywalling | Course TI05208

Through lecture, board diagrams, and hands-on practice with models, students learn how to tips and techniques for repairing and installing drywall. Topics include, repairing cracks and nail pops and covering stains. Other topics include feathering and painting drywall. Students will also learn how to control that annoying drywall dust. Part of the Elementary Home Maintenance for the Beginner Series. 1 session @ 4.5 hrs.

\$ 104 Tuition
\$ 31 User Fee
\$ 135 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, October 15
Rm 158 Raiche, instructor

Section 0041 8:30 am
Pimmit Hills Ctr Sa, December 3
Rm 158 Raiche, instructor

“The instructor was kind and informative and provided extra guidance as needed. I was impressed we were able to cook and learn as much as we did in the three hour class!”

ACE Student
Thai Gourmet Kitchen



Do-It-Yourself Plumbing | Course TI05190

Repair and maintain faucets, valves, toilets, and clogged drains. 3 sessions @ 3 hrs each.

\$ 110 Tuition
\$ 10 User Fee
\$ 19 Text: *Ultimate Plumbing Guide, 3rd ed*
\$ 139 Total Cost

Section 0040 6:30 pm
Pimmit Hills Ctr Tu, September 20-October 4
Rm 158 McCrone, instructor

Residential Electrical—The Basics | Course TI05199

Become familiar with supplies and equipment (wires, boxes, outlets, switches, and breakers); stripping and connecting wire (terminals, wire nut, and splicing). See enclosure online or on receipt for tool list. 3 sessions @ 3 hrs each.

\$ 225 Tuition
\$ 50 User Fee
\$ 275 Total Cost

Section 0040 8:30 am
Pimmit Hills Ctr Sa, September 17-October 1
Rm 156 Kasulaitis, instructor

Section 0041 8:30 am
Pimmit Hills Ctr Sa, November 5-November 19
Rm 158 Kasulaitis, instructor

Residential Moldings | Course TI05163

Learn how to improve the look of your room by replacing or installing mitered or non mitered moldings. Learn the structure and function of baseboard, chair rail, picture, flat, crown, and custom/buildup moldings. Also learn the different methods for attaching molding such as nailing, stapling, and using adhesives. 3 sessions @ 3 hrs each.

\$ 199 Tuition
\$ 40 User Fee
\$ 239 Total Cost

Section 0040 6:30 pm
Bryant Ctr Th, September 15-September 29
Rm 50A Raiche, instructor

Section 0041 6:30 pm
Bryant Ctr Th, November 3-November 17
Rm 50A Raiche, instructor

Permitting that Project | Course TI05186

\$ 49 Total Cost

[See page 33 for course information and schedule.](#)

Selecting a Contractor | Course TI05147

\$ 99 Total Cost

[See page 34 for course information and schedule.](#)

Floral Design

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 will be presented with opportunities for practice and critique. Bring small clippers, wire cutters, and scissors to class. Please note: It is not pre-requisite to attend Floral Design 1 before attending Floral Design 2. 4 sessions @ 3 hrs each.

\$ 149 Tuition
\$ 153 User Fee
\$ 302 Total Cost

Section 0040 6:30 pm
Woodson HS Th, September 29-October 20
Rm L113 Mason, instructor

Arrangements in Glass Vases | Course HI06525

Make three arrangements using glass containers without floral foam. Use flowers, foliage, decorative stones, ribbon, and other accents to create arrangements in a glass cylinder, a glass block, and bubble bowl. Arrangements will have a fall seasonal theme. Bring floral shears, wire cutters, and scissors to class. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 43 User Fee
\$ 92 Total Cost

Section 0040 6:30 pm
L. Braddock SS M, October 17
Rm C151 Mason, instructor

Floral Design: Everlasting Topiary | Course HI03386

Learn the art of topiary design. Explore the difference between plastic and silk flowers. Incorporate silk flowers, twigs, and other materials into the fall design. Bring scissors, wire cutters, and glue gun to class. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 58 User Fee
\$ 107 Total Cost

Section 0040 6:30 pm
L. Braddock SS Tu, September 27
Rm C151 Mason, instructor

Floral Design: Pinecone Wreath | Course HI03361

Perfect for the holiday season yet it can be displayed year round. Wreath has a variety of pinecones, pods, and nuts. This wreath will last for years. Bring glue gun, wire cutters, and pliers to class.

\$ 49 Tuition
\$ 38 User Fee
\$ 87 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, October 22
Rm C151 Mason, instructor

Floral Design: Silk Holiday Wreath | Course HI03364

Create a stunning wreath for door or wall with ornaments and elegant ribbon. This eye-catcher features a traditional design with beautiful colors. Includes bow demonstration. Bring wire cutters, scissors, and glue gun. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 53 User Fee
\$ 102 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, November 12
Rm C151 Mason, instructor

Fresh Greens Workshop | Course HI03394

Make all your holiday decorations in one class! Decorate a fresh wreath and make centerpiece and basket arrangement. Decorations will use mixed evergreens, flowers, dried pods and cones, berries, and other Christmas trim. Learn how to make florist bows. Bring small garden clippers, wire cutters, scissors, and a brown bag lunch to class. 1 session @ 5 hours.

\$ 69 Tuition
\$ 78 User Fee
\$ 147 Total Cost

Section 0040 10:00 am
L. Braddock SS Sa, December 3
Rm C151 Mason, instructor

NEW

Harvest Centerpiece | Course HI03839

Use a mixture of fruit, flowers, dried, and other fall materials to create a centerpiece for your holiday table or buffet. Bring floral shears, wire cutters, and scissors to class. 1 session @ 3 hrs.

\$ 49 Tuition
\$ 48 User Fee
\$ 97 Total Cost

Section 0040 10:00 am
Woodson HS Sa, November 19
Rm L113 Mason, instructor

Williamsburg Christmas Workshop | Course HI06526

Learn to make authentic Williamsburg style Christmas decorations. Complete a mixed greens wreath and a table centerpiece using seasonally appropriate evergreens, fruit, flowers, dried materials, nuts, berries, etc. Bring small garden clippers, wire cutters, scissors, and a brown bag lunch to class. 1 session @ 4 hrs.

\$ 68 Tuition
\$ 68 User Fee
\$ 136 Total Cost

Section 0040 10:00 am
Woodson HS M Sa, December 10
Rm G121 Mason, instructor

Personal Health Matters

HEALTH AND FAMILY MATTERS

The following courses are designed for your personal health and the health of your family.

Alzheimer's and the Other Dementias | Course HM01665

\$ 59 Total Cost

[See page 24 for course information and schedule.](#)

Bounce Back from Adversity | Course HM01710

Everyone faces challenges in their daily lives, and your response to these challenges affects your outlook. This class will teach skills and give you tools to help you cope and improve your resiliency. 1 session @ 3 hrs.

\$ 69 Tuition
\$ 69 Total Cost

Section 0040 1:00 pm
Plum Center Su, October 16
Rm 141 Baringer, instructor

Calling all Caregivers! | Course HM01734

\$ 59 Total Cost

[See page 24 for course information and schedule.](#)

Care for A Loved One at Home | Course HM01671

\$ 99 Total Cost

[See page 24 for course information and schedule.](#)

Doubting Your Memory? | Course HM01789

\$ 49 Total Cost

[See page 25 for course information and schedule.](#)

Autism Awareness | Course HM01960

\$ 49 Total Cost

[See page 27 for course information and schedule.](#)

Emergency preparedness classes (Heartsaver CPR AED, First Aid, Heartsaver AED CPR in Spanish, Pediatric CPR & First Aid, Mental Health First Aid) available on pages 21 & 22.



