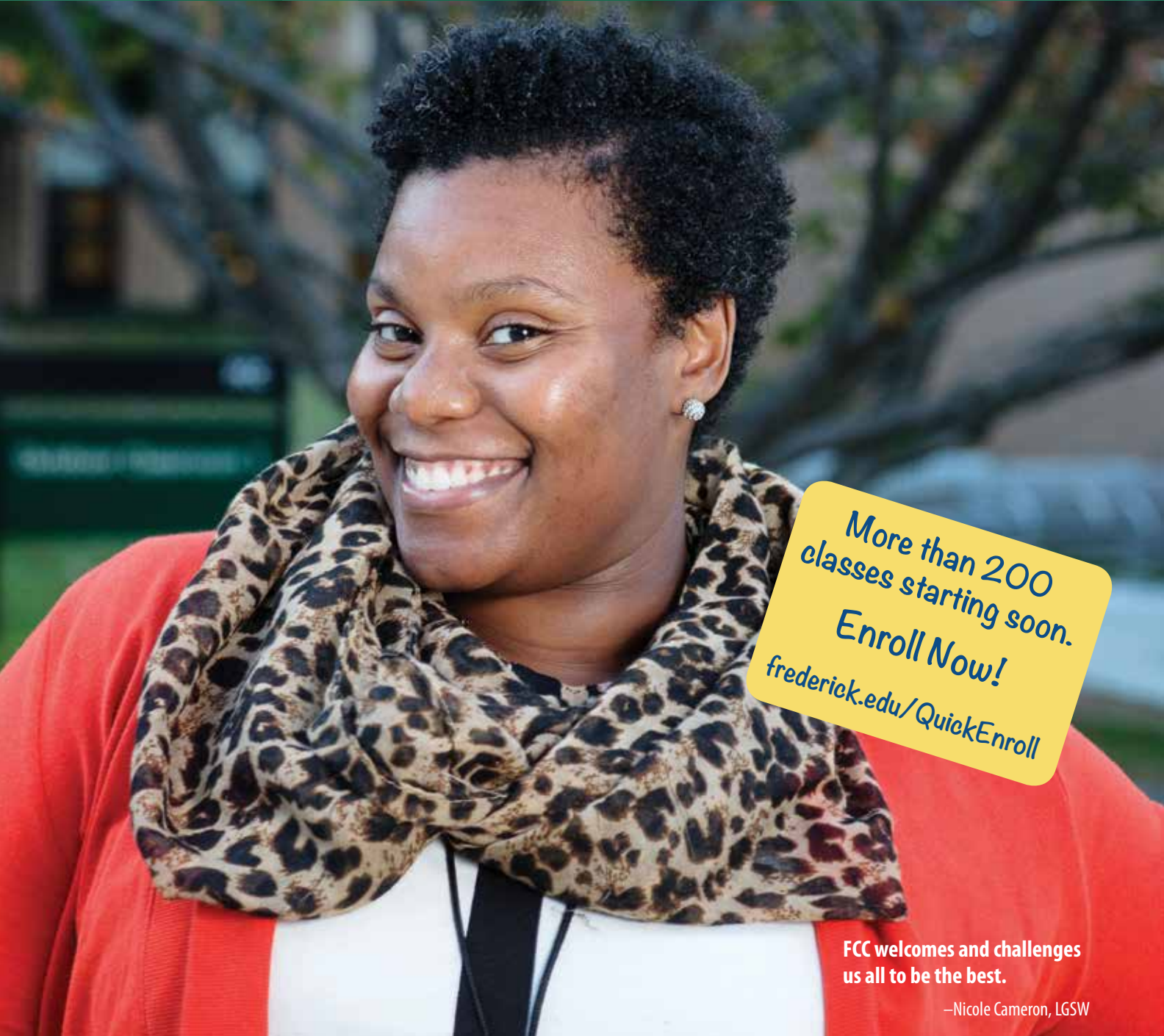




Frederick Community College

Continuing Education and Workforce Development



More than 200
classes starting soon.
Enroll Now!
frederick.edu/QuickEnroll

FCC welcomes and challenges
us all to be the best.

—Nicole Cameron, LGSW

Spring 2016 Class Schedule



Spring Registration is now open

FCC is proud to offer a dynamic selection of Continuing Education & Workforce Development classes this spring.

Continuing Education features personal enrichment and lifelong learning classes to enrich and educate students of all ages.

Workforce Development presents flexible, affordable and rewarding career training opportunities with industry-recognized coursework at state and national levels.

Join us for expert-led courses designed to fit your schedule and your budget. Choose from day, evening, weekend and online options and enroll today.

Browse our schedule and register online!

www.frederick.edu/QuickEnroll

Please note: courses requiring prerequisites and/or program manager approval may not be available for online registration. Please see course details for complete information and registration guidelines. To register in person at FCC, visit Jefferson Hall, J-101, to complete a registration form. Payment may be made by cash, check or money order. A self-serve kiosk is available to accept credit card registrations.

On the Cover: Nicole Cameron, a Licensed Graduate Social Worker, teaches Adult Basic Education at Frederick Community College. Well known for a warm and welcoming classroom environment, Nicole's positive outlook and encouraging support of her students stems from her belief that human interaction is an essential element of learning. The results continue to be positive.

"Students sometimes arrive hesitant and unsure, but I firmly believe my job is to inspire and motivate. They often finish with their heads held high, ready to take the next step in their educational journey. FCC has positively changed my life and the life of my students" – Nicole Cameron, LGSW, FCC Instructor

For more information about Adult Education programs, see page 57, visit Frederick.edu/AdultEd or contact us at 240.629.7962.



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Register for Classes

- **Online:** Visit frederick.edu/QuickEnroll to select classes, pay via credit or debit card and receive an immediate email confirmation.
- **In Person:** Visit FCC's Jefferson Hall, J-101, to register. Payment may be made by cash, check or money order. A self-serve kiosk is available to accept credit or debit card registrations.

Phone Numbers

- Registration Information: 301.846.2400
- Student Accounts (cashier): 301.846.2658
- Bookstore: 301.846.2463
- Services for Students with Disabilities: 301.846.2408
- Testing Center: 301.846.2522

Register early!

Each course has a maximum number of students who can enroll, and popular courses may fill quickly.

Payment in full is due at the time of registration.

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To drop classes at least one business day prior to the class start date, see page 66 for instructions.

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FOR HEALTH CARE EDUCATION**

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The following 6-week courses have been added to our spring schedule! To browse our complete selection of online courses, visit us at frederick.edu/QuickEnroll, click **Online Classes** or search by class title.

Intro to Digital Scrapbooking

7996 ONL155 2/8 – 6/3

MAC, iPhone and iPad Prog

7997 ONL158 2/8 – 6/3

Dreamweaver CS6

7998 ONL159 2/8 – 6/3

Intermediate Photoshop CS6

7999 ONL165 2/8 – 6/3

Lose Weight and Keep It Off

8001 ONL600 2/8 - 6/3

Mystery Writing

8000 ONL471 2/8 – 6/3

Luscious, Low Fat, Quick Meals

8002 ONL601 2/8 – 6/3

Classes start the second Wednesday of each month and run for six weeks. During your online registration please indicate the month you would like to start your class. See page 65 for more online registration information.

Continuing Education and Workforce Development

(301) 846-2421 • CEInfo@Frederick.edu • Frederick.edu/QuickEnroll

Frederick Community College Spring 2016 Continuing Education & Workforce Training schedule: The information contained in this schedule is abbreviated for registration purposes. The provisions of this publication are not to be regarded as a contract between the student and Frederick Community College. The schedule is subject to change. FCC reserves the right to cancel courses due to insufficient enrollment. Full refunds will be issued for canceled courses. Because Frederick Community College is a public institution, photographs of students, employees and visitors in common areas on campus or at ceremonies and events may appear in print or electronic marketing materials without their permission.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

Frederick Community College makes every effort to accommodate individuals with disabilities. If you have accommodation needs, please call 301.846.2408. To request a sign language interpreter, please call 240.629.7939 or 301.846.2408 (Voice) or email Interpreting@frederick.edu. Requests for any accommodation should be made at least five working days prior to attending a scheduled event.

Board of Trustees: Myrna Whitworth, Chair • David F. Bufter, Vice Chair • Debra S. Borden • Nick Diaz • Gary V. Fearnow • Timothy J. Wesolek • Roger A. Wilson
 Elizabeth Burmaster, Secretary/Treasurer • Janice Spiegel, Education Liaison/Office of the County Executive

Careers & Business

ACCOUNTING, BOOKKEEPING & FINANCE

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters. **Course Revised November 2014**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL223 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

5916 Online 2/1-6/3

Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in Charlene Messier's online *Accounting Fundamentals* course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. In *Accounting Fundamentals II*, you'll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you. **Course Revised February 2015**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.



ONL224 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

5919 Online 2/1-6/3

Intro to QuickBooks Pro

Discover management tools for running a small business, a home office or your personal finances in the 2014 version of QuickBooks Pro. This class offers hands-on instruction in basic functions and record keeping for all types of small businesses. Topics include cash receipts, disbursements, invoicing, payroll, job costing, financial statements, and more. Instruction is by an experienced CPA. Prerequisites: Familiarity with basic computer skills, keyboard, mouse and use of Windows. Text should be brought to first class and can be purchased at the FCC bookstore.

SMB209 | 21 hours | \$299 (\$189 tuition + \$110 fees)  

INSTRUCTOR: Douglas Maddox

7751 W 8:30 a.m.-4:30 p.m. 2/10-2/24 FCC/E100

7752 MW 5:30 p.m.-8:30 p.m. 4/25-5/16 FCC/E100

Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you'll master the tools you'll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. With QuickBooks, you get the same ease of use of Quicken coupled with a more traditional approach to accounting to meet the needs of small to mid-sized businesses. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of financial accounting for your business. **Note:** This course has additional software requirements.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL162 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7923 Online 2/1-6/3

 Online Course
 Eligible for senior tuition waiver.
 Eligible for disabled & retired tuition waiver.
 See pages 66 and 67.

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.
Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Intermediate QuickBooks® 2013

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basic introductory concepts and you'll learn how to utilize many of the more advanced features and applications. You'll learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you'll learn how to enter price levels and track discounts and credits. You'll even learn how to enter and track mileage that you incur on any vehicles that you use in your business. This course also covers many other common topics that small business owners encounter. You'll learn how to create customer statements, assess finance charges on overdue balances, and write off these past due balances when it appears that the customer is not going to pay. This course is designed for those QuickBooks users who already feel that they have a good grasp on the basics or have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you'll feel more confident and secure in accounting for your business. **Note: This course has additional software requirements. Go to frederick.edu/QuickEnroll and click on class title to learn more.**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL167 | 24 hours | \$139 fee

INSTRUCTOR: Brett Kraimer

7921 Online 2/1-6/3

Intermediate QuickBooks® 2014

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced users struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basic introductory concepts, and you'll master many of the more advanced features and applications. You'll learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you'll learn how to enter price levels and track discounts and credits. You'll even learn how to enter and track mileage for any vehicles that you use in your business. This course also covers many other common topics that small business owners encounter. You'll learn how to create customer statements and assess finance charges on overdue balances, and write-off these past due balances when it appears that the customer is not going to pay. This course is designed for those QuickBooks users who have a good grasp on the basics or have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you'll feel more confident and secure in accounting for your business. **Note: This course has additional software requirements. Go to frederick.edu/QuickEnroll and click on class title to learn more.**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL178 | 24 hours | \$139 fee

INSTRUCTOR: Brett Kraimer

7922 Online 2/1-6/3

Performing Payroll in QuickBooks® 2013

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. However, by using the payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying liabilities for taxes, and generating dazzling reports quickly and easily. You'll start by learning how to prepare for the payroll process by finding the information you need on the Internal Revenue Service website. Then you'll review all aspects of how to set up and maintain payroll information for your employees in QuickBooks. You'll learn how to track work and vacation time; produce job costing reports; generate W-2, W-3, and 1099 forms; create paychecks; and much more. Once you've mastered the basics, you'll gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you'll be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way. **Note: This course has additional software requirements. Go to frederick.edu/QuickEnroll and click on class title to learn more.**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL163 | 24 hours | \$139 fee

INSTRUCTOR: Brett Kraimer

7924 Online 2/1-6/3

BUSINESS

Start Your Own Business

Learn more about financing, licenses, taxes, entities, record keeping, business plans, marketing and more. This comprehensive course will teach you the steps you need to take and help you to evaluate your idea and its market feasibility.

SMB100 | 6 hours | \$99 (\$74 tuition + \$25 fees)  

INSTRUCTOR: Brett Kraimer

7748 Sa 9:30 a.m.-12:30 p.m. 4/16-4/23 FCC/E124A

Entrepreneurship and Small Business Enterprise

Surveys starting and successfully managing a small business. Topics include: 1) making the decision for self-employment, 2) getting started (new business; going concern; franchising), 3) marketing the product or service, 4) achieving proactive financial management, 5) a miscellany of management pointers for small business (personnel/inventory/control/managing risk), and 6) regulation and taxes. This class is also offered for credit as BU109. See credit schedule for more information.

Note: Class or sections of the class may be online or hybrid and require the use of Blackboard or any other LMS.

SMB114 | 37.5 hours | \$400 (\$348 tuition + \$52 fees)  

INSTRUCTOR: CE Instructor

7750 M 6:00-8:35p.m. 3/28-5/9 FCC/C206

How Resilient Will You Be Following a Cyber Attack?

Are you prepared to repel the cyber attack that is coming to your business? Computer based attacks are increasing in frequency and complexity. Every business (and home) which uses a computer is a target for data theft and unauthorized information disclosure, which lead at best to interruption and at worst to the loss of the business. This course will disclose common methods used by computer-based attackers and share approaches and technology used for threat mitigation and response. Natural disasters pose a similar threat and require a solid emergency plan in order to mitigate data loss and prevent business down-time. This course will arm you with the information you need to prepare a solid continuity of operations plan and tailor it to known potential threats in the Maryland area.

SMB290 | 3 hours | \$139 (\$110 tuition + \$29 fees)

INSTRUCTOR: Eric Beasley

7754 F 1:00–4:00 p.m. 3/11 FCC/E104

7755 Th 5:30–8:30 p.m. 5/12 FCC/E106

Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. *Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.*

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL501 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7934 Online 2/1–6/3

Administrative Assistant Applications

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. [®] *Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.*

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL502 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7926 Online 2/1–6/3

Fundamentals of Supervision and Management

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. This course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of Project Management Institute (PMI) PDUs equal to the number of hours of this course.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL325 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7928 Online 2/1–6/3

Fundamentals of Supervision and Management II

What does a supervisor or a manager need to know? Have you ever felt technically prepared for a supervisor's role, yet felt defeated by all of the people issues that seem to arise? In this six-week online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. In addition, we will discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. We are going to show you how you can understand various personality traits—in yourself and in others—and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you'll develop a plan of action to improve both your interpersonal skills and your work relationships. This course is a good choice for those looking for project management experience and those aspiring to obtain a Project Management Institute credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL326 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7929 Online 2/1–6/3

Get Grants!

Here's food news if you're a grant writer – even in lean times, there's plenty of money out there! In this course, two experts who've raise millions of dollars in grant money will tell you how to develop successful, fundable grants. First, they'll walk you step-by-step through the process of grant proposal writing revealing the "must-have" proposal elements and the seven pitfalls to avoid. You'll learn You'll learn to recognize what makes a project attractive to a funding agency and see how to create a compelling case. You'll also see how to follow up on a proposal, and you'll find out when it's possible to turn a "no" into a "yes." Highly recommended for development professionals, educators, nonprofit agency staff members or volunteers. Course Revised May 2015

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL320 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7930 Online 2/1–6/3

A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL310 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7925 Online 2/1–6/3

Advanced Grant Proposal Writing

Learn how to research and write winning proposals that get funded. You'll become proficient in the proposal format used by the vast majority of public foundations. Learn what to do—and, more importantly what not to do—on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grantmakers, and you'll know how to tailor your responses to information found in the peer review criteria. Discover a number of significant finishing touches that can give your project the edge over others. Finally, learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL317 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7927 Online 2/1–6/3

Nonprofit Fundraising Essentials

Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you'll explore the skills you'll need to become a successful fundraiser. After that, you'll discover where the best corporate and foundation fundraising jobs are and how to apply for them. Next, you'll delve into every area of nonprofit fundraising: annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. You'll also learn about capital campaigns and find out why they're a crucial element of nonprofit fundraising. Along the way, you'll view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you'll hone your own writing skills. In addition, you'll explore fundraising software tools you can use to track your efforts and enhance your results. By the end of the course, you'll have a wealth of new nonprofit fundraising ideas, and you'll be well on your way to success in this exciting career field.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL322 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7931 Online 2/1-6/3

MARKETING, SALES & SOCIAL MEDIA

NEW! Get to Wow: Understanding the Customer Experience

Your business has a unique personality: Is it projecting what you want it to? Do your customers tell others a compelling story about their experience with your business? Join us for an exploration of the difference between branding and the customer experience and identify the personality and emotional touchstones of your business. We will delve into how your business personality permeates the entire experience of your customer. From seeing your ads, to visiting your website, talking to you or your employees, this class will help you tighten up your business persona so your customers will remember you. You'll learn how to make the unique personality of your business shine, how to deliver a wow customer experience every time, and how to grow your business.

Note: A light lunch or dinner is included in course costs.

SMB352 | 3 hours | \$79 (\$59 tuition + \$20 fees)

INSTRUCTOR: Callie Fulmer

7756 W 5:30-8:30 p.m. 3/9 FCC/E126B



7757 W 12:00-1:00 p.m. 4/6-4/20 FCC/E123

PROJECT MANAGEMENT

Project Management Essentials

No Experience Required! Begin your journey to becoming a Project Management Professional! You will learn the art and science of project management from a practical perspective. Taught by experienced PMPs, the instructors lead you through the world of project management from the soft people skills needed to integrate project elements to management techniques needed to drive a project to successful conclusion. A fun and easy-to-read textbook and plenty of hands on activities provide a real sense of this growing profession. Attendees will be eligible for 30 Category A PDUs. This course is applicable toward the 35 hour formal education requirement for the PMP exam and the 23 hour formal education requirement for the CAPM exam. Become familiar with the material needed to sit for the CAPM exam, be introduced to the world of technical project management and learn invaluable skills that are transferable across many industries and market segments.

Note: A textbook is required for this course.

MGT367 | 30 hours | \$739 (\$89 tuition + \$650 fees)  



INSTRUCTOR: Lisa Hammer / David Newman

7742 MTu 8:30 a.m.-4:30 p.m. 3/7-3/15 Monroe Center/MC152

Impactful Project Management

Examine the principles of Project Management skills by taking an in-depth look at the essential elements of scheduling, budgeting, and risk analysis. The course is taught by experienced PMPs who will help you bring Project Management tools and techniques to life. Discover the utility and effectiveness of earned value management techniques and gain valuable insight into the process of scheduling using the critical path method. Attendees will be eligible for 15 Category A PDUs. This course is applicable toward the 35 hour formal education requirement for the PMP exam and the 23 hour formal education requirement for the CAPM exam. This course is recommended for students in pursuit of the PMP Certification.

Note: A textbook is required for this course.

MGT368 | 15 hours | \$379 (\$79 tuition + \$300 fees)  

INSTRUCTOR: Lisa Hammer / David Newman

7743 Th 8:30 a.m.-4:30 p.m. 4/7-4/14 Monroe Center/MC152

 **Online Course**
 **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 66 and 67.



Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Project Management Professional Exam Prep

Prepare to become a certified Project Management Professional (PMP)! Taught by experienced PMPs, the instructors lead you through the world of knowledge areas and process groups while providing practical applications that you can apply immediately. The course will include study tips and techniques to help you prepare for the exam. Topics include: Preparation for the PMP or CAPM certification examination; PMBOK Guide, including project phases, knowledge areas, and process groups; Principles of Project Integration Management including the project management lifecycle from conception to close-out; Impact of organizational structure and study issues associated with organization types and change management.

Note: A textbook is required for this course.

MGT366 | 15 hours | \$539 (\$99 tuition + \$440 fees)  


INSTRUCTOR: Lisa Hammer / David Newman

7740 Th 8:30 a.m.–4:30 p.m. 2/11–2/18 FCC/E123
7741 Tu 8:30 a.m.–4:30 p.m. 4/26–5/3 Monroe Center/MC152

NEW! Creative Problem Solving for Project Managers

Problems come to Project Managers in many forms and from multiple directions. Are common problems such as scope creep and under-defined goals, or more difficult and complex challenges such as meeting client and stakeholder expectations in a dynamic and fast-moving development environment threatening the success of your project? Utilization of a Creative Problem Solving (CPS) process can lead to ideas and solutions which would have otherwise been overlooked. This course will help you identify situations in which CPS may be beneficial and develop a process for employing CPS that can be applied immediately. In-class exercises will provide hands-on experience and practice. Whether you are currently PMP® certified or simply working in the field with project management responsibilities, you will be honing skills Project Managers need to have at their disposal in order to improve project execution results.

Note: This course requires a textbook.

MGT369 | 14 hours | \$449 (\$49 tuition + \$400 fees)  


INSTRUCTOR: Lisa Hammer / David Newman

7744 F 8:30 a.m.–4:00 p.m. 4/8–4/15 Monroe Center/MC152

Microsoft Project

Learn the principles of project scheduling using Microsoft Project. Students will examine the critical path method, task and milestone structure, resource utilization and Gantt chart analysis. Learn to create, modify and report on project schedules and to use the schedule to drive the project to successful completion.

Note: This course requires a textbook.

CMS327 | 15 hours | \$639 (\$109 tuition + \$530 fees)  

INSTRUCTOR: Lisa Hammer / David Newman



7789 Tu 8:30 a.m.–4:30 p.m. 2/9–2/16 FCC/E100
7790 Th 8:30 a.m.–4:30 p.m. 4/28–5/5 FCC/E100

PROFESSIONAL DEVELOPMENT

NEW! Solutions for Today from the Wisdom of the Past

Your challenges in the workplace may sometimes seem overwhelming, but they are not unique. This series looks at success stories from internationally-recognized leaders from the World War II era. They, like managers today, had to deal with shortages of resources, the need to build morale, political roadblocks, and the challenge of guiding towering egos into a common goal. This series of three half-day seminars allows you to assess your own strengths and those of the people with whom you work, harness powerful communications tools for your workplace, and strengthen your own workplace teams.

Three part course including MGT371 Boosting Morale in Tough Times, MGT317 Building Workplace Relationships, and MGT318 Understanding Workplace Talents and Personalities. Take all three at a discounted price.

MGT319 | 10.5 hours | \$369 (\$299 tuition + \$70 fees)  

INSTRUCTOR: Antigoni Ladd

7932 F 8:30 a.m.–12:00 p.m. 2/12–2/26 Monroe Center/MC152
7933 F 1:00–4:30 p.m. 4/22–5/6 Monroe Center/MC151 or MC152

NEW! Boosting Morale in Tough Times

“These are not dark days, these are great days; the greatest days our country has ever lived; and we must all thank God that we have been allowed... to play a part in making these days memorable.” – Winston Churchill

In times of change, reorganization, budget cuts, downsizing, new management, even moving the office, employees lose focus, and productivity declines. Dealing with employee emotions, from anger to loss of interest, requires managers to ramp up their communications to help people re-engage with the organization’s mission, and not dwell on their own feelings. Through historic examples from Winston Churchill in World War II, you will learn communications tools that you can apply to your own workplace. By comparison with the shortages of war-time England, your problems should seem manageable. So step back in time, study the master of communications, and begin drafting a plan to pull your employees into a confident, focused team once again.

MGT371 | 3.5 hours | \$139 (\$109 tuition + \$30 fees)



INSTRUCTOR: Antigoni Ladd

7745 F 8:30 a.m.–12:00 p.m. 2/12 Monroe Center/MC152
7746 F 1:00–4:30 p.m. 4/22 Monroe Center/MC151

NEW! Building Workplace Relationships

"We succeed only as we identify in life, or in war, or in anything else, a single overriding objective, and make all other considerations bend to that one objective." – Dwight D. Eisenhower

Eisenhower faced a daunting assignment when given command over the Allied forces for the D-Day landings in World War II. His team would be made up of experienced commanders (all with more combat experience than Ike) from various military services (navy, army, air force) and from several nations. Each nation had its own priorities for recapturing European soil from the Germans, and each military service had its own working style. The commanders, used to running their own operations, brought towering egos and strong personalities to the new Allied team. How would Ike ever reach consensus on issues, much less forge a working team for this complex operation? He did it and so can you. Join us to learn how communication, engagement, and relationship building results in organizational success.



MGT317 | 3.5 hours | \$139 (\$109 tuition + \$30 fees)  

INSTRUCTOR: **Antigoni Ladd**

7736	F 8:30 a.m.–12 p.m.	2/19	Monroe Center/MC152
7737	F 1:00–4:30 p.m.	4/29	Monroe Center/MC152

NEW! Understanding Workplace Talents and Personalities

Have you ever wondered why you work really well with some people and seem to clash with others? Each of us has a natural style of thinking, processing information, problem solving, and communicating. Often workplace conflicts arise simply because communications are misunderstood. For a manager, trying to improve productivity and maintain harmony building smooth relationships can be a challenge. In this program, you will assess your own personality style and recognize the traits of those around you. Managers will learn to weigh the talents and skills each team member contributes. You will learn how to show appreciation for the diverse personalities around you and begin building team cohesiveness. Using historic role models Eleanor Roosevelt and Gandhi, along with Churchill and Eisenhower (from the earlier sessions), you will see how different personalities can be equally effective, though they exhibit different behaviors and styles. DiSC personality assessment concepts will be used.

MGT318 | 3.5 hours | \$139 (\$109 tuition + \$30 fees)  


INSTRUCTOR: **Antigoni Ladd**

7738	F 8:30am–12pm	2/26	Monroe Center/MC152
7739	F 1pm–4:30pm	5/6	Monroe Center/MC152

Effective Business Writing

Business writing is a critical skill in today's business environment. To effectively communicate you need to write correctly, clearly, and quickly. In this hands-on workshop you learn and practice business writing skills needed to compose effective, professional documents that get attention and prompt action. You also learn how to write informative and persuasive emails and memos. By the close of the class you'll have a chance to apply your new skills-writing a short document and receiving instructor feedback on its effectiveness.

Note: A textbook is required for the class.



MGT203 | 8 hours | \$129 (\$99 tuition + \$30 fees) 

INSTRUCTOR: **Wanet Tyson**

7734	F 8:30 a.m.–4:30 p.m.	4/22	Monroe Center/MC152
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Speakers Training Camp

Strong presentation skills are essential for leadership success. Poor speaking skills can ground a rising star. This intensive program will help participants deliver presentations that motivate, hold the attention of the audience and ultimately get results. The Speakers Training Camp® has a proven record for dramatic success and has been used by Fortune 500 Companies such as Nike, Xerox, Boeing and Ritz-Carlton. This program is a hands on dynamic experience which puts theory into practice immediately. People of all levels of presenting ability have attended and benefited from the program, from beginners who are terrified at the thought of public speaking to accomplished presenters who want to fine tune their style. Companies use the Speakers Training Camp: 1) To provide emerging leaders and supervisors essential presentation skills, 2) To help prepare a team for an important sales or grant presentation, 3) To help leaders improve their executive presence and professionalism.