Writing

NEW

What Might Have Been! A Historical Perspective | Course HI03081

\$ 80 Total Cost

See page 47 for information and schedule.

NEW

Writing Treasured Stories and Memories | Course HI04026

This class will start with a look at how to identify stories you want to write about and share. Short stories will be drafted in class and expanded upon between class sessions. Volunteers will be asked to share their stories with the class. Students will be encouraged to ask questions seeking interesting details that help writers expand their stories. Additional discussion will focus on options to enhance stories with personal interests. Students will be asked to think creatively in terms of how they can add their own twist to the story (e.g., add photos, drawings, music) or present their stories in a different format (e.g., poem, lyrics, blog). "Quick tips" to writing blogs will be provided. A brief summary of lessons learned will be reviewed. Recommendations for how to use these lessons learned in the future will be provided. 3 sessions @ 2 hrs each.

\$ 79 Tuition
\$ 1 User Fee
\$ 80 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 24-October 8
Rm 104 Stawarski, instructor

Section 0041 10:00 am
Woodson HS Sa, November 5-November 19
Rm G111 Stawarski, instructor

Beginning Creative Writing | Course HI06441

With the guidance of an award-winning writer, learn the basics of writing creatively in a fun atmosphere of support and encouragement. You'll begin with learning how to view the world around you creatively, then move on to the value of reading as a writer. We'll cover a technique a week: character development, dialogue, plotting, show v. tell, and more. You will have a short reading and a writing assignment each week. Both fiction and nonfiction are covered with an emphasis on fiction. Marketing and the business of publishing will be explored. 8 sessions @ 2 hrs each.

\$ 179 Tuition
\$ 1 User Fee
\$ 180 Total Cost

Section 0040 10:30 am
Pimmit Hills Ctr Sa, September 17-November 5
Rm 159 Page, instructor

NEW

Day Writers | Course HI04019

Take a little time for yourself and come join this midday group for writers who have already begun or who want to begin writing and who would like some help and guidance in a nonhurried, relaxed atmosphere of support and encouragement. Every level of writer, from beginning to advanced, and every type of writing, both fiction and nonfiction—literary, mainstream, mystery, thriller, sci-fi, romance, young adult, memoirs, essays, poetry, and more. The business of marketing and publishing will also be explored. 8 sessions @ 2 hrs each.

\$ 179 Tuition
\$ 1 User Fee
\$ 180 Total Cost

Section 0040 11:30 am
Pimmit Hills Ctr W, September 14-November 2
Rm 155 Page, instructor

Creative Non-Fiction on Your Fingertips | Course HI06505

Are you pining to rant? Day dreaming memories? Lend your hand to "creative non-fiction" AKA the memoir or the personal essay. Learn how to build scenes, create characters, re-invent dialogue, and much more. Participants will be encouraged to read but also especially to share and gently, critique writings. 6 sessions @ 2.5 hrs each.

\$ 166 Tuition
\$ 1 User Fee
\$ 167 Total Cost

Section 0040 6:30 pm
Plum Center W, October 5-November 9
Rm 141 Kathleen Emmet-Darman, instructor

Getting the Attention of a Literary Agent | Course HI04035

A Literary Agent will explain what Agents are looking for and what gets your submission rejected. This class is geared for writers who have, or are near completion of a novel or work of nonfiction. 1 session @ 3 hrs.

\$ 68 Tuition
\$ 1 User Fee
\$ 69 Total Cost

Section 0040 6:30 pm
Chantilly HS W, September 21
Rm 213 Gavin, instructor

Journal Writing Workshop | Course HI04011

Have you ever wanted to start writing in a journal but haven't found the time or feel like you don't know where to begin or what to write? This class will get you started in a safe space, away from the daily distractions of life! Learn about the concept of journal writing and its many benefits, how to get started, ideas about what to write about, and the various forms of journal writing that may appeal to your lifestyle and individual interests. This course is designed for working professionals, retired individuals or anyone looking for a way to slow down in this fast paced society, tap into their inner world and express their thoughts about life and life experiences in a safe, non-judgmental space. Please note: It is strongly suggested that you purchase a journal prior to the class and bring it with you. 2 sessions @ 2 hours each.

\$ 48 Tuition
\$ 1 User Fee
\$ 49 Total Cost

Section 0040 6:30 pm
Herndon HS Tu, October 11
Rm 128 Gill, instructor

Section 0041 6:30 pm
Woodson HS W, November 16
Rm G120 Gill, instructor

Publishing Your Manuscript | Course HI04030

You've written (or are planning to write) a manuscript long enough to be a book. Maybe it's a novel, maybe it's a how-to book, or maybe it's a slice of your life story. How do you get it published? This class describes four options for publishing your manuscript, including straight talk from a panel of guest speakers who've published their work. 1 session @ 4 hrs (bring lunch).

\$ 69 Tuition
\$ 1 User Fee
\$ 70 Total Cost

Section 0040 10:00 am
Plum Center Sa, September 24
Rm 116 Glenn, instructor

Additional writing courses available.
See pages 17 and 20.

NEW

Letters from the Heart | Course HI04017

This class is dedicated to making the time and space in our lives for writing the letters we always meant to write and even a few letters we didn't know were there inside of us. Led by a veteran writing teacher and life-long love letter writer, we will consider the rules and then, break them as we write letters to expected and perhaps, unexpected people, places, and things. Sharing, mailing, and heart decorating are optional. 2 sessions @ 2.5 hrs each.

\$ 59 Tuition
\$ 6 User Fee
\$ 65 Total Cost

Section 0040 6:30 pm
Marshall HS Th, October 6-October 13
Rm B101 Staff, instructor

Section 0041 6:30 pm
Plum Center F, December 2-December 9
Rm 116 Staff, instructor

The Smart and Savvy Writer | Course HI06501

When you send your lovingly crafted writing to a publisher, how do you know if you're stepping into a sweet deal or a scam? This class will use a case study format to present lessons learned, from writers who've "been there," so you can learn from their experiences. 1 session @ 3 hrs.

\$ 68 Tuition
\$ 1 User Fee
\$ 69 Total Cost

Section 0040 2:30 pm
Plum Center Sa, September 24
Rm 116 Glenn, instructor

Writers Circle | Course HI04008

Fiction—Nonfiction, What's The Difference? A prime class to clear the confusion and point your writing in the direction that best serves your story. An opportunity for new and experienced writers to relax and discuss the art of storytelling, get questions answered, pitch their story ideas in the company of other writers. 1 session @ 3 hrs each.

\$ 68 Tuition
\$ 1 User Fee
\$ 69 Total Cost

Section 0040 6:30 pm
Chantilly HS W, September 28
Rm 213 Gavin, instructor

Writing Your Memoir | Course HI04003

Begin with a Memory! If you are new to writing a memoir—or thinking of starting one—this class is for you. You'll get an overview of the genre. You'll learn what a memoir is made of (relax—it's more freeing, less tedious than "autobiography" can be) and the various forms it can take. We'll write mini-memoirs that experiment with form and point of view and use the basic building blocks of scene, summary, and musing to tell a story from your life. In-class writing exercises will get the ideas flowing; instruction will help you develop and refine your drafts; guidelines for providing useful feedback will create the safe, supportive environment you need to grow and deepen your story. 6 sessions @ 2 hrs each.

\$ 159 Tuition
\$ 1 User Fee
\$ 160 Total Cost

Section 0040 7:00 pm
Edison HS W, September 14-October 19
Rm D113 Glenn, instructor



Registration begins September 6!

GLOBAL Plus is a cutting edge, new language program which blends the strengths and proven benefits of two previous well established (FCPS/ACE) language programs—FLEX and GLOBAL.

- The goal of the new GLOBAL Plus program is to foster a world language advantage by offering high quality language classes to K-6 grade students, and thereby capture the optimal time in a child's life to learn a new language.
- Teachers will now have access to three different curricula that address the needs of different skill levels: first-time learners to heritage speakers.
- The curriculum created by the FCPS World Language office is delivered using SMARTboard technology to offer interactive games and activities for students of all levels.
- Students are typically grouped in grades K, 1-3 or grades 4-6 and receive 1 hour of instruction per week, before or after school, for either 10 or 20 weeks. The maximum enrollment for each class is 15 students.
- Registration is offered to students who already attend the school that offers the GLOBAL Plus program. If you wish to take a GLOBAL Plus class at a different school, please send an e-mail request to GLOBALPlus@fcps.edu. We will accommodate your request on a space available basis. Please note that **NO TRANSPORTATION IS PROVIDED.**

Early Bird Discount!

Registration opens September 6th. To register, go to www.fcps.edu.

\$20 Early Bird Discount on a 20 week course using promo code: GLOBAL20: **Deadline is September 30.**
\$10 Early Bird Discount on a 10 week course using promo code: GLOBAL10: **Deadline is September 23.**

GLOBAL Plus American Sign Language—Grades 1-3 (10 Weeks) | Course GP02110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001 8:00 am
Glen Forest Elem Th, October 6-December 15

GLOBAL Plus American Sign Language—Grades 4-6 (10 Weeks) | Course GP02210

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0003 3:45 pm
(This section is for grades 3-6.)
Fort Hunt Elem W, October 5-December 14

Section 0001 8:05 am
Lorton Station Elem W, October 5-December 7

GLOBAL Plus American Sign Language—Grades 4-6 (20 Weeks) | Course GP02220

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0001 4:20 pm
(This section is for grades 3-6.)
Springfield Estates Elem W, October 19-March 22

GLOBAL Plus Arabic—Grades 1-3 (10 Weeks) | Course GP01110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001 8:00 am
Glen Forest Elem Th, October 6-December 15

GLOBAL Plus Chinese—Grades 1-3 (10 Weeks) | Course GP03110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001 4:10 pm
Cardinal Forest Elem Tu, October 4-December 13

Section 0002 4:20 pm
Mantua Elem F, October 14-January 13

GLOBAL Plus Chinese—Grades 1-3 (20 Weeks) | Course GP03120

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0004 4:05 pm
Clermont Elem Tu, October 18-March 21

Section 0001 8:10 am
Haycock Elem M, October 17-May 1

GLOBAL Plus Chinese—Grades 1-3 (20 Weeks) | Course GP03120

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0002 4:20 pm
Hunt Valley Elem Th, October 13-March 16

Section 0005 3:50 pm
Spring Hill Elem W, October 19-March 22

Section 0003 3:50 pm
Westgate Elem Tu, October 11-March 14

GLOBAL Plus Chinese—Grades 4-6 (10 Weeks) | Course GP03210

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001 8:00 am
Cardinal Forest Elem Tu, October 4-December 13

GLOBAL Plus Chinese—Grades 4-6 (20 Weeks) | Course GP03220

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0003 4:05 pm
Clermont Elem Tu, October 18-March 21

Section 0001 8:10 am
Haycock Elem F, October 14-March 31

Section 0002 4:20 pm
Hunt Valley Elem Tu, October 11-March 14

Section 0004 3:50 pm
Spring Hill Elem Th, October 20-March 23

GLOBAL Plus French—Kindergarten (20 Weeks) | Course GP04020

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0001 3:50 pm
(This section is for grades K-1.)
Kent Gardens Elem M, October 17-May 1

GLOBAL Plus French—Grades 1-3 (10 Weeks) | Course GP04110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0003 8:00 am
Bush Hill Elem Tu, October 4-December 13

Section 0002 3:45 pm
Fort Hunt Elem W, October 5-December 14

Section 0001 8:05 am
Lorton Station Elem W, October 5-December 7

GLOBAL Plus French—Grades 1-3 (20 Weeks) | Course GP04120

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0005 4:20 pm
Canterbury Woods Elem W, October 19-March 22

Section 0003 8:10 am
Haycock Elem M, October 17-May 1

Section 0006 3:30 pm
Island Creek Elementary Tu, October 11-March 14

Section 0001 3:50 pm
(This section is for grades 2-3.)
Kent Gardens Elem F, October 21-May 5

Section 0002 3:35 pm
Mosby Woods Elem Th, October 13-March 16

Section 0007 3:50 pm
Spring Hill Elem W, October 19-March 22

GLOBAL Plus French—Grades 4-6 (10 Weeks) | Course GP04210

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0004 8:00 am
Bush Hill Elem Th, October 6-December 15

Section 0002 4:10 pm
Cardinal Forest Elem Tu, October 4-December 13

Section 0003 3:45 pm
Fort Hunt Elem W, October 5-December 14

Section 0001 8:05 am
Lorton Station Elem W, October 5-December 14

GLOBAL Plus French—Grades 4-6 (20 Weeks) | Course GP04220

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0008 4:20 pm
Canterbury Woods Elem W, October 19-March 22

Section 0010 8:10 am
(This section is for grades 2-5.)
Freedom Hill Elem W, October 12-March 8

Section 0004 8:10 am
Haycock Elem F, October 14-March 31

Section 0009 3:30 pm
Island Creek Elementary Th, October 13-March 16

Section 0002 3:50 pm
(This section is for grades 5-6.)
Kent Gardens Elem M, October 17-May 1

Section 0001 3:50 pm
(This section is for grades 3-4.)
Kent Gardens Elem M, October 17-May 1

Section 0003 3:35 pm
Mosby Woods Elem Tu, October 11-March 14

Section 0011 3:50 pm
Spring Hill Elem Th, October 20-March 23

Section 0006 4:20 pm
(This section is for grades 3-6.)
Springfield Estates Elem W, October 19-March 22

Section 0005 3:50 pm
Westgate Elem Tu, October 11-March 14

GLOBAL Plus German—Grades 1-3 (10 Weeks) | Course GP05110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001 3:45 pm
Orange Hunt Elem School W, October 5-December 14

GLOBAL Plus German—Grades 1-3 (20 Weeks) | Course GP05120

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0002 8:10 am
Canterbury Woods Elem W, October 19-March 15

Section 0001 3:35 pm
Mosby Woods Elem Tu, October 11-March 14

**GLOBAL Plus German—Grades 4-6 (10 Weeks) | Course GP05210**

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0002	8:05 am
Mantua Elem	Th, October 13-January 5