MGT299 | 14 hours | \$649 (\$89 tuition + \$560 fees)  

INSTRUCTOR: **Irvine Nugent**

7735	ThF 9:00 a.m.–4:00 p.m.	3/17–3/18	Monroe Center/MC151
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Change Leadership for the Competitive Edge

The world around us is changing at an ever increasing pace. Leadership of change is crucial to successful renewal of a business's direction, structure and capabilities in order to meet the ever-changing needs of the customer. Are you that leader? This workshop guides you through the phases of change, addresses resistance, the importance of vision, as well as change leadership roles. You will learn how to create a sustainable environment for change which will promote growth and business success into the future.

SMB237 | 7 hours | \$239 (\$189 tuition + \$50 fees)  

INSTRUCTOR: **Wanet Tyson**


7753	F 8:30 a.m.–4:30 p.m.	3/18	FCC/E123
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Emergency Management

DISASTER PREPAREDNESS

Your Business Continuity Plan

The course will provide a step by step forum to develop a business continuity plan for your firm. You will learn to identify local natural and technological hazards specific to your business classification and geographical location. The potential of those hazards will be evaluated in a risk analysis to assist you in addressing potential business interruption and loss. You will use your specific hazard identification and risk analysis to develop a custom business continuity plan. The plan will be the key to both developing business resiliency, as well as identifying methods to mitigate potential loss. Business Continuity Advisors from the FCC Mid-Atlantic Center for Emergency Management will provide instruction and individual assistance in the development of your plan. Join our Business Continuity Advisors in exploring your "risk business" and preparing for potential challenges.

EMG145 | 12 hours | \$395 (\$375 tuition + \$20 fees) 

INSTRUCTOR: **Stephen Carter**

7500	Th 6:00 p.m.–9 p.m.	3/3–3/31*	FCC/E106
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*No class 3/24.

Certification & Licensure

CAREER & PROFESSIONAL CERTIFICATION PREP

Food Safety Manager Certification ServSafe

This course provides food service facility owners, managers, and food handlers with comprehensive knowledge of food safety agency regulations. Students learn about proper methods of food handling and preparation, the Hazard Analysis Critical Control Point (HACCP) concept of food safety, personal hygiene, proper cleaning and sanitizing of equipment and facilities, and guidelines for working with regulatory agencies. Certified Professional Food Manager from the National Restaurant Association is awarded upon completion of the course and passing a final examination. This course meets the requirements in those jurisdictions where food manager certification is mandated. Fee includes materials, book, exam, and certificate.

SAF170 | 9 hours | \$209 (\$44 tuition + \$165 fees)  



INSTRUCTOR: CE Instructor

7884 Th 8:00 a.m.–5:00 p.m. 4/14 Monroe Center/MC126

Personal Trainer 6 Weeks

This Personal Trainer course is taught over a 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30 hour internship is required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as “the expert” in your field. Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 (<http://www.witseducation.com>)

Note: 30 hr internship must be completed outside of class hours.

PFT105 | 60 hours | \$709 (\$175 tuition + \$534 fees)  

INSTRUCTOR: CE Instructor

7885 TuTh 6:30–9:30 p.m. 2/16–3/29* Monroe Center/MC111

*No class 3/24.

Praxis Core Preparation



Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll get familiar with the different types of questions that appear on the reading and writing tests. You'll master the many areas of math that you'll be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, and probability and statistics. To prepare for the two essays, we'll discuss what constitutes high scoring essays. We'll also go through the process of writing each essay in the amount of time allotted. You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare you for the Praxis Core, but do so in a way that's fun and interesting. After completing this course, you'll be totally ready to pass the Praxis Core Exam! **Course Revised May 2015**

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL346 | 24 hours | \$109 fee



INSTRUCTOR: CE Instructor

7939 Online 2/1–6/3

Praxis Core Preparation - Semi-Private Instruction

Are you a prospective teacher who needs to pass the Praxis Exam? Prepare for the new Praxis Core Exam. Gain the benefits of an individualized, tailored, and semi-private preparation course. Improve test taking skills while reviewing reading, writing and math requirements of the test.

Note: Textbook Required



CPD150 | 8 hours | \$144 (\$119 tuition + \$25 fees)  

INSTRUCTOR: Anamaria Prensny

7887 TuTh 5:00–7:00 p.m. 3/8–3/17 FCC/TBA

SHRM-CP and SHRM-SCP Certification Exam Prep

Business leadership has changed over recent decades. We now live and work in a global economy, in which geographic borders are virtually non-existent, and innovation, agility and strategy are critical success factors. The HR profession operates at the core of this global economy, ensuring the alignment of organizational strategy with a high-performing workforce. The new SHRM credentials, Senior Human Resources Manager – Certified Professional (SHRM-CP) and Senior Human Resources Manager – Senior Certified Professional (SHRM-SCP), address these new roles. The SHRM-CP and SHRM-SCP encourage HR professionals to acquire the behavioral competencies and knowledge they'll need to effectively perform their jobs and achieve career success. This certification program was built with employers in mind. It will undoubtedly help set the global standard for excellence in HR and aims to grow certification throughout the HR profession. Join fellow HR practitioners to prepare and practice for your certification exam in this 12-week course. You'll learn test-taking strategies, as well as important concepts that are essential for your mastery of the exam's body of competency and knowledge. This course replaces the PHR/SPHR prep course that was previously offered at FCC. Please go to <http://www.shrmcertification.org> for exam information and prerequisites. This course is eligible for FCC's payment plan. Please contact the Student Accounts Office at 301.846.2658 for details. Course material included.

CPD130 | 36 hours | \$1159 (\$489 tuition + \$670 fees)  

INSTRUCTOR: **Amanda Haddaway**



7888 Tu 6:00–9:00 p.m. 2/23–5/10 FCC/TBA

CHILD CARE CAREER PREP

Activities I For Children

Introduces the principles, materials and methods used with young children ages birth to six, including advancing physical, cognitive, communicative, creative and social skills. Students plan and present lessons in the area with young children. This course satisfies one-half of the 90-hour state requirement for day care certification. Corequisite: Child Development & Behavior. Meets training requirement for Senior Staff. (Also offered for credit as ECD104) All licensees must attend all hours of Child Care Administration approved courses. Those who arrive late, leave early or do not meet course performance requirements as detailed in the course outline do not receive a certificate.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. Prerequisites for this class are EN52 or ESL99. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne at 240-629-7987.

CHI114 | 45 hours | \$401 (\$348 tuition + \$53 fees)  

INSTRUCTOR: **Delaine Welch**



7664 M 6:00–8:30 p.m. 3/28–5/9 FCC/H263

**No class 3/23–3/25.*

Administration of Child Development Centers

Presents management practices and the administrative functions of child development center directors. Covers state requirements for physical facilities, staffing and designing programs. Covers budgeting and financing of child development centers. Prerequisites: Child Development & Behavior; Schools & Society; Observing, Recording, & Assessing Behavior; Activities I for Children; Child Health, Safety & Nutrition. (Also offered for credit as ECD212)

Note: This is a Hybrid course with an online component and class meetings. The class meets every other Saturday. The prerequisite is CHI 113 and CHI 114 or CHI 135.

CHI131 | 45 hours | \$401 (\$348 tuition + \$53 fees)  

INSTRUCTOR: **Anne Dayhoff**

7666 Sa 9:00 a.m.–1:15 p.m. 4/2–5/14 FCC/H210

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class

CHI310 | 45 hours | \$304 fee



INSTRUCTOR: **CE Instructor**

7693 Online 2/1–3/14

CHILD CARE PROFESSIONAL DEVELOPMENT

NEW! Communication Skills for Child Care Professionals

This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day. Topics include: practice reading strategies to increase comprehension and retention; apply writing strategies to compose documents related to child care, including lesson plans, parent letters and child observation journals; demonstrate effective communication skills in the child care environment; and utilize a variety of tools to record and communicate critical child information, including behavior, accidents, daily routines, and schedules. This course is part of the Maryland State Department of Education-Office of Child Care -approved training program for child care professionals and is one of the "Continued Training Credit Hour" programs in Maryland Child Care Credentialing content areas required to acquire and/or maintain licensure or certification status. MSDE core of knowledge: Professionalism.

CHI336 | 9 hours | \$109 (\$24 tuition + \$85 fees)  

INSTRUCTOR: **CE Instructor**

7889 Online 3/4–3/18

Sudden Infant Death Syndrome (SIDS)

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age. This is an online course that you complete at your own pace, with instructor guidance, and takes approximately two hours to complete, although completion times may vary. Once you have completed the course work, your instructor will be notified to review it and notify you of your results, and will issue a certificate of completion. You will need access to a computer, the internet and email to take this course.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive log-in instructions via email when you register.

CHI151 | 2 hours | \$35 fee

INSTRUCTOR: CE Instructor

7670 Online 2/1-6/30

Cultural Competencies and Awareness

Increase your awareness and ability to work effectively with the diverse families in our community by identifying and developing strategies that will promote cultural competency. Apply anti-bias, diversity and inclusion practices, promote child self-concept and esteem, and plan multi-cultural activities. MSDE Core of Knowledge: Com 3 hours. This new Credential Booster course aligns with MD Staff Credential: (proposed) levels 2,3,4; .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI330 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7699 Online 2/1-6/30

Including All Children and the ADA

This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. MSDE Core of Knowledge: SN 3 hours. This new Credential Booster course aligns with MD Staff Credential (proposed) levels 2,3,4; .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI331 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7702 Online 2/1-6/30

Nutrition and Active Living

The nutritional and physical needs of today's children are examined, and child care professionals gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. MSDE Core of Knowledge: HSN 3 hrs. Aligns with Md Staff Credential: (proposed) levels 2, 3, 4. .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI332 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7703 Online 2/1-6/30

Supporting Children With Disabilities

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. MSDE Core of Knowledge: SN 3 hrs. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI333 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7704 Online 2/1-6/30

Taking Learning Outside

Look beyond the slide and climber to the many ways outdoor learning environments and play spaces may be used to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. MSDE Core of Knowledge: Curric 3 hrs. This new Credential Booster course aligns with MD Staff Credential: (proposed) levels 2,3,4; .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI334 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7705 Online 2/1-6/30

The Child Care Provider as a Professional

Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. MSDE Core of Knowledge: Pro 3 hrs. This new Credential Boosters course aligns with Md Staff Credential: (proposed) levels 2, 3, 4. .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI335 | 3 hours | \$50 fee

INSTRUCTOR: CE Instructor

7706 Online 2/1-6/30



 **Online Course**
 **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 66 and 67.

PEST CONTROL

Pesticide Use and Safety

This online course prepares the student for the Maryland Pesticide Use and Safety application certification exam through a thorough understanding of the principles of pest control, including pesticide labeling, regulations, and proper handling. With successful completion of this course with a grade of 70% or higher, Maryland Dept of Agriculture will accept this course as equivalent to 6 months practical experience for those individuals seeking certification as a Pest Control Applicator in the state of Maryland. Completion of this course may be used towards the certification requirements for either pest control categories as defined by the Maryland Dept. of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates.

CPD390 | 30 hours | \$350 (\$79 tuition + \$271 fees)  



INSTRUCTOR: CE Instructor

7983 Online 2/1-6/3

Aquatic Pest (Weed) Management

Aquatic Weed Management is a course for pesticide applicators who manage aquatic weeds in the performance of their work. Its purpose is to prepare pest managers for certification in Aquatic Pest Control, Commercial Pesticide Applicator Category 5. Aquatic weeds are managed to protect property, human safety, and aquatic resources. After certification, the course manual will serve as a resource for pest identification and management. Aquatic Pest Management does not cover all pests that occur in or near water. The topics are to explain the need for weed control and the environmental factors that regulate aquatic plant growth; determine weed control methods based on intended use of ponds and waterways; identify weed species and know what part of the littoral zone they occupy; and recognize sensitive areas and situations affecting pest management decisions. This course is approved from the Maryland Department of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD382 | 36 hours | \$350 (\$79 tuition + \$271 fees)  



INSTRUCTOR: CE Instructor

7859 Online 2/1-6/3

General/Structural and Rodent Pest Management

This course is for the Maryland Pesticide Applicator and will satisfy category 7A and 7D. The topics include understanding how human behavior influences pest populations, how to conduct pest inspections, and how to control a wide variety of pests using chemical and non-chemical means. The pests that will be reviewed include: rodents, roaches, bedbugs and other pests. This course is approved by the Maryland Department of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD383 | 36 hours | \$350 (\$79 tuition + \$271 fees)  



INSTRUCTOR: CE Instructor

7861 Online 2/1-6/3

Ornamental Exterior Landscape IPM

This course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on landscape ornamentals found in the Mid-Atlantic. Information provided on the care for residential and commercial landscapes will include chemical and non-chemical pest management tactics, safety concerns, and business practices. This will satisfy category #3A for Maryland Pesticide Applicator. This course is approved by the Maryland Department of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD384 | 36 hours | \$350 (\$79 tuition + \$271 fees)  



INSTRUCTOR: CE Instructor

7862 Online 2/1-6/3

Ornamental Interior: Greenhouse IPM

This course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on greenhouse and interior ornamentals found in the Mid-Atlantic. Information provided on the care for indoor plants will include chemical and non-chemical pest management tactics, safety concerns, and business practices. Topics include: the environmental factors that affect plant health and how to recognize the visual symptoms of plant stress, identify the major pests of interior plants in the Mid Atlantic region, and identify the symptoms they cause. This will satisfy the Maryland 3B category. This course is approved by the Maryland Department of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD385 | 36 hours | \$350 (\$79 tuition + \$271 fees)  

INSTRUCTOR: CE Instructor

7864 Online 2/1-6/3

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.



Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

CERTIFICATION & LICENSURE

Public Health/Mosquito Control

This course is for students working on their Maryland Pesticide Regulation Certification. This course will satisfy the requirement for category 8. The student will learn principles of Public Health/ Mosquito Control Pest Management, including pest identification and management methods. Upon completion of this course, the students should be able to: identify species of mosquitoes that are found in the Mid-Atlantic region, identify and understand the diseases mosquitoes vector, identify and explain the different methods of mosquito surveillance, and identify and understand the methodology of mosquito management. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD387 | 30 hours | \$350 (\$79 tuition + \$271 fees)  



INSTRUCTOR: CE Instructor

7866 Online 2/1–6/3

Right of Way Pest Control

This course is for students working on their Maryland Pesticide Regulation Certification. This course will satisfy the requirement for category 2 and 6. The student will learn principles of Right-Of-Way Pest Management, including pest identification and management methods. Upon completion of this course, the students will identify and demonstrate the basic principles of the importance of Right-Of-Way vegetation control, identify and analyze the options available for Right-of-Way managers, identify and explain how plant biology affects vegetation management and analyze how herbicide characteristics influence decision making for pest management. The student will identify and understand the differences among highway, pipeline, power-line and railroad Right-Of-Ways, and identify and utilize personal (bodily) and environmental protection equipment and demonstrate how to calibrate and maintain application equipment. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD381 | 30 hours | \$325 (\$85 tuition + \$240 fees)  



INSTRUCTOR: CE Instructor

7856 Online 2/1–6/3

Termites and Other Wood Destroying Organisms

This course is an online course for the Maryland Pesticide Applicator, category 7B. The student will gain an understanding of how to reduce the impact that wood destroying organisms have on humans, and the proper use of pesticides, including minimizing the potential risk to human health, non-target organisms and the environment. This course is approved from the Maryland Department of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD388 | 30 hours | \$325 (\$85 tuition + \$240 fees)  



INSTRUCTOR: N/A

7871 Online 2/1–6/3

Turfgrass IPM

This course is for students working on their Maryland Pesticide Regulation Certification category 3C. This course focuses on the importance of Integrated Pest Management (IPM). The student will learn about chemical pesticides and environmental protection; equipment and calibration; and the identification, biology, and management of weeds, diseases, insects, and vertebrate pests in both warm- and cool-season turfgrass. The topics are the environmental factors that affect turf health and recognize the visual symptoms of plant stress, identify the major pests of turfgrass in the Mid-Atlantic transition zone, and the symptoms they cause. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240-629-7987 upon registering in order to gain access to the online class.

CPD389 | 36 hours | \$350 (\$79 tuition + \$271 fees)  

INSTRUCTOR: CE Instructor



7872 Online 2/1–6/3

REAL ESTATE PRE-LICENSURE

Home Inspection Pre-Licensure

The home inspection profession has grown rapidly over the last several years. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. This course meets the requirements for home inspection pre-licensure for the state of Maryland as a provision of law under the Business Occupational and Professions Article, Annotated Code of Maryland, § 16-3A-03(1). This course is eligible for FCC's payment plan. Please contact the Student Accounts Office at 301.846.2658 for details.

Note: A textbook is required for this class

CPD323 | 81 hours | \$999 (\$850 tuition + \$149 fees)  



INSTRUCTOR: Chris Barcikowski

7641 TuW 6:30pm–9:30pm 2/23–5/25* Monroe Center/MC110
*No class 3/23.

Principles and Practices of Real Estate In Maryland

If you are planning to take the Maryland Real Estate Licensing Examination, you need this course. Students who attend all of the classes and receive a 70% or better on the final examination will receive a certificate that enables them to take the state examination.

Note: A textbook is required for this class

REA203 | 66 hours | \$399 (\$99 tuition + \$300 fees)  

INSTRUCTOR: Farhad Rozi

7747 TuTh 6:00–9:00 p.m. 2/16–5/3* Monroe Center/MC151
*No class 3/24.

REAL ESTATE PROFESSIONAL DEVELOPMENT

NEW! D/L Maryland Ethics and Predatory Lending 

This course is an online course that will meet the continuing education requirement for real estate. The topics include: discuss the Maryland Code of Ethics and how it pertains to contemporary real estate concepts like flipping and predatory lending; identify the types of regulated advertising that affect real estate professionals in Maryland; explain ethical considerations relating to fair housing and property transactions; and discuss how the Maryland Real Estate Commission Code of Ethics affects agents relationships with their clients and other licensees in Maryland. DLLR # 171-0612 Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240-629-7987 or asummers@frederick.edu

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA353 | 3 hours | \$35 fee

INSTRUCTOR: CE Instructor

7941 Online 2/1-6/3

NEW! D/L Maryland Fair Housing 

This on online course will meet the continuing education requirement for real estate agents in Maryland. The topics include: Fair Housing Acts, other federal laws, state and local fair housing laws and regulations in Maryland, and fair housing advertising. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240-629-7987 or asummers@frederick.edu

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA354 | 1.5 hours | \$25 fee

INSTRUCTOR: CE Instructor

7942 Online 2/1-6/3

NEW! D/L Maryland Legislative Update 

This online course is for Maryland real estate professionals to maintain their Maryland Real Estate License. The topics include new regulations that govern real estate continuing education providers, recent law changes that affect the proper handling and disbursing of earnest money deposits, recent changes in federal regulations and how they affect day-to-day real estate business and activities, and recent federal law changes and how they may affect lending issues and taxes. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240-629-7987 or asummers@frederick.edu

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA355 | 3 hours | \$35 fee

INSTRUCTOR: CE Instructor

7943 Online 2/1-6/3

NEW! D/L MREC Agency Residential 

This online course is for the Maryland real estate professional to maintain their Maryland Real Estate License. The topics include: brokerage agreements and brokerage relationship; fiduciary duties and the proper completion of the Maryland agency and disclosure forms. The course also reviews what information is confidential and when the information is no longer confidential, presumed buyer agency, and dual agency and how to identify the role of the dual agent. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240-629-7987 or asummers@frederick.edu

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA356 | 3 hours | \$35 fee

INSTRUCTOR: CE Instructor

7944 Online 2/1-6/3

NEW! Real Estate Investment for RE Professional

This course is for the real estate professional to maintain their MD Real Estate License. The course is an introductory overview of how to list and sell investment real estate effectively with an emphasis on the formulas required to determine the potential profitability of one property over another. DLLR 169-0612 and approved for 3 hours of continuing education in Category F.

REA319 | 3 hours | \$35 fee

INSTRUCTOR: Johnna Maravelis

7896 W 1:00-4:00 p.m. 2/24 Monroe Center/MC126

NEW! Fair Housing

This course reviews and identifies protected classes of people and how they relate to real estate, reviews and discusses local protected classes of people and how perceptions are viewed, reviews the MREC Code of Ethics and how all licensees must follow the MD Fair Housing Law, and reviews and identifies unlawful acts that involve real estate. This course meets the Maryland Real Estate Commission requirements for Maryland fair housing training required every two years to renew a Maryland real estate license. Topics include federal laws, Maryland laws and local jurisdiction laws. DLLR 165-0612

REA139 | 1.5 hours | \$25 fee

INSTRUCTOR: Barbara Maloney

7890 Tu 4:00-5:30 p.m. 3/1 Monroe Center/MC126

7891 W 4:00-5:30 p.m. 5/4 Monroe Center/MC126

NEW! Maryland 2012-2014 Legislative Update

This course reviews Federal Law and Regulation changes, summarizes policies and/or concerns of Maryland Real Estate, reviews and explains new continuing education requirements, and reviews and explains new Maryland Laws and Regulations an updates for 2014/2015. This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent licensing law updates and local code enforcement updates. DLLR 167-0612

REA104 | 3 hours | \$35 fee

INSTRUCTOR: Barbara Maloney

7892 Tu 9:00 a.m.-12:00 p.m. 3/1 Monroe Center/MC126

7893 W 9:00 a.m.-12:00 p.m. 5/4 Monroe Center/MC126

CERTIFICATION & LICENSURE

NEW! Maryland Code of Ethics

This course will review the MREC Code of Ethics, review and compare the NAR Code of Ethics to Maryland Code of Ethics, determine legal and illegal flipping of property, and review predatory lending and understand what agents should and should not do to be in compliance with predatory lending. This course provides 3 hours of continuing education for the Real Estate Professional in Category D. DLLR-166-0612

REA151 | 3 hours | \$35 fee

INSTRUCTOR: **Barbara Maloney**

7894 Tu 1:00–4:00 p.m. 3/1 Monroe Center/MC126

7895 W 1:00–4:00 p.m. 5/4 Monroe Center/MC126

MREC Agency - Residential

This course is for the real estate professional to maintain their real estate license. The topics include define brokerage agreement and relationship, define fiduciary duties, explain and discuss the proper completion of the Maryland agency disclosure forms, identify confidential information and define and identify dual agency. This course provides 3 hours of continuing education in category H. DLLR- 170-0612. This course is required every two years as of Oct. 1, 2015.

REA236 | 3 hours | \$35 fee

INSTRUCTOR: **Barbara Maloney**



7945 W 6:00–9:00 p.m. 4/6 Monroe Center/MC126

Computers & Technology

COMPUTER & SOFTWARE APPLICATIONS

Microsoft Windows 7 & 8: The Basics

Learn the basics of Windows functionalities, applications and operational software for Windows 7 & 8. Learn how the Internet works and setup/use email accounts. Work with the Windows desktop, file structure, and online support. This class will provides hands on instruction in using files/folders, creating/removing desktop shortcuts, the OS control panel, customizing the desktop, downloading files and pictures from internal and external drives plus from the Internet. Textbook required before start date.

BAS117 | 12 hours | \$149 (\$109 tuition + \$40 fees)  



INSTRUCTOR: **Elaine Davis**

7758 TuTh 6:00–9:00 p.m. 2/16–2/25 FCC/E100/E109

7759 M–Th 1:00–4:00 p.m. 4/4–4/7 FCC/E108

Computer Fundamentals

This course surveys computer basics, including hardware, applications, operating systems, and communication networks. Students learn the components of hardware, applications of software in work place, variety of operating systems, and the basics of communication networks. This course is co-listed with credit as CIS 116F.

CMT110 | 12.5 hours | \$133 (\$116 tuition + \$17 fees)  

INSTRUCTOR: **CE Instructor**

7984 M 5:00–6:30 p.m. 2/29–4/7* FCC/C211B

*No class 3/24.

Keyboarding



If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type - that is, to type text you read from a printed page or a computer screen without looking at your keyboard. Using Keyboarding Pro's built-in word processor, you'll learn how to create, edit, and save word processing documents. As you improve your typing speed and accuracy, you'll use the word processor's timed writing feature to continually hone your skills. You'll even learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL148 | 24 hours | \$109 fee

INSTRUCTOR: **Barbara Maloney**

7951 Online 2/1–6/3

MS OFFICE SUITE WORKSHOPS

Microsoft® Project

Learn the principles of project scheduling using Microsoft Project. Students will examine the critical path method, task and milestone structure, resource utilization and Gantt chart analysis. Learn to create, modify and report on project schedules and to use the schedule to drive the project to successful completion.

Note: A textbook is required for this class

CMS327 | 15 hours | \$639 (\$109 tuition + \$530 fees)  

INSTRUCTOR: **Lisa Hammer / David Newman**



7789 Tu 8:30 a.m.–4:30 p.m. 2/9–2/16 FCC/E100

7790 Th 8:30 a.m.–4:30 p.m. 4/28–5/5 FCC/E100

Ready To Work Series: Windows Concepts®; Basic Word®, Excel® and PowerPoint®

Join the many successful students who have gained the office skills they need to prepare for today's workplace. The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. Register for all 4 courses at the series price. Courses can be taken individually at the price listed for each class. If all 4 courses are not completed in one semester a prorated refund may be attained. Computers & Microsoft Windows Concepts®, Microsoft Word® Basics, Microsoft Excel® Basics, and PowerPoint® Basics

Note: See individual courses for room assignments and textbook requirements.

CMS280 | 36 hours | \$449 (\$379 tuition + \$70 fees)  

INSTRUCTOR: **Elaine Davis**



7786 TuTh 6:00–9:00 p.m. 2/16–3/31* FCC/TBA

*No class 3/22,3/24.

7788 M–Th 1:00–4:00 p.m. 4/4–4/21 FCC/TBA

Microsoft Word®, Introduction

Learn to create, edit, and format documents. Prerequisite: Completion of Windows or equivalent knowledge. Textbook required before start date.

CMS255 | 9 hours | \$129 (\$94 tuition + \$35 fees)  



INSTRUCTOR: Elaine Davis

7764 TuTh 6:00–9:00 p.m. 3/1–3/8 FCC/E109

7765 MTuW 1:00–4:00 p.m. 4/11–4/13 FCC/E108

Microsoft Excel®, Introduction

Explore the basic components and learn to create presentations using templates and wizards. Textbook required before start date.

CMS265 | 9 hours | \$129 (\$94 tuition + \$35 fees)  



INSTRUCTOR: Elaine Davis

7780 TuTh 6:00–9 p.m. 3/10–3/17 FCC/E109

7781 MTuTh 1:00–4 p.m. 4/14–4/19 FCC/E100

Microsoft PowerPoint®

Explore the basic components and learn to create presentations using templates and wizards. Textbook required before start date.

CMS157 | 6 hours | \$115 (\$85 tuition + \$30 fees)  



INSTRUCTOR: Elaine Davis

7760 TuTh 6:00–9 p.m. 3/29–3/31 FCC/E109

7761 WTh 1:00–4 p.m. 4/20–4/21 FCC/E107

Microsoft Word®, Intermediate

Learn to create and edit an outline. Students also learn to integrate Word with HTML documents and other programs. Prerequisite: Completion of Introduction to Word, or equivalent knowledge. Textbook required before start date.