GLOBAL Plus German—Grades 4-6 (10 Weeks) | Course GP05210

10 session @ 1 hr each. | \$169 Total Cost

Section 0001	3:45 pm
Orange Hunt Elem School	M, October 3-January 9

GLOBAL Plus Korean—Grades 1-3 (20 Weeks) | Course GP06120*

20 sessions @ 1 hr each. | \$159 Total Cost

Section 0005	3:30 pm
Cub Run Elementary	Tu, October 11-March 14
Section 0006	3:45 pm
Deer Park Elem	Tu, October 11-March 14
Section 0007	4:10 pm
Eagle View Elem	W, October 12-March 15
Section 0008	4:10 pm
Eagle View Elem	W, October 12-March 15
Section 0009	4:05 pm
Fairfax Villa Elem	W, October 12-March 15
Section 0001	3:35 pm
Mosby Woods Elem	Tu, October 11-March 14
Section 0003	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0004	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0002	4:15 pm
White Oaks Elem	Tu, October 11-March 14

GLOBAL Plus Korean—Grades 4-6 (20 Weeks) | Course GP06220*

20 sessions @ 1 hr each. | \$159 Total Cost

Section 0005	3:30 pm
Cub Run Elementary	Tu, October 11-March 14
Section 0006	3:45 pm
Deer Park Elem	Th, October 13-March 16
Section 0007	4:10 pm
Eagle View Elem	W, October 12-March 15
Section 0008	4:10 pm
Eagle View Elem	W, October 12-March 15
Section 0009	4:05 pm
Fairfax Villa Elem	W, October 12-March 15
Section 0001	3:35 pm
Mosby Woods Elem	Th, October 13-March 16
Section 0003	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0004	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0002	4:15 pm
White Oaks Elem	W, October 12-March 15

***Korean classes only:**

- Korean Embassy provides 50% tuition scholarship
- These classes are contingent on funding and enrollment
- **No Early Bird Discounts** on Korean classes.

GLOBAL Plus Spanish—Kindergarten (10 Weeks) | Course GP07010

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0001	4:15 pm
Bush Hill Elem	Tu, October 4-December 13

GLOBAL Plus—Spanish Grades 1-2 (20 Weeks) | Course GP07102

20 sessions @ 1 hr. each. | \$319 Total Cost

Section 0001	3:50 pm
Spring Hill Elem	W, October 19-March 22
Section 0002	8:10 am
Haycock Elem	M, October 17-April 17

GLOBAL Plus Spanish—Grades 1-3 (10 Weeks) | Course GP07110

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0006	4:15 pm
Bush Hill Elem	Tu, October 4-December 13
Section 0004	8:00 am
Cardinal Forest Elem	Tu, October 4-December 13
Section 0010	8:00 am
<i>(This section is for grades K-2.)</i>	
Glen Forest Elem	W, October 5-December 7
Section 0011	3:40 pm
Kings Park Elem	M, October 3-January 9
Section 0001	4:20 pm
Lorton Station Elem	W, October 5-December 14
Section 0009	8:05 am
Mantua Elem	Th, October 13-January 5
Section 0007	3:45 pm
Orange Hunt Elem School	W, October 5-December 14
Section 0002	3:40 pm
Ravensworth Elementary	Th, October 6-December 15
Section 0003	8:00 am
Rolling Valley Elem	Tu, October 4-December 13
Section 0012	4:20 pm
Waynewood Elem	Th, October 6-December 15
Section 0005	3:50 pm
West Springfield Elem	Th, October 6-December 15
Section 0008	8:05 am
Westbriar Elem	W, October 5-December 7

GLOBAL Plus Spanish—Grades 1-3 (20 Weeks) | Course GP07120

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0006	8:05 am
Bull Run Elem	Tu, October 18-March 21
Section 0008	8:10 am
Canterbury Woods Elem	W, October 19-March 15
Section 0011	4:05 pm
Clermont Elem	Tu, October 18-March 21
Section 0014	8:00 am
Greenbriar East Elem	Th, October 20-March 23
Section 0003	8:10 am
<i>(This section is for grades 2-3.)</i>	
Haycock Elem	M, October 17-May 1
Section 0005	4:20 pm
Hunt Valley Elem	Tu, October 11-March 14
Section 0009	3:30 pm
Island Creek Elementary	Tu, October 11-March 14
Section 0002	3:50 pm
Kent Gardens Elem	F, October 21-May 5
Section 0004	3:35 pm
Mosby Woods Elem	Tu, October 11-March 14
Section 0012	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0013	4:10 pm
Stratford Landing Elem	Tu, October 11-March 14
Section 0010	4:20 pm
White Oaks Elem	Tu, October 11-March 14

GLOBAL Plus Spanish—Grades 4-6 (10 Weeks) | Course GP07210

10 sessions @ 1 hr each. | \$169 Total Cost

Section 0006	4:15 pm
Bush Hill Elem	Th, October 6-December 15
Section 0004	4:10 pm
Cardinal Forest Elem	Tu, October 4-December 13
Section 0010	8:00 am
<i>(This section is for grades 3-5.)</i>	
Glen Forest Elem	W, October 5-December 7
Section 0001	4:20 pm
Lorton Station Elem	W, October 5-December 14
Section 0009	4:20 pm
Mantua Elem	F, October 14-January 13
Section 0007	3:45 pm
Orange Hunt Elem School	M, October 3-January 9
Section 0002	3:40 pm
Ravensworth Elementary	Th, October 6-December 15
Section 0003	8:00 am
Rolling Valley Elem	Tu, October 4-December 13
Section 0011	4:20 pm
Waynewood Elem	Th, October 6-December 15
Section 0008	8:05 am
Westbriar Elem	W, October 5-December 7
Section 0005	3:50 pm
West Springfield Elem	Th, October 6-December 15

GLOBAL Plus Spanish—Grades 4-6 (20 Weeks) | Course GP07220

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0005	8:05 am
Bull Run Elem	Tu, October 18-March 21
Section 0007	8:10 am
Canterbury Woods Elem	W, October 19-March 15
Section 0011	8:10 am
<i>(This section is for grades 2-5.)</i>	
Freedom Hill Elem	W, October 12-March 8
Section 0013	8:00 am
Greenbriar East Elem	Th, October 20-March 23
Section 0001	8:10 am
Haycock Elem	F, October 14-March 31
Section 0003	4:20 pm
Hunt Valley Elem	Th, October 13-March 16
Section 0009	3:30 pm
Island Creek Elementary	Th, October 13-March 16
Section 0002	3:35 pm
Mosby Woods Elem	Th, October 13-March 16
Section 0012	4:15 pm
Powell Elem	Th, October 13-March 16
Section 0008	4:20 pm
<i>(This section is for grades 3-6.)</i>	
Springfield Estates Elem	W, October 19-March 22
Section 0006	4:10 pm
Stratford Landing Elem	Tu, October 11-March 14
Section 0004	3:50 pm
Westgate Elem	Tu, October 11-March 14
Section 0010	4:20 pm
White Oaks Elem	W, October 12-March 15

GLOBAL Plus—Spanish Grades 3-4 (20 Weeks) | Course GP07302

20 sessions @ 1 hr. each. | \$319 Total Cost

Section 0001	3:50 pm
Spring Hill Elem	W, October 19-March 22

GLOBAL Plus—Spanish Grades 5-6 (20 Weeks) | Course GP07502

20 sessions @ 1 hr each. | \$319 Total Cost

Section 0001	3:50 pm
Spring Hill Elem	Th, October 20-March 23



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- E-mail: acejobs@fcps.edu

Study Skills

Effective Study Skills for Teens (Grades 6-9) | Course SM07624

Course presents topics that help students study smarter, not harder. Topics covered include time management, motivation, note taking, memory techniques, and exam tips. 5 sessions @ 3 hrs each.