CMS256 | 9 hours | \$129 (\$94 tuition + \$35 fees)  

INSTRUCTOR: Elaine Davis

7767 TuTh 6:00–9:00 p.m. 5/3–5/10 FCC/E108

Microsoft Excel®, Intermediate

Learn advanced formulas, charting, and other features. Textbook required before start date.

CMS266 | 9 hours | \$129 (\$94 tuition + \$35 fees)  

INSTRUCTOR: Dagmar Kolarik

7783 MW 5:30–8:30 p.m. 2/1–2/8 FCC/E109

INSTRUCTOR: Elaine Davis

7784 TuTh 1:00–4:00 p.m. 5/3–5/10 FCC/E108

Introduction to Microsoft Excel 2010®



Do you work with numbers? Then you need to master Microsoft Excel 2010®—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel® in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This is not a tutorial, but an in-depth class where you’ll get training, help, and personal support from an experienced instructor as you’re learning Excel® basics step-by-step. By the time you’re done, you’ll be using this vital Office 2010 tool like a pro.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. Note: This course has additional software requirements.

ONL172 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7959 Online 2/1–6/3

Intermediate Microsoft Excel 2010®



Take your Excel® skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010®, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you’ll learn how to create informative, eye-catching charts and harness the power of Excel’s data analysis and filtering tools. In addition, you’ll find out how easy it is to create macros that let you manipulate data with the push of a button. You’ll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you’ll set yourself apart from the casual Excel® user by adding VLOOKUP, INDEX & MATCH, and Excel’s other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel® expert!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. Note: This course has additional software requirements. Go to frederick.edu/QuickEnroll and click on class title to learn more.

ONL173 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7958 Online 2/1–6/3

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Advanced Microsoft Excel 2010®



Any proficient Microsoft Excel® user will agree that this program is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel® features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities. Most organizations rely heavily on Excel® to consolidate, analyze, and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization. You'll see how to work with the additional analytical tools provided by Excel® add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform what-if data analyses. You'll discover advanced techniques for PivotTables, such as creating calculated fields and calculated items. Become adept at consolidating and importing external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel® 2010 table tools take the complexity out of table creation and management. As you become proficient at nesting functions within other functions, you'll be able to accomplish just about anything Microsoft Excel® has to offer!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. **Note:** This course has additional software requirements.

ONL174 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7981 Online 2/1-6/3

Introduction to Microsoft Excel 2013®



Do you work with numbers? Then you need to master Microsoft Excel 2013®—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel® in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013®. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel® basics step-by-step. By the time you're done, you'll be using this vital Office 2013 application like a pro.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. **Note:** This course has additional software requirements.

ONL175 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7949 Online 2/1-6/3

MICROSOFT EXCEL COMPLETE®

This class is a comprehensive path taking students from the basics of Microsoft Excel® through intermediate skills and finishing with advanced features. Students will start with learning how to work with formulas and functions. Then move onto formatting worksheets, working with charts and analyzing data using formulas. Intermediate skills include managing workbook data, using tables and analyzing table data. Automating a worksheet and enhancing charts will also be covered. Then students will move onto advanced features including What-If analysis and PivotTables.

Note: A textbook is required for this class

CMS191 | 24 hours | \$299 (\$179 tuition + \$120 fees)

INSTRUCTOR: Thomas Dawson

7762 F 9:00 a.m.-4:00 p.m. 4/22-5/13 FCC/E107

NEW! Harness the Power of Pivot Tables

Your job exposes you to more data than ever, including financial data, project data, personnel data, and business operations data. You struggle to efficiently and effectively put that data to use and keep ahead of your boss' “what-if” questions. Underutilized Excel® Pivot tables are powerful (and free) data analytic tools available to everyone with Microsoft Excel®. This course will help you overcome your fears and harness the power of pivot tables to analyze common business and operational data. You will make better, data-driven decisions and build stronger cases to grow your business and/or improve your operation. This course emphasizes hands-on use of Pivot Tables and provides many practical examples of business applications. Throughout the course examples and cases are structured to cumulatively build upon and reinforce pivot table concepts. Working knowledge of Excel® and comfort with high school algebra is required for this course. This course uses Excel® functionality, no programming is required.

Note: A textbook is required for this course.

CMS263 | 12 hours | \$299 (\$94 tuition + \$205 fees)

INSTRUCTOR: Michael Gallo

7768 TuTh 5:30-8:30 p.m. 3/1-3/10 FCC/E100

7769 MTu 9:00 a.m.-4:00 p.m. 4/18-4/19 FCC/E108

NEW! Master Data Management with Excel®

Spreadsheet as database? Microsoft Excel®, the world's premier spreadsheet software can manage more data than ever and features an array of powerful tools to extract meaningful information from your data. Businesses rely on Excel's easy to use interface to analyze numbers, keep track of data, and graphically represent information. Learn to master Excel® features that will increase your productivity, the quality of your data, and the effectiveness of your reporting. Better information leads to better decision making and will get you noticed. Individuals taking this course should have a basic familiarity with Excel®. Those that have struggled using Excel® as a database are encouraged to attend.

Note: A textbook is required for this course.

CMS246 | 6.5 hours | \$129 (\$99 tuition + \$30 fees)

INSTRUCTOR: Michele Swing

7763 W 9:30 a.m.-4:30 p.m. 4/27 FCC/E100

Introduction to Microsoft Outlook 2010

Are you overwhelmed by emails, meetings, and to-do lists? Harness the power of Microsoft Outlook 2010, and you'll instantly enhance your efficiency and productivity. In this course, you'll learn your way around the new ribbon-based interface and get up and running quickly. Then you'll focus on the core skills you really need in order to work smarter and faster. First, you'll learn how to manage the flood of emails you receive, creating folders and archives so you can always find what you need. Then you'll discover how to keep track of your contacts and how to use Outlook's Calendar and Alert features. You'll also find out how to customize Outlook so it perfectly meets your needs, and you'll discover how to automate your work with rules. As a bonus, you'll get insider tips that will make you the Outlook guru in your office. For example, did you know that you can create, send, and receive email messages without ever touching the mouse? You'll find out how, and learn lots of other tricks for getting the most out of Outlook's versatile tools. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson. In just a few weeks, you'll be a skilled and confident user of this time-saving tool – and you'll never have to worry about missing a meeting, losing an email, or forgetting an important task again!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. Note: This course has additional software requirements.

ONL160 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7960 Online 2/1–6/3

Introduction to Microsoft Outlook 2013

Want to learn Microsoft Outlook 2013 quickly? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook 2013 and get up and running with the most important aspects of the program, starting with mastering the new Windows 8 style look and feel. From there, you'll quickly learn how to manage your email, calendar, and contacts, and how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps. The goal of this course is to teach you what you really need to know to be productive with Outlook 2013. That means you won't waste your time on low-value aspects of Outlook. Instead, you'll focus on the important things like sending, receiving, and managing your mail, and using tools such as the calendar, tasks, and to-dos so you can manage your schedule and get your work done. You'll also learn about the redesigned Contacts section of Outlook (now called People). You'll discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. The course also shares secrets about how to get the most from Outlook. For example, did you know that you can create, send, and receive email messages without ever touching the mouse? It's faster and more efficient, and can even reduce some of the strain on your aching mouse hand. Introduction to Outlook 2013 dedicates an entire lesson to the instructor's favorite Outlook tips and tricks. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class. Note: This course has additional software requirements.

ONL164 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7961 Online 2/1–6/3

PROGRAMMING

NEW! Java Programming, Introduction

Want to learn how to develop real-world, object-oriented business applications using Java Programming? Java is fast, secure, and reliable. From laptops to data centers, game consoles to scientific supercomputers, cell phones to the Internet, Java is everywhere! This beginning course introduces the idea of Object Oriented Programming, and covers the Java Development Kit, creating classes, creating Java applications, command-line arguments, constructor methods, and much more. Upon completion of the course you'll know how to use Java classes, objects, and methods to write Java applications. You'll learn how to apply object-oriented concepts to enable you to create and use sophisticated business and data access objects.

Note: A textbook is required for this course.

PRG252 | 18 hours | \$269 (\$179 tuition + \$90 fees)



INSTRUCTOR: Rahiba Kayed

7796 MW 6:00–9:00 p.m. 2/29–3/16 FCC/E100/E109

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. In this course, you'll learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. First, you'll learn about the traditional database structure, the structure and history of the relational database, and what structured query language (SQL) is and how it relates to the relational-database structure. Next, you'll discover how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data. You'll learn how to reformat retrieved data with calculated fields and how to merge columns and create alternate names for columns. You'll also learn how to gather significant statistics from data using aggregate functions, and you'll see how to extract data from multiple tables simultaneously using joins and subqueries. In addition, you'll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. We'll also cover how to use SQL to create and maintain tables, and you'll learn how to create and use views to simplify complex queries, summarize data, and manipulate data stored in tables. You'll discover how transaction processing, constraints, and indexes are implemented in SQL. And finally, you'll discover how stored procedures, triggers, and cursors are implemented in SQL. By the end of this course, you'll have a solid working knowledge of structured query language. You'll feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL140 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7950 Online 2/1-6/3

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. First, you'll explore how to write and implement complex queries on multiple tables simultaneously and how to apply advanced filtering techniques. You'll learn to create union queries that combine records from multiple queries, and you'll discover how to use union queries to exclude or include duplicate records. In addition, you'll find out how to use text strings within union queries. Next, you'll master advanced techniques for updating various types of data stored in your tables. You'll learn how to update a single field, multiple fields, multiple records, date fields, and calculated fields. And you'll see how to update and set NULL values using an update statement. In addition, you'll use advanced insertion techniques to add data to your tables and learn how to create, query, and modify temporary tables. You'll also see how to implement techniques to handle duplicate values stored in a table and how to limit the results of a result set. And finally, you'll discover how to use string functions to perform complicated searches on strings, how to implement date and time functions to insert and extract portions of a date, and how to create queries that accept input from users. By the end of this course, you'll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL157 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7946 Online 2/1-6/3

Introduction to C# Programming

Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. You'll first develop your understanding of programming fundamentals: input/output operations, decision making, and looping. Then we'll explore the many benefits of object oriented programming, with plenty of vivid, real-life examples. Then you'll gain hands-on experience with sequential data files, and you'll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer. Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL183 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7947 Online 2/1-6/3

 **Online Course**
 **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 66 and 67.

Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! We'll use the latest release of Java, from Oracle, the company that maintains and supports the language. We'll also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and I'll give you the proper instructions to download them. By the time we're done, you'll be comfortable with Java programming and ready for more!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL184 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7948 Online 2/1-6/3

WEB DEVELOPMENT

WordPress, Level I

This introductory hands-on course will focus on what WordPress is, what it can do, and how to use it for a blog, a website, or both. Students will work on WordPress site provided for them for use during the class. This class is perfect for staff responsible for a company WordPress website or blog. Prerequisite: Computer and web browser proficiency.

INT171 | 5 hours | \$149 fee

INSTRUCTOR: Jeannine Morber

7791 F 9:00 a.m.-2:30 p.m. 4/1 FCC/E107

WordPress, Level II

Learn to add more functionality to their WordPress website and blog by installing and configuring WordPress plugins. Students will also learn to change the look of the website by installing and configuring a new theme. This is a hands-on workshop where students will work on WordPress sites provided for them to use during class. Prerequisite: WordPress Level One or permission of the instructor.

INT172 | 6 hours | \$199 fee

INSTRUCTOR: Jeannine Morber

7792 F 9:00 a.m.-4:00 p.m. 4/8 FCC/E107

WordPress, Level III

Explore more advanced plugins and features of WordPress such as search engine optimization, website backup, spam filters, and login in tracking and security plugins. This is a hands-on workshop where students will work on WordPress sites provided for them to use during class. Prerequisite: WordPress Level Two or permission of the instructor.

INT173 | 6.25 hours | \$199 fee

INSTRUCTOR: Jeannine Morber

7793 F 9:00 a.m.-4:00 p.m. 4/15 FCC/E107

Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL101 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7963 Online 2/1-6/3

Advanced Web Pages

Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. In these lessons, you'll learn to write HTML code for page content and CSS code for page styling. You'll master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. With the help of step-by-step instructions, you'll build interactive websites that collect information from visitors through email signup and feedback forms. In addition, you'll learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment from a desktop computer to a mobile device. Along the way, you'll explore aesthetics, color scheming, and accessible Web page design. And don't worry if you have only the most basic exposure to Web design! This course walks you all the way through to purchasing and uploading your site to a remote server. You won't need any special software either - just the text editor that comes installed with your computer. Whether you're a beginner or an experienced Web designer wanting to update and enhance your skills, this course is perfect for you. In just a few weeks, you'll be designing state-of-the-art websites that offer all the sophisticated elements that today's Web users expect to see.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL141 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7962 Online 2/1-6/3

Write Effective Web Content 

Is your Web content as effective as it could be? In this course, you'll gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You'll learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. We'll explore ways your Web copywriting can convey the right "feel" through your content, how to get conversations going with your visitors, and how to organize your content to produce better search engine rankings and happier readers. But today's Web is about a lot more than words. You'll also explore all kinds of multimedia from images to infographics to slideshows to screencasts, as well as ways to encourage interaction with your readers, such as polls, surveys, and quizzes. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the Web!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL186 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7964 Online 2/1-6/3

IT CERTIFICATION PREPARATION

Basic CompTIA® A+ Certification Prep 

Time to roll up those sleeves and dive inside the personal computer! **The Basic CompTIA A+ Certification Prep** course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you'll base the rest of your CompTIA A+ certification studies for the 220-801 and 220-802 exams. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for?!? Course Revised January 2014

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL350 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7953 Online 2/1-6/3

Advanced CompTIA® A+ Certification Prep 

The **Advanced CompTIA A+ Certification Prep** course focuses on fun technology. You'll learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. You'll learn about security, security, security. Plus you'll get excellent insight into adding mobile devices such as tablets and smartphones to your computing environment. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 801/802 exams and for real life as a PC tech. Let's get to it! Course Revised October 2014

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL352 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7952 Online 2/1-6/3

CompTIA® Network+ Certification Prep 

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. Course Revised July 2013

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL358 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7954 Online 2/1-6/3

CompTIA® Security+ Certification Prep 1



The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand. *Please note that if you received your CompTIA Security+ certification before 1/1/2011, you will be a lifetime credential holder not subject to credential renewals. However, if you achieve your certification after 1/1/2011, you are subject to a CompTIA Security+ renewal process every three years.* Course Revised November 2014

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL360 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7955 Online 2/1-6/3

CompTIA® Security+ Certification Prep 2



The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2018. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course, the second of two courses, reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-401 exam, so you can leave the test center with your Security+ passing score in hand. *Please note that you will be subject to a CompTIA Security+ renewal process every three years.* Course Revised March 2015

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL361 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7956 Online 2/1-6/3

Intermediate CompTIA® A+ Certification Prep



The **Intermediate CompTIA A+ Certification Prep** course picks up where the Basic course left off and plunges you head-first into Windows. You learn how to install, organize, maintain, and troubleshoot three different versions of Windows. You'll examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course you'll get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus you'll learn about printers, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 801 and 802 competencies. Course Revised May 2014

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class.

ONL351 | 24 hours | \$139 fee

INSTRUCTOR: CE Instructor

7957 Online 2/1-6/3



As one of the nation's One-Stop Career Centers, Frederick County Workforce Services (FCWS) links businesses in need of qualified employees with individuals seeking employment opportunities. FCWS assists job seekers by providing free professional services including:

- Career assessment
- Training scholarships*
- Resume review
- Job search seminars

**Contact us at 301.600.2255
or visit frederickworks.com.**

* For qualified applicants. Additional information and assistance is available.

Healthcare Careers

CERTIFIED NURSING ASSISTANT (CNA/GNA)

Become an integral part of a health care team in one of the fastest growing healthcare fields. Learn basic patient care skills, your role as a member of the health care team, disease processes, infection control, and safety issues.

Combined with a clinical experience, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. Application fees, GNA testing, background checks and materials are included. Textbooks are not included.

The program requires study time outside of class and includes tests, both written and practical (hands-on) skills, which must be passed prior to starting the clinical sessions.

PREREQUISITE INFORMATION: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240.629.7904.

Prerequisites & other requirements:

- Placement into EN52 or ESL99 (Students will need to take placement tests in the college's Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH144 – Introduction to Health Care Careers
- CAH143 – Introduction to Allied Health Skills.

In person or mail in registration will be required.

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association Health Care Provider CPR card or register for Health Care Provider CPR (SAF112 or MAH160.)
- Provide proof of health insurance.
- Undergo a background investigation and fingerprinting. Fees for background check and fingerprinting are included in course fees.

Students will receive paperwork for their physical exam, immunizations, fingerprinting and background check during the beginning of the CNA course, CAH132. Payment plan available.

Payment plan available

Take advantage of FCC's payment plan by registering for CAH144, CAH143, CAH132, CAH133, and CAH114 simultaneously. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25.00. Come to the Student Accounts Office once enrolled to pay the down payment and receive instruction on how to enroll in the plan. Call 301.846.2456 or email studentaccounts@frederick.edu with any questions.

Textbooks

Textbooks available at www.frederick.edu/student_services/bookstore.aspx

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Summary of courses & costs

Course	Hours	Tuition	Fees	Total
CAH144	24	\$150	\$149	\$299 + text
CAH143	24	\$175	\$224	\$399 + text
CAH132	60	\$300	\$554	\$854 + text
CAH133	60	\$300	\$390	\$690 + text
CAH114	45	\$300	\$348	\$648
Total	213			\$2,890 + texts

CAH144 Intro to Health Care Careers

INSTRUCTOR: CE Instructor

Gain the knowledge and skills needed to perform effectively in a learning environment and work productively in a health care setting. You will learn basic competencies of anatomy and physiology, HIPPA, workplace professionalism, communication and customer service, diversity, cultural competencies, task prioritization, and documentation specific to the health care environment. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

CAH143 Intro to Allied Health Skills

INSTRUCTOR: CE Instructor

This course is designed to introduce you to the basic patient skills required as a health care professional. Continue your understanding of anatomy and physiology, the techniques of determining vital signs, blood pressure, respiration, pulse, and patient communications. These skills enable you to function more effectively as a professional in a healthcare setting. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

CAH132 Certified Nursing Assistant, Part I

INSTRUCTOR: CE Instructor

Learn basic patient care skills, the role as a member of the health care team, disease processes, infection control and safety issues. Combined with the clinical sessions, this course meets all requirements to be eligible for CNA certification in the state of Maryland and prepares students for the Geriatric Nursing Assistant (GNA) test which is included in course costs. All tests must be completed and passed prior to starting the clinical sessions.

CAH133 Certified Nursing Assistant, Part II

Part 2 is a continuation of Part 1.

INSTRUCTOR: CE Instructor

CAH114 Certified Nursing Assistant: Clinicals

INSTRUCTOR: CE Instructor

Participate in supervised clinical rotations with experienced, certified nursing faculty in local health care facilities. Students interact with residents, performing all the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.



 Online Course

 Eligible for senior tuition waiver.



 Eligible for disabled & retired tuition waiver.

See pages 66 and 67.

CNA/GNA EVENING OPTION

CAH144 | 24 hours | \$299 (\$150 tuition + \$149 fees)  

7506 MWTh 5:30pm–9:30pm 2/8–2/18 Monroe Center/MC120

CAH143 | 24 hours | \$399 (\$175 tuition + \$224 fees)  


7507 MWTh 5:30pm–9:30pm 2/22–3/3 Monroe Center/MC120

CAH132 | 60 hours | \$854 (\$300 tuition + \$554 fees)  

7508 TuTh 4:30pm–9:30pm 3/8–4/19* Monroe Center/MC120
*No class 3/24.



CAH133 | 60 hours | \$690 (\$300 tuition + \$390 fees)  

7509 TuTh 4:30pm–9:30pm 4/21–5/31 Monroe Center/MC120



CAH114 | 45 hours | \$648 (\$300 tuition + \$348 fees)  

7510 M–F 4pm–9pm 6/7–6/22 Glade Valley


CNA/GNA BOOTCAMP OPTION

CAH144 | 24 hours | \$299 (\$150 tuition + \$149 fees)  

7501 M–Th 9am–4pm 3/28–3/31 Monroe Center/MC120

CAH143 | 24 hours | \$399 (\$175 tuition + \$224 fees)  

7502 M–Th 9am–4pm 4/4–4/7 Monroe Center/MC120

CAH132 | 60 hours | \$854 (\$300 tuition + \$554 fees)  

7503 M–Th 9am–4pm 4/11–4/26 Monroe Center/MC120

CAH133 | 60 hours | \$690 (\$300 tuition + \$390 fees)  

7504 M–Th 9am–4pm 4/27–5/12 Monroe Center/MC120

CAH114 | 45 hours | \$648 (\$300 tuition + \$348 fees)  

7505 M–F 9am–2pm 5/17–6/3* Glade Valley
*No class 5/30.

PHLEBOTOMY TECHNICIAN

Interested in a health care career that makes you an integral part of a patient assessment team? Phlebotomy technicians work in physician's offices, hospitals, clinical labs, and blood donation sites. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Our program offers clinical practice with experienced phlebotomists at local health care facilities to give you hands-on experience. This program prepares you to take several national certification exams.

The program requires study time outside of class and includes tests, both written and practical (hands-on) skills, which must be passed prior to starting the clinical sessions. Background checks and materials are included. Textbooks are NOT included.

PREREQUISITE INFORMATION: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904.

Prerequisites & other requirements:**Prerequisites:**

- Placement into EN52 or ESL99 (Students will need to take placement tests in the college's Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH144 Introduction to Health Care Careers
- CAH143 Introduction to Allied Health Skills.

This course requires verification of completion of prerequisite courses or other requirements. In person or mail in registration will be required. Please see course description for more information.

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association Health Care Provider CPR card or register for Health care Provider CPR (SAF112 or MAH160).
- Provide proof of health insurance.
- Undergo a background investigation and fingerprinting. Fees for background check and fingerprinting are included in course fees.
- Students will receive paperwork for their physical exam, immunizations, fingerprinting and background check during the beginning of the Phlebotomy course, CAH483.

Payment plan available

Take advantage of FCC's payment plan by registering for CAH144, CAH143, CAH483, CAH484, and CAH466 simultaneously. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25.00. Come to the Student Accounts Office once enrolled to pay the down payment and receive instruction on how to enroll in the plan. Call 301.846.2456 or email cashiers@frederick.edu with any questions.

Textbooks

Textbooks available at <http://bookstore.frederick.edu/home.aspx>

PHLEBOTOMY TECHNICIAN

Summary of courses & costs

Course	Hours	Tuition	Fees	Total
CAH144	24	\$150	\$149	\$299 + text
CAH143	24	\$175	\$224	\$399 + text
CAH483	30	\$299	\$100	\$399 + text
CAH484	45	\$399	\$100	\$499 + text
CAH466	100	\$425	\$200	\$625
Total	223			\$2,221 + texts plus optional ASCP test

CAH144 Intro to Health Care Careers

Gain the knowledge and skills needed to perform effectively in a learning environment and work productively in a health care setting. You will learn basic competencies of anatomy and physiology, HIPPA, workplace professionalism, communication and customer service, diversity, cultural competencies, task prioritization, and documentation specific to the health care environment. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

CAH143 Intro to Allied Health Skills

This course is designed to introduce you to the basic patient skills required as a health care professional. Continue your understanding of anatomy and physiology, the techniques of determining vital signs, blood pressure, respiration, pulse, and patient communications. These skills enable you to function more effectively as a professional in a healthcare setting. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

CAH483 Phlebotomy Technician Preparation I: Theoretical Applications

In Part I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Part II: Practical Applications.

The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take several national certification exams.

CAH484: Phlebotomy Technician Preparation 2: Practical Applications

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling and identifying complications related to blood collection and

medical errors. Students train on a variety of procedures and techniques for typical and special populations clients. Special topics in specimen uses for testing in forensics, workplace and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and on-site clinical practice with experienced phlebotomists at local health care facilities to give students hand-on professional experience. The program prepares students to take several national certification exams. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. Prerequisite: Successful completion of CAH 483 Phlebotomy Preparation I: Theoretical Applications.











CAH466 Phlebotomy Technician: Clinical

Participate in 100 hours of supervised clinical rotations with experienced phlebotomists in local health care facilities. Students will perform 100 supervised venipunctures. Individual skills and execution will be evaluated daily.

PHLEBOTOMY DAYTIME OPTION

CAH144	24 hours	\$299 (\$150 tuition + \$149 fees)	 
7514	MTuTh 9:00 a.m.–1:00 p.m.	2/1–2/11	Monroe Center/MC120
CAH143	24 hours	\$399 (\$175 tuition + \$224 fees)	 
7515	MTuTh 9:00 a.m.–1:00 p.m.	2/15–2/25	Monroe Center/MC120
CAH483	30 hours	\$399 (\$299 tuition + \$100 fees)	 
7516	MTuTh 9:00 a.m.–12:00 p.m.	2/29–3/21	Monroe Center/MC123
CAH484	45 hours	\$499 (\$399 tuition + \$100 fees)	 
7517	MTuTh 9:00 a.m.–12:00 p.m.	3/28–4/28	Monroe Center/MC123
CAH466	100 hours	\$625 (\$425 tuition + \$200 fees)	 
7518	M–F 8:00 a.m.–5:00 p.m.	5/2–8/31*	TBA
		*No class 5/30.	

PHLEBOTOMY EVENING OPTION



CAH144	24 hours	\$299 (\$150 tuition + \$149 fees)	 
7506	MWTh 5:30–9:30 p.m.	2/8–2/18	Monroe Center/MC120
CAH143	24 hours	\$399 (\$175 tuition + \$224 fees)	 
7507	MWTh 5:30–9:30 p.m.	2/22–3/3	Monroe Center/MC120
CAH483	30 hours	\$399 (\$399 tuition + \$100 fees)	 
7511	MW 6:00–9:00 p.m.	3/7–4/11*	Monroe Center/MC123
		*No class 3/23.	
CAH484	45 hours	\$499 (\$399 tuition + \$100 fees)	 
7512	MW 6:00–9:00 p.m.	4/13–6/6	Monroe Center/MC123
CAH466	100 hours	\$625 (\$425 tuition + \$200 fees)	 
7513	M–F 8:00 a.m.–5:00 p.m.	6/7–9/30*	TBA
		*No class 7/4, 9/5	

CONTINUING PROFESSIONAL DEVELOPMENT

Intro to Federal Healthcare Programs and Laws

Prepares business and health care professionals with a basic understanding of Federal health care programs and Federal health care laws. The course will provide students with a knowledge of the populations receiving assistance from the government as well as identifying the Federal Laws that govern workers' provisions of health services laws.

Note: Class or sections of the class may be online or hybrid and require the use of Blackboard or any other LMS being used.

MED222 | 37.5 hours | \$400 (\$348 tuition + \$52 fees)  

INSTRUCTOR: CE Instructor



7733 Sa 9:00–11:30 a.m. 4/2–5/14 FCC/C203

MEDICAL BILLING & CODING

Basic Medical Terminology

Basic Medical Terminology is a prerequisite and entry course for multiple health care career programs. This course provides students with the basic medical terminology framework needed before advancing to a more comprehensive medical terminology or anatomy and physiology based courses. This is a hybrid course, co-listed with credit, MDA 108.