\$197 Tuition
\$ 18 Text: *Effective Study Skills for Teens Workbook*
\$215 Total Cost

Section 4020 10:00 am
L. Braddock SS Sa, October 8-November 5
Rm H227 Staff, instructor

Section 4030 12:30 pm
Plum Center Su, November 6-December 11
Rm 148 Staff, instructor

Fundamental Skills of Algebra (Grades 6-8) | Course SM07646

Covers order of operation, algebraic properties, real numbers, scientific notation, equations, slope, absolute value, and quadratic equations. Appropriate for current grade 6 in advanced math and current 7th graders. 10 sessions @ 2 hours each.

\$239 Tuition
\$ 30 Text: *Fundamental Skills of Algebra I Workbook* (\$15);
Painless Algebra (\$15)
\$269 Total Cost

Section 4020 6:30 pm
Herndon HS Tu Th, October 18-November 22
Rm 138 Staff, instructor

Test Prep—Online

ACT Preparation—ONLINE | Course SM08200

The fall college application deadlines are fast approaching! Register now for this self-directed online ACT preparation course that uses the Cambridge Educational Services® curriculum and guides you through the major subject area of English, Mathematics, Science, and Reading. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for 4 months.

\$449 Total Cost

Visit www.fcps.edu (search for adult education) to register!

SAT Preparation—ONLINE | Course SM08100

Raise your SAT scores as college applications are right around the corner! This self-directed, online course uses the Cambridge Educational Services® curriculum and guides you through SATs critical reasoning, mathematics, and writing questions. Learn proven methods for dealing with each type of question; plus receive test-simulation exercises in all test areas. At the end of the course, take the diagnostic exam as a final preparation for the actual test. Password and course access will be available for four months.

\$449 Total Cost

Visit www.fcps.edu (search for adult education) to register!

SAT Score Booster—ONLINE | Course SM09500

Boost your SAT score with this introductory web based score booster course. Course includes two SAT practice tests with drills for English and Mathematics. Students receive five months of access anytime, anywhere, on any Internet ready device! Consider signing up for the full ACE SAT course just prior to taking the SAT exam.
\$199 Total Cost

Visit www.fcps.edu (search for adult education) to register!

Test Prep

PSAT Test Preparation | Course SM07000

The in-class instruction focuses on test-taking strategies, ways to improve speed and accuracy, and ways to increase students' confidence. Curriculum provided by the Cambridge Educational Services is used in these classes. Classes are taught by FCPS teachers endorsed in the content area that they are teaching. 10 sessions @ 2 hours each.

\$322 Tuition
\$ 73 Text: *Victory for the PSAT Tests, 5th ed*
\$395 Total Cost

Section 4080 6:00 pm
Marshall HS Tu Th, September 8-October 13
Rm C108 Staff, instructor

Section 4050 6:30 pm
Chantilly HS Tu Th, September 8-October 13
Rm 258 Staff, instructor

Section 4060 6:30 pm
Edison HS Tu Th, September 8-October 13
Rm B142 Staff, instructor

Section 4070 6:30 pm
Herndon HS Tu Th, September 13-October 13
Rm 134 Staff, instructor

The following sections will meet 5 sessions @ 4 hours each.

Section 4040 9:00 am
Woodson HS Sa, September 10-October 8
Rm G106 Staff, instructor

Section 4030 9:30 am
Plum Center Sa, September 10-October 8
Rm TR2 Staff, instructor

Section 4010 10:00 am
L. Braddock SS Sa, September 10-October 8
Rm H220 Staff, instructor

Section 4020 10:00 am
Pimmit Hills Ctr Sa, September 10-October 8
Rm 162 Staff, instructor

**SAT Test—Tips and Strategies | Course SM08500**

Get ready for the SAT! Review the skills, concepts, and format needed to be successful on the SAT. You'll review the SAT math tips and strategies and practice sample test questions. The format for the writing and critical reading sections will be reviewed along with test-taking tips and strategies. No pre- or post-test given. 4 sessions of Math & 4 sessions of Verbal @ 2 hrs each.

\$ 310 Tuition
\$ 73 Text: *Victory for SAT, 12th ed*
\$ 383 Total Cost

Section 4010 9:30 am on Sa; 6:30 pm on Tu
Woodson HS Sa Tu, September 17-October 15
Rm F105 Staff, instructor

Section 4020 6:30 pm
L. Braddock SS Tu Th, October 11-November 3
Rm H211 Staff, instructor

Section 4030 6:30 pm
Chantilly HS Tu Th, October 18-November 15
Rm 260 Staff, instructor

Section 4040 6:00 pm
Plum Center Tu Th, October 25-November 22
Rm 104 Staff, instructor

Thomas Jefferson Admissions Test Preparation Fall Seminar | Course TX02000

The fall test prep seminar is offered to students in grade 8 during the 2016-2017 school year. Participants should have strong mathematical reasoning and problem-solving skills appropriate to viable candidacy for admission to Thomas Jefferson High School for Science and Technology (TJHSST). Instruction focuses on admissions test-related mathematical and verbal reasoning, essay writing, and study strategies. Other topics include enhancing individual test performance and confidence builders. Participation in this seminar does not constitute application, admission, or acceptance to TJHSST. Applying to TJHSST is a separate process. Reduced tuition is not available.

\$ 274 Tuition
\$ 61 Text: *Barron's SHSAT, 3rd ed* (\$22); *TJ Admissions Test Student Handbook* (\$13); *TJ Test Prep Seminar Math Student Workbook* (\$13); *TJ Test Prep Seminar Verbal Student Workbook* (\$13)
\$ 335 Total Cost

Section 4010 6:30 pm
Pimmit Hills Ctr W, September 28-November 30
Rm LIB Staff, instructor

Section 4020 6:30 pm
Marshall HS Tu Th, October 18-November 22
Rm D109 Staff, instructor

Section 4030 6:30 pm on W; 10:00 am on Sa
L. Braddock SS W Sa, October 19-November 19
Rm H227 Staff, instructor

Section 4050 9:00 am
Woodson HS Sa, October 22-November 19
Rm G105 Staff, instructor

Section 4040 10:00 am
Pimmit Hills Ctr Sa, October 22-November 19
Rm 160 Staff, instructor

Section 4060 12:00 pm
Plum Center Su, October 23-November 20
Rm 150 Staff, instructor

Section 4070 6:30 pm
Edison HS Th Tu, October 25-December 1
Rm B142 Staff, instructor

Section 4080 6:30 pm
Herndon HS Tu Th, October 25-December 1
Rm 134 Staff, instructor

Driver Education**Behind-The-Wheel Driver Training**

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

Classes fill quickly. Register early for your first choice. You must provide a valid Virginia learner's permit, proof of classroom enrollment, and a signed parent permission form to the driving instructor on the first day of class. Course required for licensing up to age 19. 7 sessions @ 1 hour, 45 minutes each.

Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received five business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

\$ 315 Tuition
\$ 315 Total Cost
September 6-14
September 15-23
September 26-October 4
October 5-14
October 17-25
October 27-November 4
November 7-15
November 16-28
November 29-December 7
December 8-December 16
December 19-December 29

For up-to-date information about the driver education program, follow us on Twitter @ACE_Driver_ed

"This class was great and worth every dollar. I learned many new skills and techniques as a young driver that I didn't know prior to taking the class. Having a teacher like Mr. Wooten made the experience much better. Overall, a very pleasant class and I would strongly recommend this course to new drivers."