Note: Placement into EN52 or ESL99 (Students will need to take placement tests in the college's Testing Center)

MED108 | 15 hours | \$134 (\$116 tuition + \$18 fees)  

INSTRUCTOR: CE Instructor

7559 W 6:00–7:15p.m. 3/30–5/11 Monroe Center/MC152

Medical Terminology: A Word Association Approach



Learn the lifecycle of a billing claim and how medical insurances work with the billing process in a physician's office. Continue your training as you work with electronic medical records and bill claims using medical billing software. The class has an online component.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you choose to begin the class. You will have six (6) weeks from the class start date to complete the class. You will receive an email with directions on how to access your class.

ONL401 | 6 weeks | \$109 fee  

INSTRUCTOR: CE Instructor


8072 Online 2/10, 3/9, or 4/13

Medical Billing and Coding: Online



Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. This billing and coding program delivers the skills students need to solve insurance billing and coding problems. This course is designed to prepare students to sit for various national certification exams including those from the American Academy of Professional Coders (AAPC) and the American Health Information Association (AHIMA). Prerequisite: Medical Terminology.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904. Prerequisite of Medical Terminology

CAH244 | 80 hours | \$1699 (\$300 tuition + \$1399 fees) 

INSTRUCTOR: CE Instructor

7560 Online 3/21–9/30

7561 Online 5/16–11/30



HEALTHCARE CAREERS

CPR & FIRST AID

Note: SAF classes are located at FCC Monroe Center or main campus, MAH located at Mt. Airy College Center



CPR: Health Care Provider

Using the American Heart Association guidelines, this course is designed to teach the skills of CPR for victims of all ages. Includes ventilation with a barrier device, bag-valve mask device, oxygen, use of an automated external defibrillator (AED), and how to relieve foreign body airway obstruction. Intended for participants who work in a health care setting and are required to take a Health Care Provider course for their employment. Course completion card is issued for all participants in a Basic Life Support for Health Care Provider course who successfully complete the written examination and demonstration.

SAF112 | 6 hours | \$85 (\$40 tuition + \$45 fees)  

INSTRUCTOR: CE Instructor

7520	Sa 8:30 a.m.–3:00 p.m.	2/6	Monroe Center/MC152
7521	Sa 8:30 a.m.–3:00 p.m.	3/12	Monroe Center/MC152
7522	Sa 8:30 a.m.–3:00 p.m.	4/30	Monroe Center/MC152
7523	Sa 8:30 a.m.–3:00 p.m.	5/14	Monroe Center/MC152
7524	Sa 8:30 a.m.–3:00 p.m.	6/4	FCC/TBA



MAH160 | 6 hours | \$85 (\$40 tuition + \$45 fees)  

INSTRUCTOR: CE Instructor

7549	Sa 8:30 a.m.–3:00 p.m.	2/20	MACC 114
7550	Sa 8:30 a.m.–3:00 p.m.	4/16	MACC 114
7551	Sa 8:30 a.m.–3:00 p.m.	6/18	MACC 105



CPR: Health Care Provider Renewal

Designed to upgrade the current Health Care Provider to the latest American Heart Association guidelines. New information is provided on ventilation with an automated external defibrillator and barrier device, bag-valve mask device, and oxygen. You must present current AHA Health Care Provider BLS/CPR card at the beginning of class, which cannot be more than 1 month past the recommended renewal date, and must have a student manual. 4.5 hours, new standard. Times reflect breaks included in course.

SAF155 | 4.5 hours | \$75 (\$35 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

7525	Sa 8:30 a.m.–1:00 p.m.	2/27	FCC/TBA
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MAH161 | 4.5 hours | \$75 (\$35 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

7552	Sa 8:30 a.m.–1:15 p.m.	3/19	MACC 114
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Heartsaver CPR/First Aid/AED

This Heartsaver, First Aid and AED course includes adult CPR and is designed for the lay person and first responder. The first aid section includes first aid basics, medical emergencies, injury emergencies and environmental emergencies applicable to all age categories. The CPR section presents basic techniques of Adult CPR, use of barrier devices during rescue breathing, and how to use an automated external defibrillator (AED).

SAF156 | 7 hours | \$85 (\$40 tuition + \$45 fees)  

INSTRUCTOR: CE Instructor

7527	Sa 8:30 a.m.–4:00 p.m.	3/5	Monroe Center/MC152
7528	Sa 8:30 a.m.–4:00 p.m.	5/14	Monroe Center/MC151



MAH162 | 7 hours | \$85 (\$40 tuition + \$45 fees)  

INSTRUCTOR: CE Instructor

7554	Sa 8:30 a.m.–4:30 p.m.	2/13	MACC 105
7555	Sa 8:30 a.m.–4:30 p.m.	4/9	MACC 114
7556	Sa 8:30 a.m.–4:30 p.m.	6/11	MACC 105

Heartsaver Pediatric First Aid CPR/AED

The Heartsaver Pediatric First Aid CPR AED Course is designed to meet the regulatory requirements for child care workers in all 50 United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. The course covers the Four Steps of Pediatric First Aid and modules in Pediatric First Aid, Child/Infant CPR AED, Adult CPR AED and Asthma Care Training. The modular classroom-based course is designed to be flexible and allow Instructors to teach Pediatric First Aid, CPR AED or both.

MAH163 | 7 hours | \$80 (\$45 tuition + \$35 fees)  

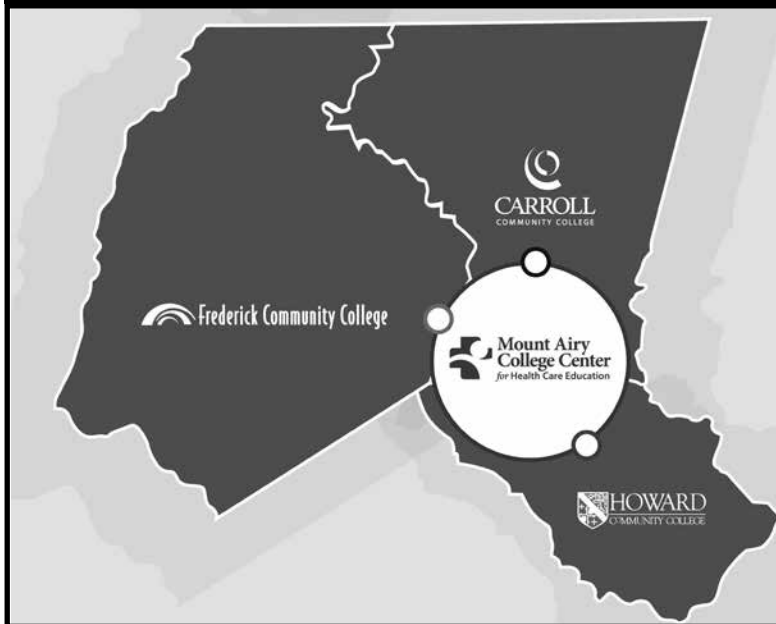
INSTRUCTOR: CE Instructor

7557	Sa 8:30 a.m.–4:30 p.m.	3/12	MACC 114
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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 such a course, except for a portion of fees needed for AHA course materials, do not represent income to AHA.

Mount Airy College Center for Health Care Education

College Center Information



Mount Airy College Center for Health Care Education

An innovative partnership among Carroll, Frederick, and Howard Community Colleges, the Mount Airy College Center for Health Care Education provides education and training for current and future health care professionals.

- Opportunity**
Enroll in programs or take courses from any one of the three partner colleges.
- Affordability**
Pay the in-county tuition rate for a program, no matter which partner college operates the program.
- Convenience**
Take classes offered by three partner colleges at one central location.

About the Partner Community Colleges

Each partner community college is fully accredited by the Middle States Commission on Higher Education and the Maryland Higher Education Commission (MHEC).

FAQ

Where is the Mount Airy College Center for Health Care Education Center (MACC) located?

1902 Back Acre Circle in Mount Airy, MD 21771 (turn off Rt. 27 at the Twin Arch Shopping Center and proceed on Twin Arch Road to Back Acre Circle.)

Who are the partnering colleges?

- Carroll Community College
- Frederick Community College
- Howard Community College

How do I register for a class?

Registration for Mount Airy College Center courses begins November 13. Students register and pay tuition and fees for any and all courses at their home college (the college in the county where you reside). All three colleges will list courses offered in Mt Airy. It is important that you register at your home college to avoid out-of-county charges. Out-of-state students may register at any of the three colleges; out-of-state fees will apply.

Does the cost of a course differ at MACC?

There may be a different cost of a course at the Mount Airy site since the cost depends on the institution which is sponsoring/arranging the course and the expenses associated with a satellite center. For example, a Carroll Community College allied health course may cost \$500 when offered at the Carroll campus but \$600 when offered through another college at Mount Airy. Efforts have been made to control costs. Currently, we are not offering payment plans for courses at the center.

What if I change my mind or want to drop my course(s)?

Students will follow the registration, payment, schedule change, and course withdrawal rules and procedures of their home college (the school where you are registered). For example if you register for a course at Howard, you follow Howard's rules without regard to which campus is offering the course.

Where will I get textbooks, manuals or supplies required for my course?

In most cases, textbooks, manuals and supplies will be included in the cost of the course and available at your first class. That information will be included with the course information on the website and in course schedules advertising the course. If the course description indicates that you must purchase the book/manuals/supplies, it will be available at your home college bookstore unless otherwise indicated. All three colleges have online purchasing available through their bookstores.

If I am enrolled in a training program that includes a clinical experience, where will I go for the clinical part of the training?

The clinical experiences are arranged by the college sponsoring the course and will be in Carroll, Frederick, or Howard Counties. In some cases, the clinical site will be in the Mount Airy area. Students will be expected to provide their own transportation to the clinical site.

Contact Information:



- Carroll Community College, Continuing Education & Training Office: 410.386.8100 • cet@carrollcc.edu
- Frederick Community College, Continuing Education Healthcare and Wellness Career Programs: 240.629.7904 healthcareareers@frederick.edu
- Howard Community College, Continuing Education and Workforce Development: 443.518.1700 continuingeducation@howardcc.edu
- www.mtairycollegecenter.com

301.829.7100 • 1902 Back Acre Circle • Mount Airy, MD 21771 • www.mtairycollegecenter.com

CONTINUING PROFESSIONAL DEVELOPMENT

Advanced Patient Care Skills

This course prepares Certified Nursing Assistants to work in hospitals and other health care settings as part of a multidisciplinary team caring for patients who require acute and chronic care. Students will expand and deepen their skills in complex health care procedures including phlebotomy, electrocardiograms, glucose monitoring, intravenous therapy, wound care, and urinary catheterization. Must bring current CNA registry card to first class. 9.2 CEUs There is no refund available for this course.

MAH102 | 92 hours | \$1050 (\$460 tuition + \$590 fees)  

INSTRUCTOR: CE Instructor

7529 MWF 9:00 a.m.–3:00 p.m. 5/2–6/15* MACC 114
*No class 5/30.

Alzheimer's And Related Dementia Training

The more you know, the better you can care for someone with Alzheimer's and related dementia. Learn how the condition affects the brain and behaviors, how to assist the patient with communication and activities of daily living and how to recognize and respond effectively to problem behaviors. Satisfies the new-employee training needs required by Maryland Department of Health and Mental Hygiene.



MAH113 | 5 hours | \$75 fee

INSTRUCTOR: CE Instructor

7537 Sa 9:00 a.m.–3:00 p.m. 2/13 MACC 114

Assisted Living Manager

This is an approved 80 hour training for assisted living managers. Topics include: the philosophy of assisted living, aging process and its impact, assessment and level of care waiver, service planning, clinical management, admission and discharge criteria, nutrition and food safety, dementia, mental health and behavior management, end of life care, management and operation, emergency planning, quality assurance and the survey process.


MAH112 | 80 hours | \$825 (\$775 tuition + \$50 fees)  

INSTRUCTOR: CE Instructor

7536 F 8:30 a.m.–5:00 p.m. 2/5–4/15* MACC 105
*No class 3/25.

Caregiving Guide:
Families with Dementia and Alzheimer's

Caring for someone experiencing Alzheimer's disease and other types of dementia is a challenge for family members and loved ones. Be prepared to navigate the demanding road ahead and plan for the care that is best suited to you and your loved one. Learn to recognize the signs and the progression of different types of dementia; how to plan for care in the home, going to the hospital or other facility; and about eldercare law/lawyers and legal considerations as your family needs change. Create and take home a customized Go Bag with everything needed for going to the doctor, hospital or facility.

MAH114 | 6 hours | \$85 (\$45 tuition + \$40 fees) 



INSTRUCTOR: CE Instructor

7538 Sa 9:00 a.m.–3:00 p.m. 3/5 MACC 114

Medicine Aide Update

Meets the Maryland Board of Nursing renewal requirements for the Certified Medicine Aide (CMA). Designed to keep the practicing CMA informed and updated regarding new medications, non-parenteral drug administration, policies and practices, and medications needed by geriatric clients. Emphasis is on new drug therapies and the role of the medicine aide in providing safe and competent care. Upon registration, students must submit a copy of their current CNA/GNA certification, proof of successful completion of their initial CMA training course in Maryland, and must verify current CNA practice of at least 16 hours within the last 2 years, and must verify active practice as a CNA/GNA/CMA in a licensed nursing home for at least 8 hours within the last 2 years, and must verify active practice as a CMA for 100 hours within the last 2 years. Verification can be provided by the employer on facility letterhead. Please note: The Maryland Board of Nursing requires that this update must be completed no more than 90 days before the expiration of the CNA/GNA/CMA certification.

Note: Call 240-629-7904 if interested in the class. You must meet with the Program Manager before registering in order to verify all documentation.



MAH111 | 8 hours | \$128 (\$88 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

7535 Sa 8:00 a.m.–4:30 p.m. 5/7 MACC 114

Nurse Refresher I: Theory

Provides learning experiences for nurses who have been out of the workplace and who are planning on returning to work. Combined with the clinical portion (MAH106) this course meets the Maryland Board of Nursing requirements to reactivate your license. Criminal Background checks and drug testing at an additional cost are required for the clinical portion. Information distributed at first class session.

MAH105 | 88.5 hours | \$1005 (\$550 tuition + \$455 fees)  

INSTRUCTOR: CE Instructor



7532 TuTh 6:00–9:45 p.m. 5/17–8/9 MACC 114

Class on 5/17 will be held 5:30-10:15 pm

**Note: MAH 106 registration available summer 2016*

Principles and Practices of IV Therapy

Don't be frustrated; be prepared when your patient needs an IV. Enhance your skills as a practicing nurse, IV tech, or EMT by taking this course from our expert on peripheral intravenous therapy and the care of the client requiring this therapy. Topics include: vein and device selection, venipuncture techniques, and basic care measures needed to provide quality care to the patient.



MAH118 | 8 hours | \$148 (\$88 tuition + \$60 fees)  

INSTRUCTOR: CE Instructor

7540 Sa 8:00 a.m.–4:30 p.m. 6/11 MACC 114

Advanced Principles and Practices of IV Therapy

Prerequisite: MAH118 Principles of IV Therapy Build upon the basics covered in Principles and Practices of IV Therapy. Designed for the RN to enhance practice with patients requiring advanced IV therapies. Topics include: practical application and troubleshooting skills for central lines; IV therapies in the elderly and pediatric population; TPN and blood administration.



MAH119 | 8.5 hours | \$148 (\$88 tuition + \$60 fees)  

INSTRUCTOR: CE Instructor

7541 Sa 8:00 a.m.–4:30 p.m. 6/18 MACC 114

Professional Preparation in Healthcare

Learn the essentials of becoming successful as a student and employee in today's healthcare systems. Topics include communication, working well on teams, respecting and valuing differences, and the importance of professionalism. Discuss the availability of healthcare careers in the local region, marketing your skills to potential employers, resumes, application letters and how to prepare for interviews.

MAH115 | 7.5 hours | \$85 (\$55 tuition + \$30 fees)  

INSTRUCTOR: CE Instructor

7539 MTuW 6:00–8:45 p.m. 5/9–5/11 MACC 114

NEW! Yogalates

Experience the best of both worlds! Yogalates merges yoga and Pilates to help develop core strength, tone muscles, increase flexibility and reduce stress. No previous experience with yoga or Pilates is necessary. Wear loose-fitting clothing and bring a yoga mat to class.

MAH120 | 6 hours | \$65 fee

INSTRUCTOR: CE Instructor

7533 M 5:30 pm–6:30 p.m. 4/4–5/9 MACC 106



DENTAL ASSISTING & DENTAL RADIOGRAPHY

Introduction to Dental Assisting

Participants will have entry-level dental assisting skills upon successfully completing this course, which is approved by the Maryland State Board of Dental Examiners. Course covers terminology, anatomy, charting and medical history, instruments, four-handed dentistry, gypsum, acrylic, amalgam, cements, impression materials, oral hygiene, darkroom procedures, infection control, sterilization and OSHA regulations. High school diploma, or equivalent, and textbook required.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904.

Prerequisite: MAH 115 Professional Preparation in Health Care

MAH150 | 40 hours | \$979 (\$680 tuition + \$299 fees)  

INSTRUCTOR: CE Instructor



7546 W 5:00–9:15 p.m. 5/18–7/20 MACC 114

Oral Radiography

Further your dental assisting career and prepare to sit for the DANB Dental Radiation Health and Safety Certification Exam. Approved by the Maryland State Dental Association. Oral Radiography Clinical may take place at your place of employment or at MSDA. You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course. If not currently employed at a dental practice you must register separately for Oral Radiography Clinical. This course has an online component.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904.

Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment.

MAH149 | 30 hours | \$599 (\$429 tuition + \$170 fees)  

INSTRUCTOR: CE Instructor



7545 Tu 9:30 a.m.–12:45 p.m. 3/29–5/31 MACC 114

Oral Radiography + Clinical

Prepare to sit for the DANB Dental Radiation Health and Safety Certification Exam. Clinical practice (including full-mouth series and two bitewing x-rays) takes place at the Maryland State Dental Association training facility. Students must be concurrently enrolled in Oral Radiography.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904.

Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course.

MAH152 | 33 hours | \$955 (\$510 tuition + \$445 fees)  



INSTRUCTOR: CE Instructor

7547 Tu 9:30 a.m.–12:45 p.m. 3/29–5/31 MACC 114

Radiation Safety Update

Renew your certification as a Dental Radiation Technologist. Gain an update on safety and technological advances related to the placement and exposure of dental radiographs. Topics to be covered include fundamental principles of radiography, patient safety, and operator safety. Approved by the Maryland State Board of Dental Examiners.


Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact FCC at 240-629-7904.


MAH153 | 9 hours | \$199 (\$127 tuition + \$72 fees)  

INSTRUCTOR: CE Instructor

7548 Tu 9:30 a.m.–12:45 p.m. 4/5–4/19 MACC 114

 Online Course

 Eligible for senior tuition waiver.

 Eligible for disabled & retired tuition waiver.



See pages 66 and 67.

MEDICAL BILLING & CODING

Medical Coding for the Physician’s Office–AAPC

Prepare to sit for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-9 and HCPCS to describe and document medical services. Course includes your first year’s membership in AAPC, textbooks and certification testing. Prerequisite: Medical Terminology for Health Careers.

Note: Prerequisite: MAH130 Medical Terminology for Health Careers.



MAH128 | 100 hours | \$1875 (\$1130 tuition + \$745 fees)  

INSTRUCTOR: CE Instructor

7542 MW 5:30–8:45 p.m. 4/18–8/17* MACC 108
*No class 5/30 and 7/4

Medical Terminology for Health Careers

This course is designed to help the health care provider or student develop an understanding of the terminology used by individuals who work in the health care delivery systems or who perform job tasks which require the use of medical terminology. Topics include: basic anatomic descriptions as they relate to medical terminology, and use and interpretation of medical terminology.

MAH130 | 30 hours | \$345 (\$315 tuition + \$122 fees)  

INSTRUCTOR: CE Instructor

7544 W 6:00–9:15 p.m. 5/18–7/20 MACC 108


Construction & Building Trades

ELECTRICAL

Electrical Theory and Fundamentals

This course covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. This course is also offered for credit as BLD141. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

ELC120 | 90 hours | \$603 (\$464 tuition + \$139 fees)  


INSTRUCTOR: CE Instructor

7620 MW 6:00–9:00 p.m. 3/28–5/11 Monroe Center/MC117

Electrical Code and Application

This course will advance student knowledge and experience in areas such as calculations, print reading, circuitry, schematics, materials and circuit testing. Hands-on applications will be conducted in a lab setting. Also offered for credit as BLD142. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

ELC121 | 90 hours | \$603 (\$464 tuition + \$139 fees)  

INSTRUCTOR: Charles LoSchiavo



7622 MW 9:00 a.m.–12:00 p.m. 3/28–5/11 Monroe Center/MC117

INSTRUCTOR: Richard Gaver

7623 TuTh 6:00–9:00 p.m. 3/29–5/12 Monroe Center/MC117

National Electric Code – NEC – Update –10 HOUR

This course covers the updates to the National Electric Code (NEC). The NEC is updated every 3 years. Learn about the important changes that have happened to the NEC, and how perform new calculations. An overview of NEC navigation and application will assist you in staying compliant. There will also be time to cover NEC related questions.

TRD265 | 10 hours | \$165 (\$149 tuition + \$16 fees)  



INSTRUCTOR: Charles LoSchiavo

7909 ThF 4:00–9:00 p.m. 3/31–4/1 Monroe Center/MC111

Specialized Systems

This course will cover topics in the electrical field such as CAT5, CAT6, CATV, fiber optics, fire alarms, photovoltaic, and electric controls. Students will receive hands-on experience working with materials and components in a lab setting. Students will also be introduced to the National Electrical Code (NEC) codes governing these various sub-fields to the electrical industry. Also offered for credit as BLD146. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

ELC123 | 90 hours | \$603 (\$464 tuition + \$139 fees)  

INSTRUCTOR: Michael Bonner

8071 MW 6:00–9:00 p.m. 3/28–5/11 Monroe Center/MC116

HVAC

Fundamentals of HVACR

This course will cover the fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Course includes EPA CFC certification. Students will receive hands on experience in a lab setting. Course also offered for credit as BLD109. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

HVC121 | 90 hours | \$603 (\$464 tuition + \$139 fees)  

INSTRUCTOR: CE Instructor



7626 TuTh 6:00–9:00 p.m. 3/29–5/12 Monroe Center/MC119

 **Online Course**
 **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 66 and 67.

Controls for HVACR

Covers topics of electrical controls for HVACR with respect to thermostats, pressure, safety and temperature devices and valves. In a lab environment, students will be able to identify and apply usage of these components. Also offered for credit as BLD110. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

HVC122 | 90 hours | \$603 (\$464 tuition + \$139 fees)  

INSTRUCTOR: **CE Instructor**

7627 MW 6:00–9:00 p.m. 3/28–5/11 Monroe Center/MC119

Fossil Fuels and Hydronic Heating

This course will cover fossil fuel heating devices, hydronic, and forced air equipment. Students will apply troubleshooting, installation, service, and preventative maintenance techniques on these systems in a lab setting. This course is also offered for credit as BLD114. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

HVC125 | 90 hours | \$603 (\$464 tuition + \$139 fees)  

INSTRUCTOR: **Nick Pace**

8070 MW 6:00–9:00 p.m. 3/28–5/11 Monroe Center/MC119

WELDING

Introduction to Welding

Introduces the students to the basic processes in the welding field. Emphasizes welding safety. Introduces the various types of welding equipment, identification and selection of electrodes, types of welds, and the different welding positions. Explores basic metallurgy (weldability), and welding defects and problems.

Note: You must register on campus. Sections 7617 and 7616 of this course are offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

WLD160 | 90 hours | \$658 (\$464 tuition + \$194 fees)  



INSTRUCTOR: **John Hill**

7616 TuTh 5:00–9:00 p.m. 3/29–5/12 Monroe Center/MC118

Advanced Welding: SMAW

Focuses on Shielded Metal Arc Welding (SMAW) and Oxyfuel cutting processes on carbon steel. Students will develop skills to weld fillet and groove welds in all positions. Students will perform a SMAW welder performance qualification test on limited thickness test plates in the 3G, uphill position on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code. This course is also offered for credit as BLD122. See credit schedule for more information.

Note: You must register on campus. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

WLD161 | 90 hours | \$658 (\$464 tuition + \$194 fees)  

INSTRUCTOR: **John Hill**

7614 MW 5:00–9:00 p.m. 3/28–5/11 Monroe Center/MC118

Advanced Welding: GTAW

Introduces Gas Tungsten Arc Welding (GTAW) and Plasma Arc cutting on carbon steel, stainless steel, and aluminum. Topics include welding safety, basic machine maintenance, and welding techniques.

Note: You must register on campus.

WLD162 | 90 hours | \$658 (\$464 tuition + \$194 fees)  



INSTRUCTOR: **Becky Lorenz**

7613 MW 9:00 a.m.–4:30 p.m. 3/28–5/11 Monroe Center/MC118

INDUSTRY TEST PREP

Electricity: Journeyman/Master Exam Prep

Prepares students for the master's license exam. Reviews the NEC, calculations, and other critical components to prepare for the exam. Emphasis is on calculations. Students must bring a 2014 National Electrical code book.

TRD157 | 30 hours | \$239 (\$229 tuition + \$10 fees)  



INSTRUCTOR: **Steve Brako**

7965 Th 6:00–9:00 p.m. 3/3–5/12* Monroe Center/MC110

*No class 3/24.

MD Stationary Engineer Exam Prep II

This course is designed for the purpose of assisting the Stationary Engineer in becoming a licensed 3rd, 2nd, or 1st class Engineer in Maryland (pending MD DLLR eligibility). This course will provide an overview of general stationary engineer knowledge, code, and problem solving; as well as basic electricity; boiler types and equipment; burners and fuel train; and pumps and valves. The course will also cover sequential operations; inspections and maintenance; central station and chillers and other topics pertinent to the license exam. Students registering for the course should have a general knowledge of building system components such as boilers, chillers, pumps, valves, and electricity and plumbing fundamentals. Students will receive 4.5 hours of continuing education upon successful completion of the course.


TRD190 | 45 hours | \$259 (\$239 tuition + \$20 fees)  

INSTRUCTOR: **Drew Taylor**

7966 TuTh 6:00 p.m.–9:00 p.m. 5/17–7/5 Monroe Center/MC111

EPA 608/CFC Certification

The EPA 608 certification is required for all technicians working with CFCs. This course will prepare you to take the exam. Core, Type 1, 2, & 3 will all be reviewed. At the end of the class, each student will have the opportunity to take the EPA 608 exam. Students will need to pass Core and one or more of the three Types to receive certification. Students passing all four sections will receive Universal certification.

TRD260 | 8.5 hours | \$159 (\$109 tuition + \$50 fees) 

INSTRUCTOR: **Charles LoSchiavo**



7910 Sa 9:00 a.m.–5:30 p.m. 4/9 Monroe Center-TBA

PROFESSIONAL DEVELOPMENT

Into to AutoCAD I

Introduces the in-depth study of the fundamentals of AutoCAD. This is an intensive hands-on course covering the basic commands used to create 2-D production drawings. Students learn how to create and modify geometrical designs, plot from Paper Space, and use layers to organize and separate information. Also offered for credit as CAD101.

Note: Prerequisite: EN51 or ESL97. This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne at 240-629-7987.

DRF104 | 37.5 hours | \$401 (\$348 tuition + \$53 fees)  



INSTRUCTOR: **CE Instructor**

7912 Th 5:00–7:35p.m. 3/31–5/14* Braddock Hall/B114

SAFETY

OSHA 10-HOUR Construction Safety and Health Outreach Program

The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students who successfully complete this course will receive OSHA 10 cards.

TRD205 | 11 hours | \$81 (\$65 tuition + \$16 fees)  


INSTRUCTOR: **Charles LoSchiavo**

7915 Sa 9:00 a.m.–4:00 p.m. 4/23–4/30 Monroe Center-TBA

DIY: DO IT YOURSELF

Do It Yourself: Electrical Wiring

Still trying to figure out how to make that 2-way switch work in your hallway? This Do-It-Yourself class will teach homeowners electrical wiring basics to tackle projects around the home. Course will cover the methods for safely installing outlets, switches and fixtures.


DIY118 | 5 hours | \$89 (\$69 tuition + \$20 fees) 

INSTRUCTOR: **Richard Gaver**

7800 Sa 9:00 a.m.–2:00 p.m. 2/6 Monroe Center-TBA

Do It Yourself: Home Solar Energy System

Would you like to save money on your energy bill? Do you have a cabin/land without electricity? This class will teach you how to install a simple 12 volt solar system for RV, shed, small cabin, or workshop.


DIY123 | 10 hours | \$139 (\$89 tuition + \$50 fees) 

INSTRUCTOR: **Nick Pace**

7801 Sa 9:00 a.m.–3:00 p.m. 3/5–3/12 Monroe Center-TBA

Do It Yourself: Plumbing

Knowing what to do in a plumbing emergency can save time and money, and there are things that you can learn to do yourself safely. In this class we'll focus on common plumbing problems like unclogging a toilet or garbage disposal, fixing a leaky faucet, shutting off water at the main valve, installing new plumbing fixtures, or soldering pipes. This class will help you figure out when you should call a plumber and when you really can Do-It-Yourself.


DIY124 | 8 hours | \$109 (\$30 tuition + \$79 fees) 

INSTRUCTOR: **Nick Pace**

7802 Sa 9:00 a.m.–5:30 p.m. 2/6 Monroe Center-TBA

NEW! Do It Yourself: Backyard Garden Shed

Is your basement and garage full? Need more storage space? This class will teach you how to build a simple garden shed by constructing from start to finish a mock shed. Students should be prepared to work with tools and necessary materials on the first day of class.

DIY125 | 14 hours | \$149 (\$49 tuition + \$100 fees) 

INSTRUCTOR: **Nick Pace**

7804 Sa 9:00 a.m.–4:30 p.m. 4/30–5/14* Monroe Center-TBA

*No class 5/7.

Personal Enrichment

ARTS

Foundations Of Watercolor

Have you always enjoyed the appearance of a realistic transparent watercolor but wondered how to achieve it? In this course students will learn through a systematic process how to execute a detailed line drawing, transfer it to the watercolor paper, and practice flat washes with round and flat brushes. In addition, students will learn through discussion and demonstration how to create tints, complementary colors, and the use of color theory. Students can anticipate utilizing numerous practice sheets to gain mastery of techniques to render one monochromatic and one full color painting. A supply list will be given to the students the first class. Students will be inspired and revitalized by attending.

ACR418 | 15 hours | \$139 tuition

INSTRUCTOR: **Jennifer Littleton**

7573 W 6:30 p.m.–9:00 p.m. 4/6–5/11 FCC/F118

NEW! Mixed Media Exploratory Painting Class – For Artists

This is your chance as an artist to build on your painting skills and create unique artwork using mixed mediums. Using water based media such as watercolors and watercolor pencils OR acrylic paints and gel mediums build on your basic painting skills taking your compositions to a new and amazing level. Additional materials may be used such as caran dache crayons. We will go over materials in the first class; please bring your art supplies.

ACR425 | 14 hours | \$139 tuition 

INSTRUCTOR: **Dorothea Barrick**

7778 F 10:00 a.m.–12:00 p.m. 3/11–4/29* FCC/F130

*No class 3/25.

NEW! **Printmaking: Carving and Exploring a Collograph Techniques**

Explore the fine art world of printmaking and learn the techniques for carving and exploring a collograph techniques of building up plates. Then you will practice transferring images onto other mediums. You will also learn how this style of printmaking allows you to produce multiple original works of art, along with the differences between photographic reproductions and actual prints. On the first day of class, students will purchase a printmaking "kit" from the instructor for \$25.

ACR426 | 8 hours | \$79 tuition



INSTRUCTOR: Courtney Prah

7574 MW 6:00–8:00 p.m. 3/7–3/16 FCC/F118

NEW! **Recycled Art: Creating Artwork with Imagination**

Beauty is in eye-of-the beholder and the eye of an artist! In this course you will learn how to use nontraditional materials to create unique artwork. Think beyond pencils and paint. We will be making both 3D and 2D art using found or recycled materials such as magazines. Please be prepared to pay the instructor on the first day of class a \$25 fee for the "art kit" to be used in class.

ACR427 | 8 hours | \$79 tuition



INSTRUCTOR: Courtney Prah

7779 Sa 10:00 a.m.–12:00 p.m. 2/6–2/27 FCC/F130

NEW! **Color Theory: Elements and Harmony**

This class is a simple and fun introduction to the physics and expressive aspects of color. You will learn and create as you begin to understand the building blocks of color relationships and the color wheel by discussing theory. Then you will create small artworks in an integrated study of influential artists with hands-on "ink-stick" exercises on watercolor cards. Please be prepared to pay the instructor on the first day of class a \$20 supply fee for the materials used in this class.

ACR432 | 12 hours | \$99 tuition



INSTRUCTOR: Kelly Phebus

7576 MW 6:00–9:00 p.m. 2/22–3/2 FCC/F118

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 such a course, except for a portion of fees needed for AHA course materials, do not represent income to AHA.

LEARN TO RIDE **SPRING**
Motorcycle Safety Courses

FCC offers Motor Vehicle Administration (MVA) approved motorcycle training courses consisting of the new online MSF Basic eCourse, classroom and riding time. Taught by MVA and Motorcycle Safety Foundation certified instructors.

Motorcycle Safety: Basic Rider

Designed for riders with little or no experience seeking a "Class M" license, this 18-hour course provides basic riding skills and strategies. Fee: \$289

DRI200 All classes meet Wed/Thurs 5:30-9:00 p.m. & Sat/Sun 7:30 a.m.-2:30 p.m.

4 digit #	Dates	4 digit #	Dates
7770	4/6–4/10	7773	5/11–5/15
7770	4/20–4/24	7775	6/1–6/5
7772	4/27–5/1	7776	6/8–6/12
7774	5/4–5/8	7777	6/15–6/19

Alternate Basic Rider Course (ABRC)

For riders seeking a Class "M" license, this course is for individuals with some riding experience meeting course prerequisites. Fee: \$269

DRI203 All classes meet Sat 7:30 a.m.–2:30 p.m.

4 digit #	Date
7582	5/21
7583	6/25



Judy DeLuca

301.624.2820 • jdeluca@frederick.edu
frederick.edu/motorcycle



PERSONAL ENRICHMENT

Drawing for the Absolute Beginner

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! You'll gain a solid understanding of the many tools of the trade. You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You'll even discover how best to get in touch with your right brain. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL620 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7967 Online 2/1-6/3

AMERICAN SIGN LANGUAGE

Discover Sign Language

It's truly amazing that we can communicate just by using our hands! Add different facial expressions, and you have a conversation: the language of Deaf people. In this course, you'll discover how to use this graceful, expressive language to communicate with Deaf people. You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names. Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. Along the way you'll learn signs for colors, numbers, where you live, family, and the activities. Throughout, you'll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you'll be immersed in silence, so you'll gain an understanding of the perspective of Deaf people and sign language.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL457 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7969 Online 2/1-6/3

American Sign Language I

Learn the basic conversational skills used in American Sign Language. Topics include basic grammar structure related to the exchange of personal information, introductions, negotiation with the environment, calendar, and commands. Learn basic survival signs through demonstration. Students practice what is covered in class.

Note: Book Required. Available in Bookstore.

FOR300 | 15 hours | \$149 (\$79 tuition + \$70 fees)  

INSTRUCTOR: Jenica Winnings

7803 M 6:00-8:30 p.m. 2/29-4/4 FCC/H261

American Sign Language II – Intermediate

Students will continue to learn and practice conversation skills used in ASL I. They will learn more about ASL grammar structure, visual gestural, descriptive, negotiation with the environment, and deaf and hard-of-hearing culture.

Note: Book Required. Available in Bookstore.

FOR303 | 15 hours | \$149 (\$79 tuition + \$70 fees) 

INSTRUCTOR: Jenica Winnings

7805 M 6:00-8:30 p.m. 4/18-5/23 FCC/H261

FOREIGN LANGUAGES

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The course audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback; you'll know whether you answered correctly as soon as you finish. You'll be pleased at how quickly this course helps you build your skills, and prepares you for your next adventure in *Italia*.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL456 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7970 Online 1/4-6/3

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Beginning Conversational French

This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. Each lesson introduces a scenario, presented in short dialogues. You'll be able to practice and learn both sides of the conversation, so you'll easily understand and expect common responses. Every lesson also has cultural tips, which will make you more comfortable in a foreign setting. Since proper pronunciation is important to good communication, this course will help you master the best pronunciations. Simply click on each word to hear it spoken! Every word and sentence is also written out phonetically using sounds that you are already very familiar with from English words. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. This course makes learning French fun and surprisingly easy. You'll be pleased with your quick progress, and you'll be prepared for your next trip!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL449 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7968 Online 2/1–6/3

Spanish Conversation/Communications, Basic

Develop skills needed to communicate orally and in writing using basic Spanish. Practice what you are learning by participating in class conversations and completing classroom and homework assignments based on the textbook exercises. This is a class for those who need to communicate in Spanish and understand Spanish culture. A textbook is used for Spanish Conversation – Beginners, Intermediate & Advanced.

Note: \$70 book charge to be paid to instructor on first class.

FOR100 | 16 hours | \$169 (\$89 tuition + \$80 fees) 

INSTRUCTOR: Josefa Hoch

7601 TuTh 6:30–8:30 p.m. 2/2–2/25 FCC/B104

Spanish Conversation/Communication, Intermed.

Continue to develop skills needed to communicate with your Spanish-speaking audience. Emphasis is placed on more advanced listening comprehension, speaking skills, pronunciation, and vocabulary acquisition. Prerequisite: Spanish Conversation I or basic knowledge of Spanish. A textbook is used for Spanish Conversation – Beginners, Intermediate & Advanced.

Note: \$70 book charge to be paid to instructor on first class.

FOR101 | 16 hours | \$169 (\$89 tuition + \$80 fees) 

INSTRUCTOR: Josefa Hoch

7602 TuTh 6:30–8:30 p.m. 3/3–4/5* FCC/B104

*No class 3/22,3/24.

Spanish Conversation/Communication, Advanced

Continue to develop skills needed to communicate with your Spanish-speaking audience. Emphasis is placed on more advanced listening comprehension, speaking skills, pronunciation, and vocabulary acquisition. Prerequisite: Spanish Intermediate.

Note: \$70 book charge to be paid to instructor on first class.

FOR111 | 16 hours | \$169 (\$89 tuition + \$80 fees) 

INSTRUCTOR: Josefa Hoch

7603 TuTh 6:30–8:30 p.m. 4/12–5/5 FCC/B104

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish *pronto*. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL451 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7971 Online 2/1–6/3

Speed Spanish II

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL452 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7972 Online 2/1–6/3

PERSONAL ENRICHMENT

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes - it's also to help you use them spontaneously so that you'll never be at a loss for words!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL454 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7973 Online 2/1-6/3

HEALTH & FITNESS

Hoop Dance Workshop

Hoop Dance is the way to incorporate hula hooping into your dance. And while you dance you'll build your core strength, tone your body, burn 400-600 calories per hour, reduce your stress and calm the mind, get a good cardiovascular work-out and increase your energy while having fun! Join Sue Kemp as she hosts an adult level beginner hoop dance class to explore the many facets of hoop dance including basic hooping movement and flow as well as learn some hoop dance tricks to add flair to your hooping! Hoops will be provided for all participants. Bring a water bottle and wear comfortable, natural fiber clothing that allows freedom of movement. This class is open to students ages 15 & up.

FIT140 | 4 hours | \$80 fee

INSTRUCTOR: Suzanne Kemp

7606 W 8:00-9:00 p.m. 3/30-4/20 FCC/D129

Kickboxing

Provides basic fundamentals of Lethwei (Burmese Kickboxing). Basic principles, history, and styles and linguistics of the fighter will be covered. This course emphasizes safety for the students and the instructor. There will be no competitive fights or hard physical contact between students during this course. Mental and physical control as well as proper training etiquette will always be maintained. Classes are held at the Frederick Fight Club. An additional fee of \$65 paid at site on first day of class. Classes held at Frederick Fight Club. This course is also offered for credit as PE196. For more information see the credit schedule of classes.

FIT130 | 14 hours | \$134 (\$116 tuition + \$18 fees)

INSTRUCTOR: CE Instructor

7782 W 5:00-7:00 p.m. 3/30-5/11 Frederick Fight Club

NEW! Weight Training

Learn the right way to lift weights, gain strength and get yourself in better shape. This class provides a thorough orientation, instruction and participation in specific skills, rules, safety and etiquette of weight training. This class is also offered as a credit class PE-166. Please see Credit schedule for details. Non-credit students will complete all classroom activities and assignments and can opt out of tests.

FIT142 | 14 hours | \$134 (\$116 tuition + \$18 fees)



INSTRUCTOR: CE Instructor

7799 M 5:00-7:00 p.m. 3/28-5/9 FCC/D128

Introduction to Natural Health and Healing

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body—discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, Tai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL559 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7974 Online 2/1-6/3



Online Course



Eligible for senior tuition waiver.




Eligible for disabled & retired tuition waiver.

See pages 66 and 67.

NEW! Nutrition Basics

Learn more about what you are eating. This class will help you to understand the important basics of nutrition which will enable you to make good dietary decisions. Provides a basis for discerning healthy diets. This class is also offered for credit as HE 110. Noncredit students will complete all classroom activities and assignments and can opt out of tests.


FIT138 | 14 hours | \$134 (\$116 tuition + \$18 fees) 

INSTRUCTOR: CE Instructor

7795 F 9:30–11:30 a.m. 4/1–5/13 FCC/L202

NEW! Stress Management Techniques

In this class you will be introduced to the basic concepts of stress management and focus on coping strategies and techniques to help reduce your stress. This class is also offered as HE 115. See the credit schedule for more information. Non-credit students will complete all classroom activities and assignments and can opt out of tests.

FIT139 | 14 hours | \$134 (\$116 tuition + \$18 fees) 

INSTRUCTOR: CE Instructor

7798 F 9:30–11:30 a.m. 4/1–5/13 FCC/L111

Pilates

Introduces the history of Pilates and describes the physiological basis of exercises that promote core body strength. Includes demonstration and active student participation of Pilates movements. This course is also offered for credit as PE190.

FIT117 | 17.5 hours | \$134 (\$116 tuition + \$18 fees)

INSTRUCTOR: CE Instructor

7787 TuTh 9:30–10:45 a.m. 3/29–5/12 FCC/D129

Aerial Yoga

Take your yoga practice to new heights at our New Market location. This 75-minute, all-levels aerial yoga class uses an aerial “silk” hovering just inches off the floor to explore new perspectives on traditional yoga poses. Create space in the spine and joints and build strength while exploring standing, kneeling and sitting in the silks. Enjoy inversions without the risk of falling or compressing the neck and shoulders and discover core-activation to enhance your practice and your overall well-being and strength. A sweet savasana (final rest) in the silk will send you home relaxed and rejuvenated. Aerial silks are able to hold up to 1,000 pounds. All levels welcome. Classes held at Sol Yoga Studio, 52 W. Main Street, New Market

FIT137 | 7.5 hours | \$99 fee

INSTRUCTOR: CE Instructor

7600 F 9:30–10:45 a.m. 4/22–5/27 Sol Yoga Studios

7599 F 9:30–10:45 a.m. 3/4–4/15* Sol Yoga Studios

*No class 3/25.

Yoga

Yoga is a practice of physical postures, integrated with the breath, to release tension and promote strength and flexibility of body, mind, and emotions. Yoga postures, breathing, and relaxation can alleviate many common problems that leave you feeling tired and drained of energy. Regular practice will: increase your strength, flexibility, and endurance; bring clarity and calmness to your mind and emotions; release muscular tension; help correct many postural problems; make you feel fit and vital; and help you relax. The ultimate benefit is that Yoga awakens a deeper awareness and understanding within you. This is a natural progression that begins with increased bodily awareness. As you become skilled at synchronizing breath and movement, you learn to turn your attention inward while moving. Eventually, you develop the recognition that is possible to stay centered and balanced in any situation.

FIT106 | 7.5 hours | \$75 fee

INSTRUCTOR: CE Instructor

7589 Th 7:00–8:15 p.m. 3/3–4/14* Sol Yoga Studios
*No class 3/24.

7588 M 10:00–11:15 a.m. 3/7–4/11 Sol Yoga Studios

7590 M 10:00–11:15 a.m. 4/18–5/23 Sol Yoga Studios

7591 Th 7:00–8:15 p.m. 4/21–5/26 Sol Yoga Studios

Posture Conditioning Yoga

Always wanted to do that pose? Enjoy this 6 week opportunity to gain the tools and strength you need to take your physical practice up a notch. Highly skilled Sol Yoga teachers guide you through a well-rounded yoga class, provide you with individual attention as you explore 1-2 new postures, conditioning exercises to prepare your body and mind, a period of guided playfulness and finally, a good savasana. Open to ANY LEVEL student; teachers meet you where you are in your practice.

FIT136 | 7.5 hours | \$99 fee

INSTRUCTOR: CE Instructor

7597 Tu 5:30–6:45 p.m. 4/19–5/24 Sol Yoga Studios

7596 Tu 5:30–6:45 p.m. 3/1–4/12* Sol Yoga Studios
*No class 3/22.

Warm Flow Yoga

Yoga is a practice of physical postures, integrated with the breath, to release tension and promote strength and flexibility of body, mind, and emotions. Yoga postures, breathing, and relaxation can alleviate many common problems that leave you feeling tired and drained of energy. Regular practice will: increase your strength, flexibility, and endurance; bring clarity and calmness to your mind and emotions; release muscular tension; help correct many postural problems; make you feel fit and vital; and help you relax. The ultimate benefit is that Yoga awakens a deeper awareness and understanding within you. This is a natural progression that begins with increased bodily awareness. As you become skilled at synchronizing breath and movement, you learn to turn your attention inward while moving. Eventually, you develop the recognition that is possible to stay centered and balanced in any situation.

FIT106 | 7.5 hours | \$75 fee

INSTRUCTOR: CE Instructor

7593 W 9:30–10:45 a.m. 3/2–4/13* Sol Yoga Studios
*No class 3/23.

7594 W 9:30–10:45 a.m. 4/20–5/25 Sol Yoga Studios

CPR & First Aid

CPR: Health Care Providerp. 30
 CPR: Health Care Provider Renewalp. 30
 Heartsaver CPR/First Aid/AEDp. 30
 Heartsaver Pediatric First Aid CPR/AEDp. 30

PERSONAL ENRICHMENT

HOME & HOBBIES

Gardening In Our Time and Place

Whether you want to grow vegetables or a beautiful sustainable garden full of trees, shrubs, perennials and flowers, come learn the basics about our climate and soil and the best practices for creating your ideal garden. We'll cover basic growing, composting and soil nutrients, advanced growing, and irrigation. If you are a beginning gardener, you will learn how to get started successfully. If you have some experience, you will learn about sustainable practices and appropriate plants to introduce into your garden. The goal of this class is to enable you to have a successful and sustainable garden in our time and place.

GAR115 | 5 hours | \$55 fee

INSTRUCTOR: Richard Hood

7609 Sa 9:00 a.m.–2:00 p.m. 3/19 FCC/E125

Glass Fusing Jewelry: Pendants, Bracelets and Pins

Create unique and beautiful glass pendants, a bracelet, pins, a wine bottle stopper and MORE using fusible glass, dichroic glass, frit, and mosaic pieces. Students will learn the basics of fusing, learn how to cut and grind glass, clean pieces, and assemble their pieces. Students will be able to make as many pieces as possible during the three hour session. Finished items will be fused in a kiln and returned the following week for pick up. Supply fee of \$25 is payable to the instructor which includes glass and some jewelry findings. NO GLASS CUTTING EXPERIENCE REQUIRED!

ACR326 | 3 hours | \$39 tuition

INSTRUCTOR: Pat Stein

7572 Sa 1:00–4:00 p.m. 2/13 FCC/E118

Introduction to Interior Design



Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate "green" sustainable design, and you'll find out how to modify your designs for people with special needs. As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL560 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7975 Online 2/1–6/3

Sewing a Skirt and Top

Are you familiar with the basics of a sewing machine and using a pattern? Or have you completed the class "You Can Sew?" If so, this class is your next step. Now learn to make a skirt and top outfit! You will learn how to make a waistband and sew in a zipper along with other sewing skills that you will be able to transfer to other sewing projects. A materials list will be emailed to you prior to the class start date.

HOM155 | 10 hours | \$89 (\$29 tuition + \$60 fees)

INSTRUCTOR: Deborah Parsons

7611 Sa 1:00–3:30 p.m. 4/2–4/23 FCC/E106

Stained Glass, Beginning

Do you admire colorful stained glass windows and suncatchers and then wonder how you can create these beautiful pieces of artwork? In our class you will design and create a least three stained glass objects. First you will learn the history and then you are hands-on using the techniques of glass cutting, copper foiling and soldering. This class is for beginners or anyone who is interested in the art of stain glass making. Students please plan to pay the instructor a \$25 fee for the stained glass supplies on the first day of class.

ACR450 | 9 hours | \$89 tuition

INSTRUCTOR: Pat Stein

7577 Sa 9:00 a.m.–3:00 p.m. & Sa 9:00 a.m.–12:00 p.m. 2/6 & 2/13
FCC/F118

You Can Sew

Do not let that sewing machine intimidate you! Sewing is fun and useful! Once you have mastered the basic skills needed to use a sewing machine efficiently, any project you choose to do will be easier! The course starts off with the sewing machine basics, such as how to thread and wind a bobbin. Students will then learn how to sew a variety of seams and stitches, and how to navigate corners and curves, and how to use a simple pattern. In-class projects include a tote bag and pair of pajama pants. These would make wonderful holiday gifts! We will send you a materials list after you have registered.


HOM151 | 10 hours | \$89 tuition

INSTRUCTOR: Deborah Parsons

7806 Sa 1:00–3:30 p.m. 2/20–3/12 FCC/E106

DO-IT-YOURSELF!**NEW! Do It Yourself: Backyard Garden Shed**

Is your basement and garage full? Need more storage space? This class will teach you how to build a simple garden shed by constructing from start to finish a mock shed. Students should be prepared to work with tools and necessary materials on the first day of class.

DIY125 | 14 hours | \$149 (\$49 tuition + \$100 fees) 

INSTRUCTOR: **Nick Pace**

7804 Sa 9:00 a.m.–4:30 p.m. 4/30–5/14* Monroe Center-TBA
*No class 5/7.

Do It Yourself: Electrical Wiring

Still trying to figure out how to make that 2-way switch work in your hallway? This Do-It-Yourself class will teach homeowners electrical wiring basics to tackle projects around the home. Course will cover the methods for safely installing outlets, switches and fixtures.


DIY118 | 5 hours | \$89 (\$69 tuition + \$20 fees) 

INSTRUCTOR: **Richard Gaver**

7800 Sa 9:00 a.m.–2:00 p.m. 2/6 Monroe Center-TBA

Do It Yourself: Home Solar Energy System

Would you like to save money on your energy bill? Do you have a cabin/land without electricity? This class will teach you how to install a simple 12 volt solar system for RV, shed, small cabin, or workshop.


DIY123 | 10 hours | \$139 (\$89 tuition + \$50 fees) 

INSTRUCTOR: **Nick Pace**

7801 Sa 9:00 a.m.–3:00 p.m. 3/5–3/12 Monroe Center-TBA

Do It Yourself: Plumbing

Knowing what to do in a plumbing emergency can save time and money, and there are things that you can learn to do yourself safely. In this class we'll focus on common plumbing problems like unclogging a toilet or garbage disposal, fixing a leaky faucet, shutting off water at the main valve, installing new plumbing fixtures, or soldering pipes. This class will help you figure out when you should call a plumber and when you really can Do-It-Yourself.

DIY124 | 8 hours | \$109 (\$30 tuition + \$79 fees) 

INSTRUCTOR: **Nick Pace**

7802 Sa 9:00 a.m.–5:30 p.m. 2/6 Monroe Center/TBA

MOTORCYCLE SAFETY**Motorcycle Safety: Basic Rider**

Participants will learn the special skills and mental strategies necessary for responsible motorcycle operation. Basic Rider course is divided into two levels. Level I concentrates on the basic skills of clutch and throttle control, straight-line riding, turning, shifting and stopping. Level II builds on the basic skills and provides practice in the collision avoidance skills, stopping in the shortest distance, swerving, and proper cornering techniques. Students will learn about the motorcycle controls and how to operate them, and how alcohol and other drugs affect one's ability to ride safely. A very important segment of the course will instruct students how to create their own strategy for riding in traffic, and dealing with special situations. The instructors, all experienced motorcyclists, will advise on what to wear for protection and comfort.

DRI200 | 18 hours | \$289 fee

INSTRUCTOR: **CE Instructor**

7770	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	4/6–4/10
7771	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	4/20–4/24
7772	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	4/27–5/1
7774	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	5/4–5/8
7773	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	5/11–5/15
7775	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	6/1–6/5
7776	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	6/8–6/12
7777	WTh 5:30–9:00 p.m. & SuSa 7:30 a.m.–2:30 p.m. E123	6/15–6/19

Motorcycle Safety: Alternate Basic Rider Course (ABRC)

This seven-hour course provides another option for an individual to earn their license without having to take the full 17-hour basic course. It is only for individuals that have some riding experience and are seeking a Class "M" license. Instruction is provided by the Motor Vehicle Administration and Motorcycle Safety Foundation certified instructors.

DRI203 | 7 hours | \$269 fee

INSTRUCTOR: **CE Instructor**

7582	Sa 7:30 a.m.–2:30 p.m.	5/21	FCC/TBA
7583	Sa 7:30 a.m.–2:30 p.m.	6/25	FCC/TBA



Online Course



Eligible for senior tuition waiver.




Eligible for disabled & retired tuition waiver.

See pages 66 and 67.