ACE Student
Behind-the-Wheel Driver Training



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Effective Presentations and Self-Expression

Improvisation Workshop | Course HI03126

If you've ever wanted to explore your funny side or try your hand at a whole new fun adventure, improvisational comedy can give you confidence and help you discover talents you never knew you had. Besides, improvisation is a wonderful tool for promoting creativity, public speaking, stage presence, characterizations, and quick thinking. The class will start with fun warm ups with fellow students. Then the students will participate in structured games created for class and that have also been used on stage with past improv performers such as Robin Williams, Catherine O'Hara and Mike Meyers. 8 sessions @ 2 hrs each.

\$88 Tuition | \$1 User Fee | \$89 Total Cost

Section 0040
Plum Center
Rm 115

7:00 pm
Th, September 22-October 13
Bailey, instructor

Section 0041
Marshall HS
Rm A106

7:00 pm
Th, October 27-November 17
Bailey, instructor

Cinema

Albert Speer: A Pact With The Devil | Course HI06538

World Film presents a film series depicting the rise and fall of perhaps Hitler's most powerful subaltern: Albert Speer. *Inside the Third Reich*, the Emmy Award winning film based on Speer's autobiography, tells the story of Adolf Hitler's personal architect and reportedly "only true friend." The two part mini-series examines Speer's rise from obscurity to his becoming Hitler's architect and finally his Minister of Armaments. Rutger Hauer as Speer and Derek Jacobi as Hitler join a star-studded cast. The award-winning three part German docudrama, *Speer & Hitler (Speer und Er)*, tears open the veil of myths and half-truths obscuring a central figure of the Nazi regime. It shows how two men become friends, inspire one another, soar to heights of self-delusion and lose themselves in a madness that shatters the norms of culture and civilization. *Hitler's Supercity* is a Lost Worlds History Channel documentary about Hitler's commission for Albert Speer to rebuild Berlin into the world capital of Germania. *Albert Speer's Berlin: The Reich's Chancellery* is a virtual tour of the outside of the only building that Speer built for the new city Germania. Finally, *Fatherland*, based on a Robert Harris best seller, is set in 1964 as the entire city of Germania prepares to celebrate the Führer's 75th birthday, and provides a fascinating, if fictional, answer to the questions, "What if Hitler had won the war?" *No tuition discounts.* 5 sessions @ 3 hrs each.

\$86 Tuition | \$3 User Fee | \$89 Total Cost

Section 0040 6:45 pm
Plum Center Tu, Sept 6-Oct 4
Rm 112 LeBlanc, instructor

Section 0041 6:45 pm
Plum Center W, Sept 7-Oct 5
Rm 112 LeBlanc, instructor

Section 0042 6:45 pm
Plum Center Th, Sept 8-Oct 6
Rm 112 LeBlanc, instructor

Masters of Italian Cinema: Pier Paolo Pasolini and Lina Wertmüller | Course HI06539

Two takes on Italian masculinity and femininity through the cinematic eyes of two of Italy's most controversial, confrontational and rebellious film makers. With *Seven Beauties*, Lina Wertmüller was the first female director to be nominated for an Academy Award. Nominated for four Academy Awards including Best Foreign Film, this film tells the story of a small-time crook and lady killer who lives in Naples with his mother and seven sisters during World War II. In *Accattone*, one of Pasolini's first films, a pimp with no other means to provide for himself finds his life spiraling out of control when his prostitute is sent to prison. Lina Wertmüller's greatest success, *Swept Away*, had feminists up in arms. It concerns the sadomasochistic relationship between an extreme capitalistic right-winger and an avowed Communist. Anna Magnani is dynamite in *Mama Roma*. In the great tradition of Italian neo-realism, a middle-aged prostitute attempts to extricate herself from her sordid past for the sake of her son. It offers an unflinching look at survival in postwar Italy. Richard Schickel of Life Magazine said that *The Gospel According to St. Matthew* by Pier Paolo Pasolini, a gay communist, is "certainly the best life of Jesus ever placed on film and...is probably the finest religious film ever made as well...and could rank among the great movies of all time regardless of subject." Wertmüller's *All Screwed Up* is a pointed satire that skewers the illusion of upward mobility. In *The Decameron* Pasolini delivers nine exuberant tales based on the ribald and earthy Boccaccio classic. *No tuition discounts.* 5 sessions @ 3 hrs each.

\$86 Tuition | \$3 User Fee | \$89 Total Cost

Section 0040 6:45 pm
Plum Center Tu, Nov 1-Dec 6
Rm 112 LeBlanc, instructor

Section 0041 6:45 pm
Plum Center W, Nov 2-Nov 30
Rm 112 LeBlanc, instructor

Section 0042 6:45 pm
Plum Center Th, Nov 3-Dec 8
Rm 112 LeBlanc, instructor

NEW

The JFK Assassination & Oliver Stone: Truth & Fiction | Course HI06529

Author and researcher Don Jeffries analyzes the assassination of President John F. Kennedy, with special emphasis on Oliver Stone's controversial, ground-breaking, 1991 film "JFK". The Director's Cut of Stone's award-winning movie will be shown in its entirety. Learn about the myths and disinformation surrounding the assassination of President John F. Kennedy. The official story will be scrutinized, as well as all the evidence of conspiracy. Discover how the assassination impacted the decades that followed, its connection to other important events, and why it remains a significant issue in today's political world. 1 session @ 4 hrs.

\$49 Tuition | \$1 User Fee | \$50 Total Cost

Section 0040 9:30 am
Plum Center Sa, October 1
Rm 112 Jeffries, instructor

Section 0041 9:30 am
Plum Center Sa, November 12
Rm 112 Jeffries, instructor



Genealogy

NEW

Genealogy: Solving Research Problems and Dead Ends | Course HI04813

Do you have an ancestor who you cannot find or conflicting evidence about an ancestor? Learn how to gather and evaluate evidence to solve the problem. Sessions will include hands-on problem solving workshop and help to resolve one of each student's personal research problems. 4 sessions @ 2.5 hrs each.

\$179 Tuition
\$ 1 User Fee
\$180 Total Cost

Section 0040
Marshall HS
Rm B105

7:00 pm
Tu, October 18-November 15
Mason, instructor

NEW

Genealogy: The Federal Census and Your Ancestor | Course HI04787

The first session will focus on finding ancestors in the population and special schedules including published, microfilmed, and online indexes. The second session will focus on using the answers given to the Federal Censuses to locate other records of your ancestors. 2 sessions @ 2.5 hrs each.

\$ 89 Tuition
\$ 1 User Fee
\$ 90 Total Cost

Section 0040
L. Braddock SS
Rm H211

7:00 pm
Tu, September 13-September 20
Mason, instructor

NEW

Genealogy: Trades, Occupations, Business, How Did They Make a Living? | Course HI04822

Two hundred years ago the United States was in its second war with Great Britain. Discover the reasons why the war began and where to locate records that hold genealogical information, such as military service, pension, bounty land, impressed seaman, and others. 1 session @ 2.5 hrs each.

\$ 58 Tuition
\$ 1 User Fee
\$ 59 Total Cost

Section 0040
Marshall HS
Rm B101

7:00 pm
Tu, October 4
Mason, instructor

Be part of a graduation. Get more information today.

703-503-6444

START@fcps.edu



www.fcps.edu/adulths



ADULT HIGH SCHOOL COMPLETION

ADULT BASIC EDUCATION CLASSES

These classes help you with Language Arts (reading and writing) and Math. They help you improve your skills so you can do high school work for the Adult High School, GED®, and NEDP. They also help you to pass the NOVA placement tests. Computer skills are practiced in all these classes. New classes start in September.