PHOTOGRAPHY

Black and White Photography

There's more to black and white photography than merely turning a color photo into B&W through the magic of software. Learn how to look for subjects that will result in good B&W images due to contrast, tonal ranges, textures, and shape. Use your camera's own settings to enable you to "see" in black and white, yet still have color images as well. Shoot in the field, then learn how to process your photos to create the look you want in a monochrome image. Preparing B&W images for prints will also be addressed. Students with a DSLR camera will get the most out of this course, but other cameras may be used.

ACR150 | 12 hours | \$129 (\$79 tuition + \$50 fees) 

INSTRUCTOR: **Cam Miller**

7569 MW 6:00–9:00 p.m. 3/28–4/4 E108 & Sa 9am–12pm 4/2 E109

Flower Photography

Learn to take beautiful photos of seasonal flowers without needing special equipment. The techniques you will learn for capturing beautiful blooms apply to any camera. Photos will be taken in the classroom as well as in a garden. You will also learn how photo editing techniques will enhance the beauty of your blooms.


ACR108 | 6.5 hours | \$89 fee

INSTRUCTOR: **Carolyn Miller**

7563 Sa 9:00 a.m.–3:30 p.m. 5/7 FCC/E108

Intro to Flash Photography

Learn to use flash photography to expand your vision and create striking images. Whether you already have an external flash or thinking of acquiring one soon, this class will teach you what you need to know. By learning Flash Photography you will be able to produce extraordinary photographs under a wide variety of lighting conditions. You will learn the fundamentals of flash photography and gain an understanding of the relationship between flash and ambient light. This class will take the mystery out of all the technical jargon such as Sync, 1st-curtain, 2nd-curtain, E-TTL, and High-Speed Mode. Learn how to modify the quantity and quality of light to match your photographic vision. Learn how to calculate flash exposures and use flash in manual and auto modes. Find out what equipment works the best for you for the least amount of money. This is a hands on class. We will take a short lunch break (lunch not included). Bring your camera, manual, battery and flash if you have one.

ACR147 | 6.5 hours | \$99 (\$40 tuition + \$59 fees) 

INSTRUCTOR: **Robert McMillan**

7568 Sa 9:00 a.m.–3:30 p.m. 2/13 FCC/E125

Secrets of Better Photography



Master your digital camera and learn the secrets behind outstanding photos! Whether you have a digital SLR, a point-and-shoot camera, or something in between, you'll learn how to use it the way you want to in this hands-on course! You also have the opportunity to have your lesson assignments critiqued by our knowledgeable teaching team of professional photographers. You'll see how to choose the best photographic equipment for you and how to compose images with style. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as we break them down into simple concepts. If you want to work with manual exposure on your digital SLR, we cover that, too! We'll also explore natural and artificial lighting, freezing or blurring motion, portraiture, children's photography, pet photography, photojournalism, and digital editing options. Secrets of Better Photography is also an excellent class to prepare you for the more advanced class, Travel Photography for the Digital Photographer.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL153 | 24 hours | \$109 fee

INSTRUCTOR: **CE Instructor**

7977 Online 2/1–6/3

Learn to Use Your Digital Camera

Taking pictures should be fun not frustrating, right? Learn to operate your own point-and-shoot camera to take great pictures and learn its various functions. Bring your camera and its manual to class. We will provide a series of lectures and hands-on demos, to help you become the expert at using your own camera. Weekly assignments cover the various functions of your camera and include exposure, archiving, photo manipulation, and more. This is not a computer class.

ACR104 | 6 hours | \$89 fee

INSTRUCTOR: **William O'Neal**

7562 Th 6:00–9:00 p.m. 2/4–2/11 FCC/E123




Explore Your EOS Canon DSLR

Unleash your creativity by mastering the technical aspects of your Canon EOS Digital SLR. This class will help you get to know your camera system and go beyond the "automatic" setting! Move from the "Basic Zone" to the "Creative Zone." Acquire a clear understanding of all the buttons and menu items on your camera. Learn how to creatively use exposure, composition, flash, and a variety of lenses. This is a hands-on class. We will take a short lunch break (lunch not included). Bring your camera, manual, battery and a tripod if you have one.

ACR145 | 6.5 hours | \$89 fee

INSTRUCTOR: **Robert McMillan**

7565 Sa 9:00 a.m.–3:30 p.m. 2/6 FCC/E125

 **Online Course**
 **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 66 and 67.

Get To Know Your Nikon DSLR

Have you been using your Nikon DSLR like a point-and-shoot and long to move out of your comfort zone? Start by learning what all those buttons and dials can do to improve your photographs. Then, learn about the different lenses and when to use them. Explore the features and get the most out of your Nikon camera. Please bring your camera, tripod, a fully charged battery, a clean memory card, your camera's manual, and a bagged lunch to class.

ACR146 | 6.5 hours | \$89 fee


INSTRUCTOR: Carolyn Miller

7566 Sa 9:00 a.m.–3:30 p.m. 2/27 FCC/E109

7567 Sa 9:00 a.m.–3:30 p.m. 4/23 FCC/E100

Image Color Correction & Restoration

Learn to enhance any digital image to professional standards. Bring old faded and damaged photos, negatives and slides back to life. Become proficient at digital repair and restoration of old photos. Learn how to colorize black & white images. You will learn topics such as advanced color correction, image restoration, colorizing B&W photos, repairing damaged photos, removing dust and scratches. Become proficient at using layers, curves, levels, cloning brushes, content aware tools, blurring, distorting, straightening and many other useful techniques. These techniques will be applicable to most photo software suites and will be demonstrated using Photoshop CS6, CC and Elements. Proficiency at using either Windows PC or Apple Mac is required.

ACR152 | 10 hours | \$139 (\$79 tuition + \$60 fees) 

INSTRUCTOR: Thomas Jackson

7570 F 9:00–11:30 a.m. 4/1–4/22 FCC/E108

Digital Darkroom: Enhancing Your Digital Photos

Want to do more with your digital photos? Once you have a digital image stored on your computer via digital camera, scanner, or ordering a picture disk with your film processing, you can enhance your photos by eliminating red-eye, cropping your photos, adding borders or adding special effects. Create your own greeting cards using professional graphics or your own custom photographs. You simply will not believe what you can do with digital photography! Learn how to organize your pictures for easy retrieval. Learn to use such features as clone painting and using the air brush to give your photos that professional touch. See how easy it is to have your photos tell a slide show story with a musical background using Microsoft Photo Story. Course uses Adobe Photoshop Elements software.

ACR123 | 15 hours | \$139 (\$95 tuition + \$44 fees)

INSTRUCTOR: William O'Neal

7564 Th 6:00–9:00 p.m. 2/18–3/17 FCC/E108

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Introduction to Photoshop CS6

Photoshop is the world's best-known photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. You'll learn how to use Photoshop with detailed, step-by-step instructions that you'll have no trouble following: even if you've never used a computer graphics program before! And you'll have a lot of fun doing it. Photoshop CS6 has a host of impressive new features for photographers, and you'll encounter a number of them. We'll begin with an introduction to the Photoshop environment. Next, you'll learn techniques for creating simple digital paintings (including some brushes that let you create the look of an oil painting from a photo). Then you'll be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. You'll master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You'll also learn about the new content-aware Move tool in CS6 that, like magic, lets you move something on an image while intelligently replacing the "hole" left behind. By the time you finish this fun, hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL143 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7976 Online 2/1–6/3

Photoshop Elements Introduction

This class will familiarize students with the basic tools and commands that allow them to properly adjust the light, darkness, color balance, and contrast of images to make poor quality images come to life. Image cropping, sizing, file formats, and resolutions will also be discussed. Prerequisite: Windows experience.

Note: Book Required. Available in Bookstore.

CMS186 | 10 hours | \$149 (\$89 tuition + \$60 fees)  

INSTRUCTOR: Thomas Jackson

7579 M 6:00–8:30 p.m. 3/7–3/28 FCC/E109

Photoshop Elements Advanced

This advanced Photoshop Elements course is for professional photographers looking to take their skills and their photography to a new and creative level. Designed for Photoshop users who have already learned Photoshop basics, we will study advanced topics in much more detail. This course will combine digital presentation along with a number of detailed projects that we will work through as a group. We will cover more advanced subjects such as HDR, layers, curves, color balance, histograms, cloning and creative usage of filters for creating borders and nice looking photo presentations. Learn techniques that will take your photographs to the next level and set yourself ahead of your competition.

Note: Book Required. Available in Bookstore.

CMS319 | 10 hours | \$159 (\$69 tuition + \$90 fees)  

INSTRUCTOR: Thomas Jackson

7580 M 6:00–8:30 p.m. 4/11–5/2 FCC/E108

Music for Enrichment

Individual instruction is available for students, ages 6 through adult and at any level of advancement, in piano, voice, guitar, strings, winds and percussion. Students may choose 30-minute, 45-minute, or 60-minute sessions. Students under age 6 may study with permission of instructor. Students must provide their own practice instruments. Prior to registration, students should call the instructor for availability and individual lesson scheduling. For specific inquiries about the music curriculum, call the FCC music department at 301.846.2642, or email Jennifer Rundlett: jrundlett@frederick.edu.

*Sessions begin the week of January 25, 2016 and continue through April 25, 2016. The last day to register is February 5, 2016. *No sessions on March 21, 2016.*

60-MINUTE SESSIONS

13 Sessions • 13 hours • Fees: \$640

Please contact the instructor for scheduling.

YMP308 –Voice

7660 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7659 Mary Gresock mgresock@frederick.edu 301.879.2069
7657 Paula Chipman pchipman@frederick.edu 301.846.2566
7662 Sterling Scroggins sscroggins@frederick.edu 301.846.2419
7658 William Loy wloy@frederick.edu 301.991.3354

YMP302 –Violin/Viola

7643 Flor Serrano Prada fprada@frederick.edu 540.664.4068
7642 Fred Wilcox fwilcox@frederick.edu 240.504.6974

YMP305 –Trumpet

7648 Jonathan Cresci jcresci@frederick.edu 301.624.2844

YMP301 –Trombone/Tuba/Euphonium

7640 Aaron Lovely alovely@frederick.edu 703.401.8971

YMP341 –Strings/Bass

7725 Vivian Fleming vfleming@frederick.edu 301.922.0398

YMP307 –Piano

7651 Alice Lee alee@frederick.edu 703.327.1535
7652 John Wickelgren jwickelgren@frederick.edu 301.668.0355
7653 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7650 Patricia Franz pfranz@frederick.edu 301.663.6197
7655 Suk Yi Hyun shyun@frederick.edu 240.421.7188
7656 William Loy wloy@frederick.edu 301.991.3354

YMP306 –Percussion

7649 Gregory Herron gherron@frederick.edu 410.663.9329

YMP342 –Horns

7726 Instructor TBA jrundlett@frederick.edu 301.846.2642

YMP304 –Guitar

7647 Mark Edwards medwards@frederick.edu 334.538.0254
7646 Michael Raitzyk mraitzyk@frederick.edu 410.243.5826

YMP309 –Flute

7663 Jennifer Rundlett jrundlett@frederick.edu 301.846.2642

YMP310 –Clarinet/Saxophone

7665 Laura Armstrong larmstrong@frederick.edu 443.615.1529

YMP303 –Cello

7645 Adam Gonzalez agonzalez@frederick.edu 301.219.4826

YMP340 –Bassoon

7724 Instructor TBA jrundlett@frederick.edu 301.846.2642

45-MINUTE SESSIONS

13 Sessions • 9.75 hours • Fees: \$480

Please contact the instructor for scheduling.

YMP328 –Voice

7720 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7719 Mary Gresock mgresock@frederick.edu 301.879.2069
7717 Paula Chipman pchipman@frederick.edu 301.846.2566
7721 Sterling Scroggins sscroggins@frederick.edu 301.846.2419
7718 William Loy wloy@frederick.edu 301.991.3354

YMP322 –Violin/Viola

7700 Flor Serrano Prada fprada@frederick.edu 540.664.4068
7698 Fred Wilcox fwilcox@frederick.edu 240.504.6974

YMP325 –Trumpet

7709 Jonathan Cresci jcresci@frederick.edu 301.624.2844

YMP321 –Trombone/Tuba/Euphonium

7697 Aaron Lovely alovely@frederick.edu 703.401.8971

YMP361 –Strings/Bass

7731 Vivian Fleming vfleming@frederick.edu 301.922.0398

YMP327 –Piano

7712 Alice Lee alee@frederick.edu 703.327.1535
7713 John Wickelgren jwickelgren@frederick.edu 301.668.0355
7714 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7711 Patricia Franz pfranz@frederick.edu 301.663.6197
7715 Suk Yi Hyun shyun@frederick.edu 240.421.7188
7716 William Loy wloy@frederick.edu 301.991.3354

YMP326 –Percussion

7710 Gregory Herron gherron@frederick.edu 410.663.9329

YMP362 –Horns

7732 Instructor TBA jrundlett@frederick.edu 301.846.2642

YMP324 –Guitar

7708 Mark Edwards medwards@frederick.edu 334.538.0254
7707 Michael Raitzyk mraitzyk@frederick.edu 410.243.5826

YMP329 –Flute

7722 Jennifer Rundlett jrundlett@frederick.edu 301.846.2642

YMP330 –Clarinet/Saxophone

7723 Laura Armstrong larmstrong@frederick.edu 443.615.1529

YMP323 –Cello

7701 Adam Gonzalez agonzalez@frederick.edu 301.219.4826

YMP360 –Bassoon

7730 Instructor TBA jrundlett@frederick.edu 301.846.2642

30-MINUTE SESSIONS

13 Sessions • 6.5 hours • Fees: \$320

Please contact the instructor for scheduling.

YMP318 –Voice

7691 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7689 Mary Gresock mgresock@frederick.edu 301.879.2069
7687 Paula Chipman pchipman@frederick.edu 301.846.2566
7692 Sterling Scroggins sscroggins@frederick.edu 301.846.2419
7688 William Loy wloy@frederick.edu 301.991.3354

YMP312 –Violin/Viola

7674 Flor Serrano Prada fprada@frederick.edu 540.664.4068
7673 Fred Wilcox fwilcox@frederick.edu 240.504.6974

YMP315 –Trumpet

7678 Jonathan Cresci jcresci@frederick.edu 301.624.2844

YMP311 –Trombone/Tuba/Euphonium

7672 Aaron Lovely alovely@frederick.edu 703.401.8971

YMP351 –Strings/Bass

7728 Vivian Fleming vfleming@frederick.edu 301.922.0398

YMP317 –Piano

7681 Alice Lee alee@frederick.edu 703.327.1535
7682 John Wickelgren jwickelgren@frederick.edu 301.668.0355
7683 Lynn Staininger lstaininger@frederick.edu 240.405.7382
7680 Patricia Franz pfranz@frederick.edu 301.663.6197
7684 Suk Yi Hyun shyun@frederick.edu 240.421.7188
7685 William Loy wloy@frederick.edu 301.991.3354

YMP316 –Percussion

7679 Gregory Herron gherron@frederick.edu 410.663.9329

YMP352 –Horns

7729 Instructor TBA jrundlett@frederick.edu 301.846.2642

YMP314 –Guitar

7677 Mark Edwards medwards@frederick.edu 334.538.0254
7676 Michael Raitzyk mraitzyk@frederick.edu 410.243.5826

YMP319 –Flute

7694 Jennifer Rundlett jrundlett@frederick.edu 301.846.2642

YMP320 –Clarinet/Saxophone

7695 Laura Armstrong larmstrong@frederick.edu 443.615.1529

YMP313 –Cello

7675 Adam Gonzalez agonzalez@frederick.edu 301.219.4826

YMP350 –Bassoon

7727 Instructor TBA jrundlett@frederick.edu 301.846.2642

PRIVATE MUSIC INSTRUCTION & ENSEMBLES

FCC Jazz Ensemble

Join the FCC Jazz Ensemble and perform the best in big band jazz. Includes numerous performances throughout the Frederick community, as well as an on-campus concert. Some prior experience in ensemble playing necessary. Contact the instructor (301.733.0859) for eligibility and section placement.

Note: Please call instructor for eligibility and section placement. On-Campus Concert - Friday, April 22. Last day to register is 2/5/2016.

MUS100 | 37.5 hours | \$149 fee

INSTRUCTOR: Howard Burns

7612 W 7:45–10:10 p.m. 1/27–5/11* FCC/F109
*No class 3/23.

FCC Flute Ensemble

Join fellow flutists for some casual music-making in a non-competitive setting. Open to both young musicians and adults at intermediate to advanced levels. Includes performances in the Frederick community as well as participation in an on-campus recital. Contact instructor (301.663.8213) for eligibility.

Note: Please call instructor for eligibility. On-Campus Concert - Thursday, April 7. Last day to register is 2/5/2016.

MUS118 | 19.5 hours | \$135 fee

INSTRUCTOR: Jennifer Rundlett

7807 W 7:45–9:15 p.m. 1/27–5/11* FCC/F105
*No class 3/23.

FCC Wind Ensemble

Join FCC's Wind Ensemble and play great original band music by leading composers, as well as transcriptions of classics and standards. Open to college and community wind players with previous experience in high school or college/university bands and to high school band players, with permission of director. Solo opportunities available to qualified players. Includes performances in the Frederick community as well as participation in an on-campus recital. Even if you haven't played for a while, come join the band and improve along with us! Contact instructor (301.474.0019) for eligibility and section placement. Register for credit through the academic division [MU123].

Note: Please call instructor for eligibility and section placement. On-Campus Concert - Friday 6/5, 7:30pm - TBA. Last day to register is 2/5/2016.

MUS123 | 35 hours | \$149 fee

INSTRUCTOR: Aaron Lovely

7808 W 6:30–9:00 p.m. 1/27–5/11* FCC/F145
*No class 3/23.

FCC Percussion Ensemble

The FCC Percussion Ensemble is open to college students and community musicians with a love of percussion. In addition to performing standard percussion ensemble repertoire and transcriptions of rock, jazz and popular music, the groups will explore percussion music from around the world. Previous ensemble experience on drums, keyboard or auxiliary percussion is recommended, but not required. Includes performances in the Frederick community and participation in an on-campus recital. Contact the instructor (410.663.9329, gherron@hotmail.com) for more information.

Note: Please call instructor for eligibility and section placement. On-Campus Concert - TBA. Last day to register is 2/5/2016.

MUS126 | 30 hours | \$139 fee

INSTRUCTOR: Gregory Herron

7615 M 6:30–8:30 p.m. 1/25–5/9 FCC/F146

String Ensemble

FCC String Ensemble for beginning and returning music lovers, performing music of the Baroque, Classical, Romantic and Contemporary periods. Participants of all ages are welcome; must have had at least a year of study on their instrument. Includes participation in an on-campus recital. Contact the instructor (410-248-3312) for more information. Register for credit through the academic division (MU171).

Note: On-Campus Concert - Thursday, May 12. Last day to register is 2/5/2016.

MUS128 | 21 hours | \$135 fee

INSTRUCTOR: Vivian Fleming

7809 Th 7:45–9:15 p.m. 1/28–5/12* FCC/F109
*No class 3/24.

FCC Guitar Ensemble

From Bach to Bluegrass, this group will explore the masterworks for the classic and mixed guitar ensemble. Come join the fun of playing in a variety of size groups ranging from duets, trios, quartets, and larger groups. This course will culminate with a public performance at the end of the semester, and is designed for students with some note reading experience. Minimum note reading requirements include reading and playing in first position, reading basic rhythmic patterns including eighth and sixteenth notes. Students must provide their own instrument. Contact the instructor Mark Edwards at 334.538.0254 for information.

Note: Please call instructor for eligibility and section placement. Last day to register is 2/5/2016.

MUS131 | 22.5 hours | \$135 fee

INSTRUCTOR: Mark Edwards

7810 F 5:30–7:00 p.m. 1/29–5/13* FCC/F109
*No class 3/25.



Online Course



Eligible for senior tuition waiver.



Eligible for disabled & retired tuition waiver.

See pages 66 and 67.

PERSONAL ENRICHMENT

FCC Handbell Choir

Meet fellow music lovers by experiencing the joys and challenges of Handbell Choir. This group is open to adult and student musicians of all ages with no prior ringing experience. They will explore a mixture of bell and choir chime techniques through a wide variety of music from different time periods. Some music reading skill is recommended for ease of experience as the group progresses from beginning to intermediate bell music during the semester. The choir plans to participate in FCC concerts. Contact the instructor, Barbara Scheffter at BScheffter@frederick.edu or 301-512-8066 for information and audition requirements.

Note: Please call instructor for eligibility and section placement. On-Campus Concert - Thursday, 4/7, 7:30pm. Last day to register is 2/5/2016.

MUS132 | 22.5 hours | \$135 fee

INSTRUCTOR: CE Instructor

7811 W 5:30–7:00 p.m. 1/27–5/11* FCC/F109
**No class 3/23.*

FCC Jazz Workshop: Introduction

This class is for those who are beginning their exploration of the world of Jazz. Discover the language of jazz improvisation and learn techniques for using jazz harmony and rhythms in an ensemble setting. Students should already be able to read music, play major scales on their instruments and possess some basic knowledge of music theory. Because this class will focus primarily on improvisation, students will be play from provided lead sheets rather than written parts. The class is part lecture and part practical application on your instrument. Performance opportunities include an on-campus concert. Participation in an on-campus recital with instructors approval. All instrumentalists welcome: any instrument you like to groove on!

Note: Please call instructor at 301-302-5945 for eligibility and section placement. Last day to register is 2/1/2016.

MUS133 | 30 hours | \$149 fee

INSTRUCTOR: Anita Thomas

7917 M 7:30–9:30 p.m. 1/25–5/9* FCC/F145
**No class 3/21.*

FCC Jazz Workshop: Advanced

Be part of the advanced FCC jazz workshop. This class is a continuation of beginner jazz workshop. As students will work on more complex songs and harmonic concepts they must be able to read music, play all major and minor scales on their instrument and already have knowledge of music theory including scales, arpeggios and chord symbols used in jazz. Previous experience in jazz ensemble playing is necessary. Because this class focuses on improvisation, individual parts are not provided, but some lead sheets are included. The class is part lecture and part practical application on your instrument. Performance opportunities include an on-campus concert. All instrumentalists welcome: any instrument you like to groove on!

Note: Please call instructor at 301-302-5945 for eligibility and section placement. Last day to register is 2/1/2016. On campus recital Tuesday, May 10, 7:30pm.

MUS134 | 30 hours | \$149 fee

INSTRUCTOR: Anita Thomas

7916 M 5:00–7:00 p.m. 1/25–5/9* FCC/F145
**No class 3/21.*

Note: Please schedule private music lessons individually with instructor.

TECHNOLOGY BASICS

Adobe Illustrator, Intro

Adobe Illustrator is used for website and graphic design. In this introductory class you will learn to draw shapes, create paths, and use color. This class also covers grouping, working with type, stacking order, layers, printing considerations, and saving and uploading your work to the web. Experience with MS Windows is required.

Note: Book Required. Available in Bookstore.

CMS358 | 15 hours | \$199 (\$99 tuition + \$100 fees)



INSTRUCTOR: Vicky Nuttall

7581 MW 6:00–9:00 p.m. 5/2–5/16 FCC/E109

Adobe InDesign: An Introduction

Adobe InDesign is an exciting software that you can learn to use to create unique, high-quality print publications and documents. Students learn how to create the layouts for various types of print documents such as posters, postcards, tent cards and brochures. You will also learn how to import and format pictures and graphics. In this class you will also use Illustrator and Photoshop as well to edit photos and graphics through the link by InDesign, with these software design packages.

Note: Book Required. Available in Bookstore.

TEC200 | 12 hours | \$149 (\$89 tuition + \$60 fees)



INSTRUCTOR: Vicky Nuttall

7638 MW 6:00–9:00 p.m. 3/7–3/16 FCC/E108

Facebook

Facebook can be your lifeline and connection to friends and family! And if you learn the right way to “post,” Facebook can be tons of fun and enrich your social life! You will learn how to create your own personal page, post your pictures, share pages, comment on what your friends are posting, and much more. This class also covers how to manage security settings, set-up events, Facebook apps, groups, messaging and Facebook etiquette. This class is a must for new users and for those of you who are on Facebook and want to learn more!

TEC121 | 6 hours | \$79 fee

INSTRUCTOR: Christina May

7631 Sa 9:00 a.m.–12:00 p.m. 2/13–2/20 FCC/C203

Intro to the iPad®

Thinking about buying an iPad® or already have one, but maybe not sure how to put it to its best use? We will show you how to setup the iPad® and how to use it. Learn basic maintenance, which accessories will maximize your experience, and how to use some of the pre-installed applications. Learn how to use the map to find directions and how to take pictures. You will be shown how to surf the web, and even find your device if it is lost. Use the mail app to connect with your friends and family. The iPad® inspires creativity and hands-on learning with features you won't find in any other educational tool. If you own an iPad®, please bring it to class. If you don't, you will have use of one during class time.

TEC139 | 3 hours | \$49 tuition

INSTRUCTOR: William O'Neal

7633 M 6:00–9:00 p.m. 4/4 FCC/E123

iPad®: Intermediate User

This takes a more in-depth look into what your iPad® can do for you. Learn how to manage your Contacts, Calendar, and Music. This hands-on class goes into the functionality of each application and how to best use its capabilities. Learn how to set up your calendar to organize and distinguish between family, work, volunteer and other events; set up playlists and more. You will also get to hear about some of the top apps out there and all the great things they can do for you. If you own an iPad®, please bring it with you to class. If you don't, you will have use of one during class time.

TEC141 | 3 hours | \$49 tuition

INSTRUCTOR: William O'Neal

7635 M 6:00–9:00 p.m. 4/11 FCC/E123

The Cloud: Get Your Devices to Share

Now that you are using your computer for Email and perhaps your calendar and your contact list, wouldn't it be great to be able to have all this information shared among all your devices including your home computer, your laptop, your iPad® tablet and your smart phone? This is where keeping this information in "the cloud" comes in. Learn about "the cloud" and how to interface all your devices with this information. Make a change on one device and have it show up on all your other devices. If you are interested in learning what options you have to "bring it all together" then this class is for you. Prerequisite: Knowledge of each device that you want to share information on.

TEC150 | 4 hours | \$49 tuition

INSTRUCTOR: William O'Neal

7636 M 6:00–8:00 p.m. 2/1–2/8 FCC/H217

7637 M 6:00–8:00 p.m. 4/18–4/25 FCC/H217

THE GREAT OUTDOORS**Golf**

Learn to golf! Class includes orientation, instruction and participation in specific skills, rules and etiquette of the sport. A \$20 fee is to be paid at the golf site. This course is also offered for credit as PE181. For more information see the credit schedule of classes.

REC223 | 14 hours | \$134 (\$116 tuition + \$18 fees)

INSTRUCTOR: CE Instructor

7812 T 5:00–7:00 p.m. 3/29–5/10 FCC/D100

Tennis I

Presents orientation, instruction and participation in specific skills, rules and etiquette of the sport. This course is also offered for credit as PE179. For more information see the credit schedule of classes.

REC224 | 14 hours | \$134 (\$116 tuition + \$18 fees)

INSTRUCTOR: CE Instructor

7813 MW 11:00 a.m.–12:15 p.m. 3/28–5/11 FCC/D100

THE WRITER'S INSTITUTE**Beginning Writers Workshop**

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece. Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL469 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7978 Online 2/1–6/3

NEW! Blogging: Maximizing Your Blogging Efforts

Are you getting the most out of your blog? Are people even reading it? Students will learn the advantages of the popular blogging platforms, how to choose a subject, whether or not to monetize your blog, techniques to make your posts attractive, using key words, getting followers, and using a variety of media. If you love your blog or just want to learn more about better blogging, than this class will help you.