For more information:

- For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
- For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
- For classes in Central Fairfax, contact Ann Wyllie at abwyllie@fcps.edu or call 703-503-6441.

GENERAL EDUCATIONAL DEVELOPMENT—GED®

The GED® test is a computerized standardized test. It provides a Certificate of General Educational Development, which is equal to a high school diploma for most colleges and some branches of the military. The GED® Test is in four sections: Language Arts (reading and writing), Science, Social Studies, and Mathematics. For more information, contact Ann Wyllie at 703-503-6441 or abwyllie@fcps.edu. If you have high school level skills, GED® preparation classes help you get ready to take the GED® test. The GED Ready™ (practice test) is offered every two weeks on Friday mornings at Woodson. Please contact Ann Wyllie for registration. New classes start in September.

For more information:

- For classes in the South County area of Fairfax, contact Amanda Adams at aeadams@fcps.edu or call 703-660-2007.
- For classes in the North County areas of Fairfax, contact Lynelle Lockett at lmlockett@fcps.edu or call 703-533-5466.
- For classes in Central Fairfax, or for GED® practice tests, contact Ann Wyllie at abwyllie@fcps.edu or call 703-503-6441.

Tuition varies for each option.

NATIONAL EXTERNAL DIPLOMA PROGRAM—NEDP

NEDP awards a high school diploma to adults 18 years of age and older who have acquired high school-level skills through life experience. There are no classes or timed tests with this program.

- Attend orientation sessions to learn program supports, computer and research skills, and NEDP software.
- Work at your own pace in the privacy of your home.
- Show your reading, writing, and math skills through a series of online projects and weekly appointments with your assessor.
- Use work, home, and community activities to show what you know.
- Determine your best work skills to identify good career options.

How to get started:

Call 703-503-2580 for more information.

FAIRFAX COUNTY ADULT HIGH SCHOOL—FCAHS

The Adult High School is a full-service high school for Fairfax County residents 18 years of age and older. It offers all courses necessary for a high school diploma.

Classes are now being offered at 2 satellite sites in the evening beginning at 5:00 p.m. The locations are Bryant High School in Alexandria and South Lakes High School in Reston. The counselor will talk with you about these options at your registration appointment.

You may have several ways to earn the credits you need:

- Take up to four courses at the same time, all taught by certified Fairfax County Public Schools teachers.
- Courses can be offered in a variety of formats, including online and correspondence.
- Get concurrent enrollment credit at NVCC.

How to get started:

Obtain a copy (can be unofficial) of your transcript, immunization records, and testing records, then make a registration appointment with the school counselor. Classes start in September, January, and April.

- For day classes at FCAHS/Falls Church, call 703-506-2250 or 703-506-2256.
- For night classes at FCAHS/Fairfax, call 703-503-6415, 703-503-6406, or 703-503-6410.

Additional Academic Support and Resources for Enrolled Participants

Tutors: Individual or Small Study Groups

Volunteer tutors can help you improve your academic skills which can lead to higher achievement in your program. You can meet with a tutor individually in a public library that's convenient for you, on a day and a time that are convenient for you. You can also attend small study groups with other adult learners.

How to get started? Contact the Volunteer Learning Program at 703-503-6412 or e-mail VLP@fcps.edu. There is no fee if you are enrolled in an adult high school option or adult basic education class.

College and Career Specialist

Your next goal is college, a job, or a better job. The college and career specialist can help you with career exploration, college planning, and job search skill development. There are college and career fairs, speaker panels, and workshops at different locations.

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Schools and Centers

ACE Herndon Learning Cntr, Main Ent. 1
400 Elden St, Herndon 20170

Bryant Adult Center, Ent. #4 2
2709 Popkins Ln, Alexandria 22306

Chantilly High School, Ent. #1 3
4201 Stringfellow Rd, Chantilly 20151

Edison High School, Ent. #5 4
5801 Franconia Rd, Alexandria 22310

Hayfield Secondary School, Ent. #6 (Auto Lab) 5
7630 Telegraph Rd, Alexandria 22315

Herndon High School, Ent. #5 17
700 Bennett St, Herndon 20170

Lake Braddock Secondary School, Ent. #3 16
9200 Burke Lake Rd, Burke 22015

Marshall High School, Ent. #4 17
(for TR1: park in lower lot behind school)
7731 Leesburg Pike, Falls Church 22043

Oakton High School, Ent. #1 18
2900 Sutton Rd, Vienna, VA 22181

Pimmit Hills Adult Center, Ent. #4 9
7510 Lisle Ave, Falls Church 22043

***Plum Center for Lifelong Learning** 10
6815 Edsall Rd, Springfield 22151

West Potomac High School, Ent. #1 12
6500 Quander Rd, Alexandria, VA 22307

West Springfield High School, Ent. #1 15
6100 Rolling Rd, Springfield, VA 22152

Westfield High School, Ent. #1 14
4700 Stonecroft Blvd, Chantilly, VA 20151

Woodson High School, Ent. #1 & 14 12
9525 Main St, Fairfax 22031

Other Locations

Fairfax Public Access (TV & Radio)
2929 Eskridge Rd Suite S, Fairfax 22031

Graham Road Community Center
3036 Graham Road, Falls Church 22042

Gunston Hall Plantation
10709 Gunston Rd, Mason Neck 22079

Herndon Neighborhood Resource Center
1086 Elden St, Herndon 20170

Inova Fair Oaks Hospital
3600 Joseph Siewick Dr, Fairfax 22033

Mott Community Ctr
12111 Braddock Rd, Fairfax 22030

SCHOOL CLOSINGS/DELAYS

Classes will not meet when FCPS schools are closed due to bad weather, holidays, or emergencies.

Information about closings is communicated in these ways:

- posted to www.fcps.edu
- called in to area TV and radio stations
- posted to TV Channel 21
- sent via e-mail to News You Choose subscribers
- posted to FCPS Facebook and Twitter
- ESOL weather line 703-658-1274

ACE follows FCPS decisions regarding cancellation of classes due to emergencies or inclement weather with only one exception.

The exception is if FCPS has a 1 or 2 hour delayed opening in the morning, ACE classes will still begin on time.

If classes are canceled, please attend the next regularly scheduled session of your class and you will be notified about when the make up class will be held; if this was the last or the only session of your class, you will be contacted by phone or e-mail about the make up class. If classes are canceled due to inclement weather, the Plum Center registration office closes as conditions warrant.

To receive e-mail notification of school closings, visit www.fcps.edu and sign up for News You Choose.



Directions to FCPS locations are available at <http://www.fcps.edu>.

*Customer Service Center

STUDENT SERVICES

- Educational information and referral
- Course selection assistance
- Payment plans **by appointment**
- Accommodations
- Underage waivers for students under 18

For more information, call Student Services:

Plum Center | 703-658-2709

CONTACT US

For more information

ESOL | 703-658-2777
 General information | 703-658-1200
 Marketing/publications | 703-658-2797
 Program Information | 703-658-2727
 Registration assistance
 Online | Phone-in | 703-658-1201

Assistance in other languages

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

24-hour information line

Recorded information for your convenience.
 General information | 703-658-1200

HELPING OTHERS

ACE Training and Scholarship Foundation

The Foundation is a non-profit 501(c)(3) organization created to provide tuition assistance to low-income students enrolling in career classes offered by ACE.

We appreciate the Foundation's recognition of ACE adult education programs as a valuable resource to the community and gratefully acknowledge the support of its donors.

For information on how you or your organization can make a donation and help Fairfax County invest in its workers and build community through lifelong learning, visit www.ace-foundation.org.

Teaching for ACE

We welcome great teachers and new course ideas. View www.fcps.edu and go to "Teach for ACE" for information on part-time teaching opportunities.



Class dates are subject to change due to school closings and cancellations. See **page 61** for information.

Policies

REGISTRATION

Use your ACE Participant ID number, if you have one, when completing the registration form. Only one person may register per form. You may duplicate a form or download one from www.fcps.edu (*search for adult education*).

See registration form for all registration options.

Confirmation

Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first class unless notified otherwise by ACE staff.

Payment

Include payment with your registration. Only one ACE discount or coupon may be used per purchase.

Note: When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

You authorize us to collect a \$35 fee (plus bank fee if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check: full name, street address, and phone numbers.

Textbooks & Materials

If you need a textbook, you must register at least 10 days before the class start date in order to guarantee delivery to the first class session.

Payment for textbooks is required when you register; textbooks will be delivered at the first class meeting. See important information about world language textbooks on page 38.

User Fees

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

ACE WELCOMES ALL

ACE is committed to non-discrimination in our programs, services, and activities. For special accommodations under the Americans with Disabilities Act, contact Student Services at least two weeks in advance of the registration deadline or event (whichever is earlier). ACE will make every attempt to provide reasonable accommodations; however, failure to request an accommodation within the specified time frame may limit our ability to fulfill your request. Call 703-658-2709 or e-mail educationalcounseling@fcps.edu.

Under 18?

Adult education classes are for students 18 years and older, unless otherwise specified. In some instances, exceptions may be approved. Contact Student Services at 703-658-2709 for information about an underage waiver. Requests require two weeks advance notice.

Non-FCPS students under 18 must submit additional documentation along with their completed registration form and payment.

Visit: www.fcps.edu (*search for adult education*) for additional information.

Over 62?

Fairfax County residents 62 years of age or older may opt for a 25 percent tuition discount on the tuition fee (textbooks and user fees are excluded). The birth date/year must be provided on your registration form to be eligible.

Fairfax County residents 62 years of age or older who suffer a financial hardship may apply for a full tuition waiver. The waiver may be used for one class per term; all textbook and user fees must be paid. To obtain an application for a waiver, call 703-658-1201 at least two weeks prior to the class start date or download an application from www.fcps.edu (*search for adult education*). Submit your registration together with the waiver application and appropriate payment.

No senior adult waivers are allowed for ESOL, online classes, or for certain other classes as noted.

REFUNDS

Traditional Classes

You will automatically receive a refund when a class is full or canceled.

For any other refunds or cancellations, your written request must be received two business days prior to the class start date. You may obtain a refund request form from www.fcps.edu OR send us the following information: your name, address, ACE Participant ID number (if available), phone number, and course number for which you are requesting the refund, along with the reason for the request.

Refund requests may be e-mailed, mailed, or faxed:

acerefundrequest@fcps.edu
 Adult and Community Education, Dept. F
 6815 Edsall Road
 Springfield, VA 22151
 703-658-2748 - fax

A \$15 withdrawal fee is assessed for each refund. Donations to the ACE Scholarship Fund are non-refundable. Allow at least three weeks for processing.

Driver Education Classes

Due to FCPS enrollment requirements regarding the behind-the-wheel class, refunds or transfers will not be given unless a written request is received **five** business days (Monday through Friday, before the close of business, 4:30 pm) before the start of class. Call 703-658-2727.

Online Classes

Online classes have a unique refund policy. Visit www.fcps.edu (*search for adult education*) for information.

Fall 2016 Registration Form

Six Ways to Register

ONLINE

Register anytime by visiting
www.fcps.edu (search for adult education)

PHONE

703-658-1201
Monday–Friday, 9 am–5 pm

FAX

Fax your completed form (including credit card information) to 703-658-1251.

MAIL

Include your payment with form:
FCPS-ACE, Dept. A
6815 Edsall Road
Springfield, VA 22151

IN PERSON

Visit Plum Center. (Check office hours below.)

PURCHASE ORDER

Companies or organizations enrolling staff for training may complete registration forms and attach company memo or purchase order. (Payment is due within 30 days after the start date of the class.)

Course No.	Section No.	Start Date	Start Time	Course Title	Tuition Fee	Text Fees	User Fee	Total Fees
					\$	\$	\$	\$

- I am a first-time registrant male female Check if change of address
- I'd like to make a tax-deductible donation to the ACE Scholarship Fund to provide low-income adults with employment training and educational opportunities. I have added \$ _____ to my total.

Subtotal _____
Fairfax County Senior Tuition Discount
(textbooks and user fees are excluded) _____
ACE Scholarship Fund _____
TOTAL (pay this amount) _____

ACE Participant ID Number _____

FIRST NAME _____ MI _____ LAST NAME _____ BIRTH DATE REQUIRED FOR SENIOR CITIZEN DISCOUNT (MO/DAY/YR) _____

STREET ADDRESS _____ APT # _____ CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ BUSINESS PHONE _____ E-MAIL ADDRESS _____ Sign up for ACE classes e-mail updates.

PAYMENT METHOD (check one): MasterCard VISA Check (Make check payable to **FCPS ACE**; include home address and phone number.)

CARD NUMBER _____ EXPIRATION DATE (MONTH, YEAR) _____

CARDHOLDER'S SIGNATURE _____

PLEASE PRINT CARDHOLDER'S NAME CLEARLY (AS IT APPEARS ON CARD) _____

CARDHOLDER'S ADDRESS/PHONE NUMBER (IF DIFFERENT FROM ABOVE) _____

Customer Service

Phone: 703-658-1201 (M-F, 9 am-5 pm)
FAX: 703-658-1251
E-mail: aceclasses@fcps.edu

PLUM CENTER

6815 Edsall Road
Springfield, VA 22151

Hours:

Phone: M–F, 9 am–5 pm
Walk-in: M–F, 9 am–5 pm

CENTER WILL BE CLOSED:

M, September 5
M, October 10
Th–F, November 24–25
F, December 23
M, December 26
F, December 30
M, January 2

HOURS WILL CHANGE:

W, November 23, open 9 am–2 pm



Directions to FCPS locations are available at
<http://www.fcps.edu>

Adult and Community Education
Fairfax County Public Schools
6815 Edsall Road
Springfield, VA 22151

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www.fcps.edu *(search for adult education)*

No FCPS operating funds were used in the printing or mailing of this catalog.

Look for our winter catalog after December 5.

Support the ACE Training and Scholarship Foundation!



The ACE Training and Scholarship Foundation is a 501(c)(3) organization created in 2002 to provide tuition assistance to low income adult students taking classes and programs offered through the **Adult Community Education (ACE)** program in **Fairfax County Public Schools (FCPS)**. Classes include English for Speakers of Other Languages (ESOL), occupational training, and certificate programs. Scholarship funds are applied to tuition, books, and/or course materials.

What has the ACE Training Scholarship Foundation accomplished?

Since its inception in 2002, the ACE Training and Scholarship Foundation has provided over \$500,000 to adult students for tuition assistance.

The Foundation continues to help develop a talented pool of qualified workers, contributing to the economic development of the region while building a strong educational, trade-oriented, and technologically-savvy workforce, and supporting the well being of families in our community.

Visit www.ace-foundation.org