ENG225 | 6 hours | \$69 (\$30 tuition + \$39 fees)

INSTRUCTOR: James Rada

7881 M 6:00–8:00 p.m. 3/7–3/21 FCC/E123

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

**Online Course** **Eligible for senior tuition waiver.** **Eligible for disabled & retired tuition waiver.****See pages 66 and 67.**

PERSONAL ENRICHMENT

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL420 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7979 Online 2/1–6/3

Introduction to Internet Writing Markets

The Internet provides unlimited opportunities if you're a writer, whether you just have a few hours a week to blog or want a full-time publishing career or just plan to promote your books or business on the Web. There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you'll have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals. You'll learn the secrets of how to be successful in publishing online. That includes things like search skills, website traffic evaluation, identifying your own expertise and gathering it into a CV, research strategies, RSS feeds, online interview tips, crowdfunding large projects, and more. Markets are different on the Internet, so you'll take an in-depth look at them too. From paying publications to setting up a passive income earning stream, you'll go from the familiar, like online magazines, to the little known, like freelance marketplaces, along with different types of online jobs for writers. Every wondered if it would be better to start a WordPress blog or a Twitter microblog? Whether it's legal to publish fan fiction or not? How you can make some extra money if you also take photos or make videos? This course will answer all your questions about publishing on the Internet.

Course Revised June 2015

Note: Classes start the second Wednesday each month. During the registration process you will designate the month that you chose to begin the class. You will have six (6) weeks from the class start date to complete the class. After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL472 | 24 hours | \$109 fee

INSTRUCTOR: CE Instructor

7980 Online 2/1–6/3

NEW! Self-Publishing Your Book

Learn how to get your book published and available for sale in bookstores and online. Learn the pros and cons of self-publishing and whether it is appropriate for your work. You will also explore the differences between self-publishing, vanity publishing and lightning press. Find out how to make your book indistinguishable from a title published by a large press.

ENG226 | 6 hours | \$69 (\$30 tuition + \$39 fees) 

INSTRUCTOR: James Rada

7882 M 6:00–8:00 p.m. 2/8–2/22 FCC/E123

Travel Writing

If you love to travel and want to write, combine your interests with this course. Learn to grab the reader's attention and create an angle to make your article special. Bring in sounds, aromas, tastes, temperature, and texture. Blend in the people with folk art, music, culture, and food. Class discussion will include the above and much more, including photo tips (yes, editors look at your photos before they decide to read your article) and marketing. We will also discuss how and where to submit your work.

ENG191 | 6 hours | \$59 (\$20 tuition + \$39 fees)  

INSTRUCTOR: John Farrell

7584 W 6:00–8:00 p.m. 3/2–3/16 FCC/E107

Write Your Memoir

Do you have a desire to write about your life? Have you been a witness to history, even if it is your own. Writing about your life may be a great gift and therapy, if you really dig deep. Even if it means revealing truths some people keep secret, you may have a good memoir in you no matter how ordinary or extraordinary. In "Write your Memoir" you will learn to develop characters people care about. With guidance you will find your own style and tone. And learn to create dialogues and anecdotes that bring these memories to life.

ENG204 | 6 hours | \$79 (\$30 tuition + \$49 fees) 

INSTRUCTOR: Arlene Karidis

7918 Tu 6:00–8:00 p.m. 2/16–3/1 FCC/E123

NEW! Writing Jump Start: From Story Ideas to Editing

Do have a story inside you that is longing to come out? This is your chance organize your daydreams and put it into words. Yes, you can learn to write a short story or novel in this class. Learn techniques to organize your ideas and materials, structure the plot, and develop characters. Experiment with point of view, dialogue, settings and more. Learn how editing can boost, not impede, your writing progress. Class discussions, short writing exercises, and workshopping will help you move your writing forward.

ENG224 | 9 hours | \$99 (\$40 tuition + \$59 fees) 

INSTRUCTOR: Blanca Poteat

7585 M 7:00–8:30 p.m. 3/7–4/11 FCC/E106

Youth Programs

STUDY SKILLS & TEST PREPARATION

S.A.T. Prep: Math Review

Prepare for the S.A.T. by gaining the benefits of an individualized, tailored, and semi-private S.A.T. preparation course. Improve test-taking skills while reviewing geometry, algebra, and mathematics in general. Please bring a calculator and the latest edition of the Barron's S.A.T. book to the first class. In order to achieve the best results, practice homework assignments will be given for extra review between sessions. This class will focus on the re-designed S.A.T. which starts March 2016. Maximum enrollment is 5 students.

EDP145 | 8 hours | \$149 fee

INSTRUCTOR: **Anamaria Prensky**

7816	TuTh 4:00–6:00 p.m.	2/16–2/25	FCC/E106
7817	TuTh 4:00–6:00 p.m.	4/12–4/21	FCC/E106
7818	TuTh 4:00–6:00 p.m.	5/17–5/26	FCC/E106

S.A.T. Prep: Verbal Review

Prepare for the S.A.T. This review of English skills includes vocabulary building and methods for reading comprehension improvement, as well as test-taking strategies needed for satisfactory performance on the S.A.T. Please bring the latest edition of the Barron's S.A.T. book to the first class. In order to achieve the best results, practice homework assignments will be given for extra review between sessions. This class will focus on the re-designed S.A.T. which starts March 2016. Maximum enrollment is 5 students.

EDP146 | 8 hours | \$149 fee

INSTRUCTOR: **Chanin Storm**

7819	TuTh 6:15–8:15 p.m.	2/16–2/25	FCC/E106
7820	TuTh 6:15–8:15 p.m.	4/12–4/21	FCC/E106
7821	TuTh 6:15–8:15 p.m.	5/17–5/26	FCC/E106

Study Skills and Test Taking Strategies for Middle School Students

How to get organized, take good notes and study effectively are just a few of the techniques you'll discover in this class that brings test-taking strategies and study skills together in a fun-filled and relaxed atmosphere. Learn methods to keep track of important papers and assignments, figure out how long assignments may take and discover how to break big projects into smaller ones. Slow down, breathe deep and take this class. It will teach you the skills needed to be successful in middle school and beyond.

EDP148 | 8 hours | \$99 fee

INSTRUCTOR: **Chanin Storm**

7982	MW 4:00–6:00 p.m.	2/1–2/10	FCC/H217
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HOMESCHOOL ENRICHMENT

ART

Fine Art for Homeschool Students: Printmaking

Explore the fine art world of printmaking and learn the techniques for carving and etching drawings and then transferring images on to other mediums. Observe how the world of printmaking allows you to produce multiple original works of art and the difference between photographic reproductions and actual prints.

AGES 13–16

EDP356 | 12 hours | \$109 fee

INSTRUCTOR: **Debbie Shaw**

7825	F 1:00–4:00 p.m.	2/5–2/26	FCC/F118
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NEW! Fantasy Art: Stretch Your Imagination

This class will focus on the development of a tale from beginning to the end through words and pictures. Using illustration, comic book drawings and 2-D art, you will build and design an environment, create a character with the intent to tell a story and bring it to life. Perspective, scale, composition, design and color will be studied in depth as you create a character or creature and develop a frame of reference for it. With multiple state certifications and an IMDb listing, instructor Thomas Tholen teaches a class that will help you put scales on your dragon!

AGES 12–16

HSE202 | 24 hours | \$199 fee

INSTRUCTOR: **Tom Tholen**

7833	F 1:00–4:00 p.m.	3/11–5/6*	FCC/F118
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**No class 3/25.*

HISTORY, LITERATURE, WRITING & LANGUAGE

NEW! The Renaissance: History and Literature for Homeschool

This unit focuses on the explosion of art, science and ideas during The Renaissance. Participants should be prepared to read two middle grade books independently. Class will include book discussion and a mix of complementary activities. Additional materials will be provided. For information and book titles, contact instructor at DMarkowitz@Frederick.edu

AGES 11–15

HSE122 | 12 hours | \$109 fee

INSTRUCTOR: **Dara Markowitz**

7828	F 10:00 a.m.–12:00 p.m.	3/4–4/15*	FCC/E125
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**No class 3/25.*

YOUTH PROGRAMS

NEW! A WWII POW and Purple Heart Hero

Follow the footsteps of a local Washingtonian, Lieutenant Leo L. Jordan, who piloted a B-17 Bomber during WWII. This class will take students on a brief historical tour of what life was like for an American soldier during WWII. In order to trace this American soldier's route through Nazi Germany and ultimately to Stalag Luft Prison camp, students will use maps, photographs, de-classified flight mission reports and Lieutenant Jordan's first person account of his plane's mid-air collision. Find out what it was like to be a POW and how he was able to survive.

AGES 10-14

HSE120 | 8 hours | \$79 fee

INSTRUCTOR: **Debbie Shaw**

7826 F 12:30-2:30 p.m. 4/1-4/22 FCC/E125

NEW! Fall in Love with Shakespeare: The Tempest

Magic, romance, psychological control, high comedy, morality, illusion and dark undertones entwine themselves into this irresistible and timeless tale. Join Suz to unravel the themes and get lost in the enchantment. *The Tempest* is an unusual Shakespeare play, usually lumped in with the comedies because it has a happy ending. However the plot is quite serious and it could easily have turned into a tragedy. Become familiar with this classic tale and decide for yourself.

AGES 13-16

HSE183 | 8 hours | \$79 fee

INSTRUCTOR: **Suzanne Thackston**

7832 F 10:30 a.m.-12:30 p.m. 4/1-4/22 FCC/E104

LEGO®, TECHNOLOGY, ROBOTICS & MORE

NEW! Advanced Video Game Design for Homeschool Teens

Step into the world of 3D game making with advanced video game design. Using game engines that the pros use, students will create games in a 3D space that utilize physics and even dynamic weather simulations. Create fully realized worlds to explore and story lines to go along with them. Students will utilize all of their skills in writing, math, and art to create games. **A prerequisite for this class is Video Game Design, KOC509.**

AGES 12-16

HSE242 | 15 hours | \$139 fee

INSTRUCTOR: **Rowland Cooney**

7835 F 9:00 a.m.-12:00 p.m. 2/12-3/11 FCC/E107

LEGO® Mindstorms: Renewable Energy

Explore energy sources using LEGO® Mindstorms Robotics and Renewable Energy kits as you experiment with the three main energy sources; solar, wind, and water; to generate, store, and use power. Program robots to follow commands and control wind turbines and solar power cells. Using five different sensors and motors, design robots that will be made to interact with the environment, create wind and solar energy, take on obstacle courses, and battle other robots. How cool is that?

AGES 9-14

EDP245 | 15 hours | \$129 fee

INSTRUCTOR: **Rowland Cooney**

7824 F 9:00 a.m.-12:00 p.m. 4/1-4/29 FCC/E124A

SCIENCE & MATH

NEW! Physics Begins With an M...Mysteries, Myths, Math and Magic

Why is the sky blue? How do magnets work? How might you survive if your parachute doesn't deploy? Have you ever seen a test tube 'disappear' when placed in cooking oil or used ice to start a fire? Have you heard that astronauts in space are weightless because they are beyond the earth's atmosphere or that cats can see in the absolute dark? These questions and more will be answered as you explore physics concepts in this hands-on class while solving some Mysteries, busting some Myths and uncovering some Magic, using a little math and a lot of PHUN!

AGES 13-16

HSE171 | 12 hours | \$109 fee

INSTRUCTOR: **Lisa Duckworth**

7830 F 1:00-3:00 p.m. 3/11-4/22* FCC/C229

*No class 3/25.

Trading Card Games: Create and Play

Are you interested in trading card games like Pokémon, Magic: The Gathering, My Little Pony or Yu-Gi-Oh? If you've ever wanted to design your own game, this is the class for you. Begin by studying how these card games work and how to play them. Using what you have learned about some of the most popular card games you'll create your very own Trading Card Game by designing the cards and crafting the mechanics, the rules, the strategy and then printing and laminating the cards into functional playing decks. How about an official tournament for your new card game? Since most popular card games start out with homemade art and lamination, you might end up designing the next Magic: The Gathering.

AGES 8-12

KOC548 | 15 hours | \$119 fee

INSTRUCTOR: **Rowland Cooney**

7869 F 12:30-3:30 p.m. 4/1-4/29 FCC/E124B



Online Course



Eligible for senior tuition waiver.



Eligible for disabled & retired tuition waiver.

See pages 66 and 67.

KIDS & TEENS ON CAMPUS

Design And Sew Like A Professional

No sewing experience is required in this class where you will learn how to safely and confidently operate a sewing machine and make trendy projects that look like you have been sewing for years! Learn how to creatively use straight stitches while you design and make a one-of-a-kind faux knitted scarf. Try your hand at a creative project where you will learn an interesting twist on how to sew on a patch! You will complete all these projects and perhaps a few more if time permits. Have fun, be creative, and learn something new!

AGES 8-12

KOC249 | 12 hours | \$109 fee

INSTRUCTOR: Deborah Parsons

7860 Sa 9:00 a.m.–12:00 p.m. 2/20–3/12 FCC/E106

Design And Sew: American Girl Doll Creations

Create a one-of-a-kind ensemble and accessories for your American Girl Doll. Using hand sewing methods as well as sewing machines, each student will make a pillow or blanket plus an outfit for their favorite doll. Previous sewing experience is helpful but not necessary.

AGES 8-12

KOC549 | 12 hours | \$109 fee

INSTRUCTOR: Deborah Parsons

7870 Sa 9:00 a.m.–12:00 p.m. 4/2–4/23 FCC/E106

One Day Safe Sitter Training with CPR

Good babysitters are always in command and this class will help you gain skills needed to do the job well. This one day condensed curriculum designed for busy schedules includes babysitting business ideas, child care essentials, safety for the sitter, injury management and preventing problem behavior. Students will also learn how to perform infant and child choking rescue and child CPR. A certificate will be awarded at the conclusion of the class. Students should bring a bag lunch.

AGES 11-15

TOC635 | 6.5 hours | \$75 fee

INSTRUCTOR: Debbie Shaw

7879 Sa 9:00 a.m.–4:00 p.m. 3/12 FCC/E123

7880 Sa 9:00 a.m.–4:00 p.m. 4/16 FCC/E123

Computer Programming: Translating the Code

Students will explore computer programming, learn how to write code and develop an understanding of how popular apps work as they design fun and functional computer programs. Using animated games and interactive art, they will create and share their very own computer programs.

AGES 8-12

KOC640 | 15 hours | \$139 fee

INSTRUCTOR: Michael Moss

7873 Sa 9:00 a.m.–12:00 p.m. 2/6–3/5 FCC/E107

NEW! Advanced Computer Programming: Translating the Code

Step deeper into the world of code and learn how to write your own computer programs. Students will explore programming languages and will work to strengthen their understanding of how coding works. A prerequisite for this class is KOC640 Computer Programming- Translating the Code.

AGES 8-12

KOC641 | 15 hours | \$139 fee

INSTRUCTOR: Michael Moss

7874 Sa 9:00 a.m.–12:00 p.m. 4/2–4/30 FCC/E108

NEW! How to Build a PC

Building your own PC can be a cost effective and rewarding experience for anybody. In this hands-on class students will not only learn to repair and troubleshoot PC issues, but they will also learn how to build a PC from the ground up as well as how to maintain and install Windows. Overclocking CPUs and GPUs will be performed for gaming enthusiasts. Computer components and tools will be provided.

AGES 9-14

KOC642 | 15 hours | \$139 fee

INSTRUCTOR: Nicholas Pingatore

7875 Sa 9:00 a.m.–12:00 p.m. 2/6–3/5 FCC/E123

Advanced Video Game Design

Step into the world of 3D game making with advanced video game design. Using game engines that the pros use, students will create games in a 3D space that utilize physics and even dynamic weather simulations. Create fully realized worlds to explore and storylines to go along with them. Students will utilize all of their skills in writing, math, and art to create games. A prerequisite for this class is KOC509 Video Game Design.

AGES 9-14

TOC212 | 15 hours | \$139 fee

INSTRUCTOR: Nicholas Pingatore

7876 Sa 9:00 a.m.–12:00 p.m. 4/2–4/30 FCC/E107

Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly. Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

KIDS AND TEENS ON CAMPUS

Learn to Skate for Beginners

Ice skating is a great way to exercise and have fun at the same time! Learn to march forward across ice, two-foot glide, glide forward dip, forward and backward swizzle action, two-foot swizzles, snowplow stop, two-foot hop, and more in this group-lesson class. Class fees include a 30-minute lesson, rental skates, and a pass to 8 public skate sessions. All classes are held at Skate Frederick, 1288 Riverbend Way, Frederick

KOC135 | 4 hours | \$105 fee

INSTRUCTOR: CE Instructor

AGES 4-5

7848 W 5:30-6:00 p.m. 3/9-4/27 Skate Frederick

7849 Sa 9:30-10:00 a.m. 3/12-4/30 Skate Frederick

AGES 6-7

7852 W 5:30-6:00 p.m. 3/9-4/27 Skate Frederick

7853 Sa 9:30-10:00 a.m. 3/12-4/30 Skate Frederick

AGES 8+

7857 W 6:00-6:30 p.m. 3/9-4/27 Skate Frederick

7858 Sa 10:30-11:00 a.m. 3/12-5/7 Skate Frederick

ALL-DAY ENRICHMENT PROGRAMS

When FCPS is Closed, FCC is Open!

Feb 15 • Feb 16 • Apr 11 • Apr 26

When FCPS is closed this winter and spring, join us for fun morning and afternoon educational enrichment programs at FCC.

Bring Your Own Lunch Bunch

If you are signing up for a morning plus an afternoon class, you are required to sign up for Bring Your Own Lunch Bunch. (If you are signing up for a single class that is scheduled from 8:30 - 4:30, Bring Your Own Lunch Bunch is already included.) Supervised by KOC staff and some fun-loving Kids on Campus assistants, you will have the chance to visit with friends or maybe sit back and relax with a good book. Other activities might include puzzles, games, LEGO®s and arts and craft activities. **Bring a healthy lunch and a cold drink and please remember, Kids on Campus is NUT FREE!** (but crazy, nutty kids are welcome. We do not mean THAT kind of nuts!)

AGES 7-11

KID303 | 1 hours | \$5 fee

INSTRUCTOR: CE Instructor

7935 M 12:00-1:00 p.m. 2/15 FCC/E126

7936 Tu 12:00-1:00 p.m. 2/16 FCC/E126

7938 Tu 12:00-1:00 p.m. 4/26 FCC/E124

PROGRAM GUIDELINES

Thank you for your interest in youth programs at FCC. Please note, an Emergency Contact Form, completed during registration, is required before a child participates in a program. As FCC is a public institution, students and visitors may be photographed and appear in marketing materials without prior permission. To have your child(ren) excluded from these photographs, indicate your request on the Emergency Contact Form. Questions? Call 301.846.2661.

MONDAY, FEBRUARY 15

LEGO® Mindstorm: Robot Races - all day

LEGO® Mindstorm: Robot Races! Students will spend the morning creating and building robots with LEGO® Mindstorm Robots. Then the fun ensues in this all day class as they set up challenges and roadblocks using a computer and an infrared transmitter. Can their robot win the race? Students only need to bring along their enthusiasm and imagination and they'll have a blast with robotics fun!

AGES 7-11

KID119 | 8 hours | \$69 fee

INSTRUCTOR: Ryan Hahn

7836 M 8:30 a.m.-4:30 p.m. 2/15 FCC/E124

Explore Japanese Art

Sample some of the rich traditions of the Japanese culture through various art forms. Possible projects include Origami - the art of Japanese paper folding, Sumi-e - traditional brush painting and making paper lanterns. Each artistic endeavor will include a brief study of the rich history & background of this cultural mecca.

AGES 7-11

KID152 | 3.5 hours | \$34 fee

INSTRUCTOR: Rowland Cooney

7840 M 8:30 a.m.-12:00 p.m. 2/15 FCC/E126

Duct Tape Creations

Take a colorful roll of Duct Tape, add a kid and a little imagination, combine it with the basics of creative sculpting and what have you got? Some pretty cool art, that's what! Duct Tape is versatile and amazing and the possibilities of what you can create with it are endless. We supply the Duct Tape and your creations are ready to take home at the end of the class. How cool is that?

AGES 7-11

KID151 | 3.5 hours | \$34 fee

INSTRUCTOR: Rowland Cooney

7839 M 1:00-4:30 p.m. 2/15 FCC/E126

TUESDAY, FEBRUARY 16

Fossils Unearthing Secrets from the Stones: All Day Explorations!

Fossils are clues to help understand the history of life, past climates and ancient landscapes. Insects, animal bones, shark teeth, shells, fish and dinosaurs have all been found in fossils and have a story to tell about long ago. Find out how fossils were formed, check out some ancient relics from thousands of years ago and create your own fossils as you release your inner Paleontologist.

AGES 7-11

KID271 | 8 hours | \$69 fee

INSTRUCTOR: **Debbie Shaw**

7843 Tu 8:30 a.m.–4:30 p.m. 2/16 FCC/E124

Clay Dudes and Flowers and Beads, Oh My

Learn the basics of sculpting with polymer clay as you create beads, flowers, cartoon characters, scary creatures or jewelry in this hands-on class. Students will design and build mini masterpieces, learning the importance of armatures, technique, texture, color and detail.

AGES 7-11

KID155 | 3.5 hours | \$34 fee

INSTRUCTOR: **Rowland Cooney**

7842 Tu 8:30 a.m.–12:00 p.m. 2/16 FCC/E126

Origami

Origami (Ages 7-11) Take a square piece of paper and turn it into a flower, an airplane, an animal, a piano or a cup you can drink out of. That is the ancient art of Japanese paper folding. Students will not only learn about the different types of paper used to create these small masterpieces but they will fold and crease and create until their hearts are content, or until the class is over!

AGES 7-11

KID301 | 3.5 hours | \$34 fee

INSTRUCTOR: **Rowland Cooney**

7844 Tu 1:00–4:30 p.m. 2/16 FCC/E126

MONDAY, APRIL 11

A Taste of Mexico: Art Discovery

Explore a taste of the artistic traditions of Mexico through various art forms. Possible projects include painted masks and Day of the Dead folk art. In this hands-on class, time will fly as you experience the rich culture of this colorful and neighboring country.

AGES 9-11

KID154 | 8 hours | \$69 fee

INSTRUCTOR: **Rowland Cooney**

7841 M 8:30 a.m.–4:30 p.m. 4/11 FCC/E124

TUESDAY, APRIL 26

Gelli-printing for All Day Fun

Open the door to the wonderful world of printmaking possibilities. Learn how to make extraordinary creative prints using homemade gelatin! Using ink, acrylic paint, organic and inorganic materials, explore fun layering techniques, texture and design layout while creating one-of-kind prints. Sometimes art can be messy, so bring a smock or an apron if you have one!

AGES 7-11

KID302 | 8 hours | \$69 fee

INSTRUCTOR: **Debbie Shaw**

7845 Tu 8:30 a.m.–4:30 p.m. 4/26 FCC/E125

LEGO® Mindstorms: Fun With Robots

This class may be shorter than the summer Kids on Campus experience, but it is just as awesome! Working with a partner in this hands-on robot laboratory, you will build and program a robot using your creativity, problem solving skills and logic. Your enthusiasm and imagination will be utilized as you learn key STEM concepts!

AGES 7-11

KID120 | 3.5 hours | \$34 fee

INSTRUCTOR: **Rowland Cooney**

7837 Tu 8:30 a.m.–12 p.m. 4/26 FCC/E124

LEGO® Architecture

Celebrate the past, present and future of architecture through your very own hands-on LEGO® interpretations. Using LEGO® Architecture kits and your imagination, design and build models which might include the Pyramids, the Great Wall of China and the Seattle Space Needle. With a combination of architecture, art and science, this class is sure to please the designer and builder in everyone.

AGES 7-11

KID121 | 3.5 hours | \$34 fee

INSTRUCTOR: **Rowland Cooney**

7838 Tu 1:00–4:30 p.m. 4/26 FCC/E124

You're Invited!

Information Sessions



Join us for a variety of career information sessions and presentations at the Monroe Center as well as exciting open house events on our main campus this spring at FCC.

Career Information Sessions

**The Monroe Center
200 Monroe Avenue
Feb 10 • Mar 9 • April 13, 5:00–7:00 p.m.**

**Certification & Licensure
Construction & Building Trades
Healthcare & Wellness**

Learn about expert, hands-on career training opportunities. Meet our highly-qualified staff, tour our state-of-the-art facilities, review course options and more!

ILR 55+ Spring Open House

**FCC Conference Center
Fri., Feb. 12, 9:30 a.m.–12:00 p.m.**
Preview new programs, meet ILR instructors and register early for classes.

NOTE: Prior to attending, please confirm dates, times and information at frederick.edu.

See map on page 68 for open house locations.

Kids on Campus & Teens on Campus

**FCC Conference Center
Sat., Mar. 12, 10 a.m.–12 p.m.**
Meet program staff, preview new summer offerings and register on site!

Adult Education

Attend a free orientation session to become familiar with the program, determine eligibility requirements and learn more. Visit frederick.edu/AdultEd

FCC's Adult Education Program

Adult Basic Education & High School Diploma Preparation for adults and out-of-school youth 17 and over.

Learn more about our Adult Education programs



High School Diploma Preparation Classes

Preparing for your high school diploma?

Adults and out-of-school youth 17 or older can get ready to test for a Maryland high school diploma.

Adult Basic Education Classes

Need to build basic skills in reading, writing or math?

The Adult Education Program offers small classes, friendly instructors, and a relaxed atmosphere.

Did you know?

The State of Maryland offers two diploma options for adults and out-of-school youth.

> Pass the GED® exam

Take and pass all four sections of the GED® test – Language Arts, Math, Science, and Social Studies to receive a Maryland high school diploma. More information at: www.gogedgo.org.

> Complete the National External Diploma Program

Earn a traditional high school diploma through NEDP's innovative approach. If you qualify, you can work from home, the library, or wherever you have a computer. The program is flexible and confidential and can be completed in 6 to 12 months. Use the skills you've gained from life and experience to demonstrate your high school level skills.

More information at: www.casas.org/nedp



**Adult Basic Ed, GED Test Prep
& National External Diploma**

www.frederick.edu/adulted

240.629.7962

adulted@frederick.edu

**Office located in Building A,
Annapolis Hall, Suite 106**

Monday - Thursday 8:30 a.m. - 8:00 p.m.

Friday 8:30 a.m. - 4:30 p.m.



The Adult Education Program at FCC is a grant-funded program providing academic classes and other services to Maryland residents who do not have a high school diploma. Students must be at least 17 years of age and not enrolled in public school.

Services include:

- Assessment of academic skills
- Classes at all levels, from basic skills through high school diploma preparation
- Employment support services for job seekers
- College and career support services for students considering college or career training

If you qualify and want to sign up, we'll complete Part 1 of the two-part registration process with you the same day.

- Childcare is NOT provided; please, no children at orientation.
- Dates shown are Part 1 of the registration process. Part 2 is scheduled at Part 1.
- Students under age 19 should bring verification of official withdrawal from last school attended or homeschooling.

→	Take the first step by attending a free orientation session.		
Date	Time	Room	
Wed., 2/17/2016	6:30 p.m.	E124B	
Sat., 2/20/2016	9:00 a.m.	E124B	
Wed., 2/24/2016	9:00 a.m.	E124B	
Th., 2/25/2016	6:30 p.m.	E124B	
Tue., 3/1/2016	9:00 a.m.	E124B	
Wed., 3/2/2016	6:30 p.m.	E124B	
Tue., 4/12/2016	9:00 a.m.	E124B	
Wed., 4/13/2016	6:30 p.m.	E124B	
Wed., 4/20/2016	9:00 a.m.	E124B	
Th., 4/21/2016	6:30 p.m.	E124B	

Adult Education programs are supported by grant funding from the Maryland Department of Labor, Licensing and Regulation and the U.S. Department of Education.



English as a Second Language

(ESL) at FCC

FCC offers ESL courses for immigrants, international students, and professionals who want to improve their English language skills. With three programs to choose from, we are sure you will find the right class for you!



Learn more about our ESL programs below

Basic ESL

- Free classes for students who need to learn basic English
- Courses teach students English for life and work:
 - Improving day-to-day communication
 - Understanding American culture
 - Functional skills like using money, shopping, reading signs, etc.

Targeted ESL

- Fee-based classes for students who have an intermediate or higher level of English.
- Courses focus on specific English skills: for example, oral skills development, reading, writing, and grammar.
- Courses are designed to transition students from basic English to formal professional or academic English.

Academic ESL (credit)

- Tuition-based classes for students with high-intermediate or higher proficiency in formal English.
- Courses focus on developing academic English in grammar, reading, writing, speaking, and listening.
- Courses are designed to prepare students for the rigor of degree programs and/or professional communication.
- Students may be eligible for federal financial aid.
- These courses count toward credit requirements for F-1 visas.



For information about Academic ESL, refer to the college's credit course catalog or online schedule at www.frederick.edu

Basic ESL

FCC's basic ESL program provides instruction in reading, writing, listening, speaking, grammar, vocabulary, and pronunciation skills. Courses are for students 17 years of age or older who have had little or no English training, and who are NOT enrolled in high school.

Learn more about our ESL programs below ↓

We offer:

- Caring teachers who work hard to make your English language learning successful
- A program of study that meets your needs
- Skill evaluation and testing at the beginning and end of all classes
- Certificates issued upon successful completion of your courses

Most classes are held two times per week for three hours and are offered at a variety of times including day, evening, and Saturday options at multiple locations throughout the county, including:

- Frederick Community College, main campus
- FCC's Monroe Center on Monroe Avenue
- Frederick High School
- Monocacy Middle School

New classes begin about every 10 weeks.

All Basic ESL classes are free.

Orientations take approximately three hours to complete and are given in two parts (the date for part two will be given out at part one). Saturday orientations last approximately 5 hours. You do not need to register for an orientation. (Childcare is NOT provided; please, no children at orientation.)

CONTACT US

Basic ESL
 Adult Education • 240.629.7962
 esl@frederick.edu

→ Take the first step by attending a free orientation session.			
DATE	ORIENTATION/TESTING	TIME	FCC ROOM #
2/6/2016	ESL Orientation and Testing	9:00 a.m.	H250
2/8/2016	ESL Orientation Part I	6:30 p.m.	Frederick High School
2/11/2016	ESL Orientation Part I	9:00 a.m.	E124A
2/17/2016	ESL Orientation Part I	6:30 p.m.	E124A
2/20/2016	ESL Orientation and Testing	9:00 a.m.	E126A
2/24/2016	ESL Orientation Part I	9:00 a.m.	E124A
2/25/2016	ESL Orientation Part I	6:30 p.m.	E124A
3/2/2016	ESL Orientation Part I	6:30 p.m.	E124A
3/3/2016	ESL Orientation Part I	9:00 a.m.	E124A
4/6/2016	ESL Orientation Part I	6:30 p.m.	E124A
4/12/2016	ESL Orientation Part I	6:30 p.m.	E124A
4/13/2016	ESL Orientation Part I	9:00 a.m.	E124A
4/19/2016	ESL Orientation Part I	9:00 a.m.	E124A
4/20/2016	ESL Orientation Part I	6:30 p.m.	E124A



Targeted English

8 week sessions of intensive English pre-academic studies.
Now Enrolling for Session 3: February 22 - April 21
and Session 4: May 2 - June 5



Learn more below

We offer:

- Excellent instructors who will provide a supportive yet challenging environment.
- Pre-academic courses that will help you begin to use formal English.

Reading 1 & 2

This pre-academic reading course will help build confidence in reading academic texts by teaching skills and strategies for effective reading, vocabulary building, note-taking, and critical thinking. Students will discuss and write about what they have read to help improve speaking and writing skills.

MW 10:30 a.m.-12:00 p.m. or 6:00-7:30 p.m.

Listening & Speaking 1&2

These courses are designed to help students understand informal and formal American English and will help them learn how to use listening and speaking strategies for successful communication.

MW 12:30-2:00 p.m. or 7:45-9:15 p.m.

Writing 1 & 2

In this pre-academic course, students will work on improving their writing by developing their understanding of sentence grammar, pre-writing and editing skills, and organization. Students will work on writing paragraphs and improving sentence grammar.

T/Th 10:30 a.m.-12:00 p.m. or 6:00-7:30 p.m.

Grammar 1 & 2

In this grammar course, students will develop and practice the proper use of English verb tenses and apply sentence structure rules when speaking and writing.

T/Th 12:30-2:00 p.m. or 7:45-9:15 p.m.

Fundamentals of Writing Workshop

This workshop is designed to give students individualized coaching on their writing. Students will work on writing projects based on their needs and goals as writing students and will work at their own pace and at their own level. Enrollment is ongoing for the workshops.

Mondays 6:30-9:30 p.m. or Fridays 9:00 a.m.-12:00 p.m.

The cost is:

Each course costs \$149 and includes textbooks.

Eligibility:

Eligible students meet one or more of the following pre-requirements:

- CASAS test score of 210 or higher
- LOEP placement scores of 200 or higher



Register Now in A-106!

M-Th 8:30 a.m.-8:00 p.m.

Friday 8:30 a.m.-4:30 p.m.

Targeted & Academic ESL

Stephanie Landon, ESL Program Manager

240.629.7962 • esl@frederick.edu • www.frederick.edu/esl

We're always adding new classes to meet students' needs! Contact the ESL Program Manager for updates!

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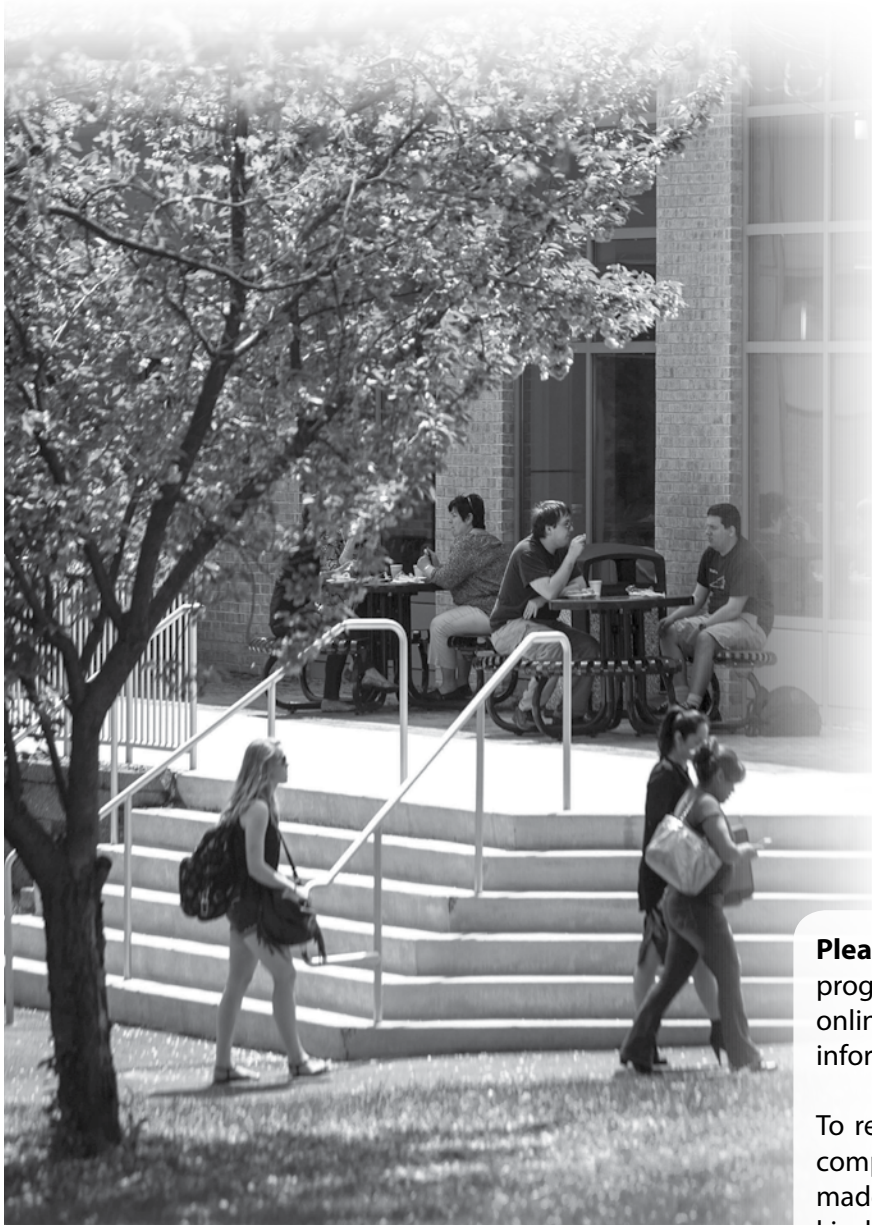
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Register Online!

Frederick.edu/QuickEnroll

Our online class registration system is a simple and easy way to browse and register for classes anytime.



Register Today!

www.frederick.edu/QuickEnroll

It's quick and convenient!

1. Sign up, or log in, to your free online account
2. Browse hundreds of courses anytime
3. Register for classes & receive immediate confirmations

With a variety of Continuing Education and Workforce Development programs offering a wide selection of education and training opportunities, FCC welcomes students to expert-led classes, workshops and seminars on campus, at the Monroe Center and online.

Please note: courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information and registration guidelines.

To register in person at FCC, visit Jefferson Hall to complete a registration form. Payment may be made by cash, check or money order. A self-serve kiosk is available to accept credit card registrations.

Frederick Community College • Continuing Education and Workforce Development
7932 Opossumtown Pike • Frederick, MD 21702 • (301) 624-2888 • CEInfo@Frederick.edu

REGISTER ONLINE

www.frederick.edu/QuickEnroll

It's Convenient: Accessible 24/7, our new online registration is always available so you can browse classes, see what's new and register wherever you are, when you're ready.

It's Easy: Visit us online to create a student profile, select your classes, submit payment and receive an immediate email confirmation.

Please note: Courses requiring prerequisites and/or program manager approval may not be available for online registration. Please see course details for complete information and registration guidelines.

Browse our schedule online: Click on courses on the left menu bar. Browse by content area or search by title, instructor, or dates. Full course descriptions, teacher biographies, directions, and pertinent course information is also available.

Sign in: If you are new to our site, create a new student profile to set up your own personal, password-protected account. Your new account organizes all your information for you, from course updates to upcoming class schedules and more.

Register: Visit www.frederick.edu/QuickEnroll to select classes, pay via credit or debit card and receive an immediate email confirmation.

REGISTER IN PERSON

Visit FCC's Jefferson Hall, J-101, to register. Payment may be made by cash, check or money order. A self-serve kiosk is available to accept credit card registrations.

Enrollment Services Hours

Welcome Center and Student Accounts, 1st floor, Jefferson Hall
(see map page 72)

Monday–Thursday, 8:30 a.m. to 8:00 p.m.

Friday, 8:30 a.m. to 4:30 p.m.

College Closed

March 23-27, May 28-30

REGISTER FOR ONLINE CLASSES

Continuing Education and Workforce Development offers a variety of affordable and convenient education, professional development and job training opportunities via the internet 24 hours a day, seven days a week. Prior to registering for an online course, be sure to review individual course requirements for each class.

Technical Requirements

Internet access, email and Internet Explorer or Mozilla Firefox browser.

TO REGISTER AND ACCESS YOUR CLASS

- Visit frederick.edu/QuickEnroll and scroll to "Online Classes" in the far right column
- Click a subcategory and then a course title for class details
- To register, click "Add to Cart" (first-time users will be prompted to create a new student profile)
- Submit payment (debit or credit card)
- Two separate emails will confirm your payment and registration. An additional confirmation will arrive (up to 48 hours prior to your class) with details and steps to access your online classroom.

Blackboard

The below courses provide instruction through Blackboard, an online learning management system. Access to these classes is provided to registered students 48 hours prior to the class start date.

- Building Trades: WLD160-WLD164; HVC121-HVC125; ELC120-ELC123
- Child Care: CHI113, CHI114, CHI131, CHI136, CHI140, CHI145 and CHI146
- Computers: CMT110
- AutoCAD: DRF104
- Medical Terminology: MED108, MED222

ADDITIONAL ONLINE COURSES

Students registering for the below online courses will receive an email with information on accessing the online component upon registration, or within 48 hours prior to the class start date.

- Pesticide Use & Safety: CPD390
- CCNA Networking: CCO110-CCO113
- Child Care: CHI151 and CHI300-CHI336
- Medical Billing & Coding: CAH244
- Real Estate: REA353, REA356

DROPPING A CLASS

By phone: Call 301.624.2888. If you have to leave a message, your drop will be based on the date/time of the message.

In person: Visit the Welcome Center (Jefferson Hall) during regular business hours.

By email: Email your request to cerequest@frederick.edu. Your drop will be based on the date/time of the email.

By fax: Visit www.frederick.edu (keyword: drop/add form) to print the form, complete and fax to 301.624.2799. Refunds are determined based on the date the form is received.

REGISTRATION INFORMATION

CONTINUING EDUCATION REGISTRATION FEE

A \$5 per-term registration fee – applicable for each term in which a student enrolls in a class – is due in full at the time of registration. This fee is assessed on a per-term basis and is subject to change. Terms are defined as January 1 through June 30 and July 1 through December 31. The Continuing Education Registration Fee is refundable **ONLY** when FCC cancels a course or a student drops a course at least 1 business day prior to class start **AND** the canceled/dropped course is the only course that student has enrolled in for the term.

Additional Fees

- Out-of-County: Legal residents of Maryland residing outside Frederick County pay \$5 more per course
- Non-Maryland residents pay \$10 more per course

DROPPING A CLASS

By phone: Call 301.624.2888. If you have to leave a message, your drop will be based on the date/time of the message.

In person: Visit us in our Welcome Center (Jefferson Hall)

By email: Email your request to cerequest@frederick.edu. Your drop will be based on the date/time of the email.

By fax: Visit frederick.edu to print the form, complete and fax to 301.624.2799. Refunds are determined based on the date the form is received.

COURSE REFUNDS

If a course is canceled by the college, 100% of applicable tuition and fees will be refunded to students.

Students may officially withdraw from a class and receive a refund by completing the Add/Drop form and submitting the form (or signed written request) to staff in the Welcome Center during business hours at least one (1) business day prior to the start of the class.

Exceptions to the refund policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis.

If a student is eligible for a refund and paid by credit and debit card, refunds are submitted directly to student's credit or debit card account. If cash, a check or a money order was submitted at the time of registration, a refund will be mailed to the student usually within 10 to 14 business days from the class drop date.

SW SENIOR CITIZEN STUDENTS

Tuition on select eligible courses is waived for Maryland residents 60 years of age and older. Associated course fees (books and/or supplies) may still apply and are due at the time of registration. Eligible courses are identified by the SW icon following course descriptions.

For additional information and/or assistance, please contact the Student Accounts office at 301.846.2658.

W DISABLED AND RETIRED STUDENTS

Maryland residents out of the workforce as a result of total and permanent disability, enrolling in a class designed to assist in securing employment, are exempt from payment of tuition as defined in Section 16-106 Education Article, Annotated Code of Maryland.

Individuals enrolled in classes as part of a degree or certificate program designed to lead to employment may take up to 12 credits per semester. Otherwise, individuals may enroll in classes equating to 6 credits per semester.

To receive a disabled and retired waiver of tuition:

- Provide certification of total and permanent disability from either the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management.
- Apply for state or federal student financial aid. (A requirement for individuals enrolling in a degree or certificate program.) If financial aid is awarded, these monies will be applied toward tuition. If a balance of tuition remains after financial aid has been applied, a waiver may cover the remaining balance. (Financial aid does not include student loans.)
- Submit payment of course fees (required to hold classes). Visit our Financial Aid Tuition & Fees page and scroll down for detailed fees.

For additional information and/or assistance, please contact the Welcome Center at 301.846.2431.

DEFERRED TUITION PAYMENT PLAN

FCC provides a payment plan for certain continuing education classes. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25.00. Stop by the Student Accounts Office once you've enrolled to pay the down payment and receive instruction on how to enroll in the plan. Call 301.846.2456 or email cashiers@frederick.edu with any questions.

Classes eligible for the plan are:

- Certified Nursing Assistant (CNA)
- Phlebotomy
- Medical Billing & Coding (Online)
- Commercial Driving (CDL)
- SHRM-CP and SHRM-SCP Certification Exam Prep
- Home Inspection Pre-Licensure
- Payment plans are available for the following courses at the Mount Airy College Center for Health Care Education.
- Dental Assisting and Dental Radiography
- Certified Nursing Assistant
- Medical Coding for the Physician's Office - AAPC

BILLING ARRANGEMENTS

Full payment of tuition and fees or third-party payment documentation must accompany the completed registration form(s). Students are individually responsible for payment of tuition, fees and all other charges. If the college does not receive payment from third parties, students will be billed directly for all charges and are expected to pay.

Employees of businesses that operate within Frederick County are eligible for in-county tuition, regardless of their legal domicile. The employee must provide verification of current employment from the human resources office of the Frederick County business at the time of registration.

COURSE CANCELLATION

Courses may be canceled as a result of low enrollment. These decisions are typically made three business days prior to the course start date.

MAXIMUM ENROLLMENT

Each course has a maximum enrollment. When reached, the course is no longer open to additional students. Popular courses reach maximum enrollment early. Register early to reserve your seat.

COURSE CHANGES

The college reserves the right to make changes in any course due to unforeseen circumstances.

BOOKSTORE (STUDENT CENTER, ROOM H-117)

Continuing Education textbooks can be purchased a week prior to the class start date.

Monday – Thursday..... 8:30 am to 8 pm
Friday 8:30 am to 1 pm

SERVICES FOR STUDENTS WITH DISABILITIES

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life. The particular needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Services for Students with Disabilities office as early as possible after applying for admission. Call 301.846.2408. Reasonable accommodations, based on documentation, are then offered to qualified students for courses and placement testing. Students in need of sign language interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place.

Requests for sign language interpreting may be made to the Coordinator for Deaf/Hard of Hearing Services at 301.846.2476 (Voice) or via e-mail at interpreting@frederick.edu.

CONTINUING EDUCATION RECORD

Please contact the Welcome Center in writing to obtain a copy of your noncredit course record. Course records contain a student's complete noncredit course history as of July 1, 2001. Beginning fall 2004, the record also records whether a CEU-bearing course was successfully completed.

The Continuing Education Certificate is an informal award (does not count towards a degree or academic certificate requirements) offered by Frederick Community College. The certificate is awarded in identified noncredit instructional areas for individual courses or an

identified sequence of courses generally totaling 90 or more hours of instruction leading to an occupational objective. Instruction typically consists of noncredit learning experiences but may also include credit coursework.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

FERPA, commonly known as the Buckley Amendment, was issued by the Department of Health, Education and Welfare in the 1976 Federal Register. The regulations were transferred to the Department of Education when it was established and codified in Part 99 of Title 34 of the Code of Federal Regulations.

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most post-secondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA. FERPA applies to all education records maintained by a post-secondary institution, or by any party acting for the institution, which are directly related to the student. These include but are not limited to assessment test scores, academic standing, rosters, class schedule, or any information that would make the student's identification easily traceable. FCC may release directory information, which includes student's name, dates of attendance, and enrollment status—see the FCC catalog for a complete list. Students wishing to restrict directory information must contact the Welcome Center (in writing) with their request. Contact the Welcome Center for additional information.

ALTERNATE CALENDARS

FCC continuing education classes are held at several off-campus locations. Each off-campus location is closed on specific dates for a variety of reasons (e.g., Parent-Teacher Night, special holidays, etc.). The first night of class, your instructor will discuss information about any holidays or closings which affect your classes.

CONTINUING EDUCATION UNITS (CEU)

The continuing education unit (CEU) was created to provide a standard unit of measure, quantify continuing adult education and training activities (non-credit), and serve the diversity of providers, activities, and purposes in adult education. One CEU equals ten contact hours of participation in organized continuing

education/training experience under responsible, qualified direction and instruction. To receive CEUs you must attend a CEU-eligible class, attend at least 80% of the class, and meet all class requirements.

AGE REQUIREMENT

Students should be at least 16 years of age to enroll in most continuing education courses, except for those courses specifically designated for younger students. Students under the age of 16 who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the counseling office (301.846.2471). Certain programs or courses of study include higher minimum age for participation when the college has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

Certain programs offered by the Institute for Learning in Retirement are offered as special benefits for seniors, and include a minimum age for participation in the program or activity, as is permitted by federal law. Classes may be opened to other interested individuals if space is available. [Authority: 34 CFR 110.16]

COLLEGE POLICIES & PROCEDURES

All students agree to abide by the policies and procedures of Frederick Community College, including those concerning drug and alcohol abuse, weapons on campus, student conduct, classroom behavior, discrimination, grievance, and other policies and procedures. Students understand that not abiding by these policies and procedures will subject them to the penalties stated within. See www.frederick.edu for student policies and procedures and the Student Code of Conduct.

SCHOLARSHIPS

Scholarships are available for students who enroll in continuing education programs. Students interested in applying for Continuing Education scholarships should email foundation@frederick.edu and include CE scholarships in the subject line.

Location Key

FCC classes are held on the college's main campus, at the Monroe Center, Mount Airy College Center, online and off site at various locations throughout the county.

Campus Locations

- FCC/A—Annapolis Hall
- FCC/B—Braddock Hal
- FCC/C—Catoctin Hall
- FCC/D—Athletics Center
- FCC/E—Conference Center
- FCC/F—Visual & Performing Arts Center
- FCC/G—Gambrill Hall
- FCC/H—Student Center
- FCC/J—Jefferson Hall
- FCC/L—Linganore Hall
- FCC/P—Plant Operations
- FCC/SH—Sweadner Hall
- FCC/K—Mercer-Akre Kiln
- FCC/Con. Room—Conference Center
- Motorcycle Range—the Visual & Performing Arts Center (building F) parking lot.

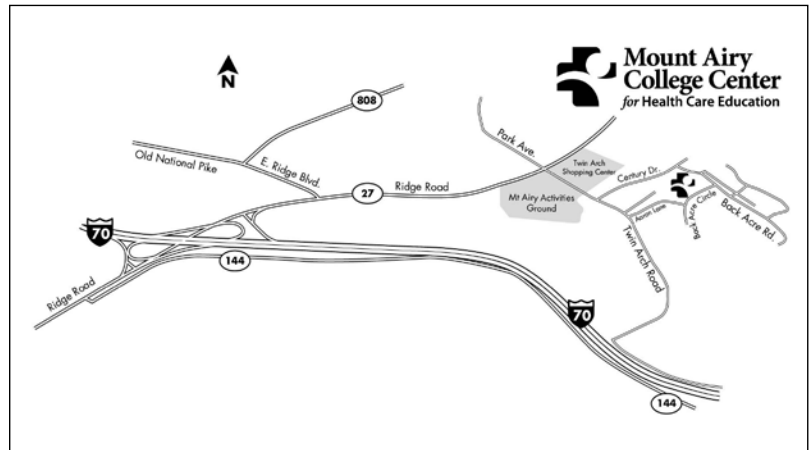
Off Campus Locations

- Hagerstown Community College—11400 Robinwood Drive Hagerstown, MD 21742 • 240.500.2000
- Lorien Mt. Airy - Assisted Living—713 Midway Avenue Mt. Airy, MD 21771 • 301.829.6050
- Mount Airy College Center for Health Care Education (MACC)—1902 Back Acre Circle • Mt. Airy, MD 21771 301.829.7100
- Monocacy Middle School (MMS)—8009 Opossumtown Pike Frederick, MD 21702 • 240.236.4700
- Monroe Center—200 Monroe Avenue • Frederick, MD 21701 240.629.7900
- Skate Frederick—1288 Riverbend Way • Frederick, MD 21701 301.662.7362
- Sol Yoga Studio—56 West Patrick Street • Frederick, MD 21701 877.765.9642
- TBA—To be announced

Visit frederick.edu for complete directions.

FCC Main Campus

7932 Opossumtown Pike • Frederick MD 21702





Frederick Community College SPRING 2016 YOUTH PROGRAMS

Exciting educational enrichment programs invite students to enjoy science, technology, creative arts, music, and so much more. We look forward to providing your child with a wonderful learning experience at FCC!

When FCPS is Closed, FCC is Open!

Feb. 15 • Feb. 16 • April 11 • April 26

- LEGO® Adventures
- Explore Japanese Art
- Duct Tape Creations
- Fossils: Unearthing Secrets
- Clay Dudes, Flowers & Beads
- Origami Creations
- Taste of Mexico
- Gelli-Printing

Kids & Teens • Saturday Programs

- Design & Sew Like a Professional
- American Girl Doll Creations
- Safe Sitter Training with CPR
- Computer Programming
- How to Build a PC
- Advanced Video Game Design
- Expert Computer Animation
- Learn to Skate for Beginners

Homeschool Enrichment • Friday Classes

- Creative Arts
- Career Exploration
- History & Literature
- LEGO®, Technology & Robotics
- Science & Mathematics
- Writing & Language

Register Online Today! Popular programs fill quickly!
Frederick.edu/QuickEnroll



Mark Your Calendar!

Kids & Teens on Campus Summer Open House
Saturday, March 12 • 10:00 a.m.-Noon • FCC Conference Center
Meet our staff, preview programs, register onsite and more.



Frederick Community College Business Solutions

***Effective employee training is the key to
optimal business performance.***

Frederick Community College is a proven and trusted provider of custom business solutions. Serving a variety of Frederick County businesses across a number of industries, FCC creates a unique blend of powerful resources to optimize client results.

We provide:

**Certified Instructors • Professional Trainers • Experienced Speakers
Advanced Technologies • State-of-the-art Facilities**

Custom-designed programs enable companies to reach their goals while managing group size, budget and schedule.

FCC serves individual employees and small businesses as well as large companies and private organizations, during one-day seminars or extended multi-session classes.

Training is available on campus, online, on site or at a location determined to be optimal for client success. Contact us today to learn more.

Stephanie Hurd • Business Development Manager
240.629.7982 • SHurd@Frederick.edu • frederick.edu/BusinessSolutions