# CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

*"Discover our vibrant selection of programs including career training, workforce development, personal enrichment, youth programs, and more."*

*– Patricia Meyer*
*Executive Director of Workforce Development*

*Spring 2017 Class Schedule*

Frederick Community College

# CEWD Spring Registration

OPEN NOW

The Continuing Education & Workforce Development (CEWD) registration office is located in the FCC Conference Center (E).

M-Th 8:30am – 7:00pm

F 8:30am – 4:30pm

**Phone:** 301.624.2888

**Email:** CEInfo@Frederick.edu

**Browse Classes and Register Online: Frederick.edu/QuickEnroll**

*Note: Courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information. Please continue to visit Jefferson Hall for services including Admissions, Counseling & Advising, and Financial Aid. If you registered for a class after June 2014, an online profile is reserved in your name. Please do not create a new profile. Contact us at 301.624.2888 for assistance.*

**On our cover:** Patricia Meyer, Executive Director of Workforce Development, Frederick Community College

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## REGISTER FOR CLASSES

### Register for Classes

- **Online:** Visit frederick.edu/QuickEnroll to select classes, pay via credit or debit card and receive an immediate email confirmation.
- The Continuing Education & Workforce Development (CEWD) registration office is located in the FCC Conference Center (E-113).

### Phone Numbers

- 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

Tuition and fees are due at the time of registration.

### Dropping a class

To drop classes at least one business day prior to the class start date, see page 53 for instructions.

### Refunds

Applicable refunds are provided by check or electronic payment depending on initial payment method. See page 53 for details.

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**Frederick Community College Spring 2017**

**Continuing Education & Workforce Development 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 for College-sponsored events and programs. If you have accommodation needs, please call 301-846-2408. To request a sign language interpreter, please call 240-629-7819 or 301-846-2408 (Voice) or email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event.

If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least two weeks in advance. Requests made less than two weeks in advance may not be able to be provided.

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Elizabeth Burmaster, Secretary/Treasurer • Janice Spiegel, Education Liaison/Office of the County Executive

# Business & Careers

## ACCOUNTING, BOOKKEEPING & FINANCE

### QuickBooks Levels I & II

Get the full picture of your business performance and discover the new tools available in QuickBooks 2015. QuickBooks is the premier accounting software package for small to mid-sized businesses. Take charge of your business or develop your skills for the workplace. This course offers hands-on instruction from experienced CPAs and EAs. Share real world experiences in class discussions. You will learn how to set up a company file, work with customers and vendors, use basic banking tasks, track physical inventory, prepare balance sheets and accounts, process payroll, provide estimates and time tracking and generate custom reports and forms.

**Note:** Prerequisites: Basic computer skills and file management as well as some familiarity with accounting concepts. This course requires two textbooks.

**SMB212** | **24 hours** | **$349** ($259 tuition + $90 fees) TV SW

INSTRUCTOR: **Sandy Pucciarelle**

| | | | |
|---|---|---|---|
| **3560** | F 9am – 4pm | 1/20–2/10 | FCC/E109 |

### Introduction to QuickBooks 2014

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. You'll gain hands-on experience as you learn how this well-designed accounting program can make it a snap 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. 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 the financial accounting for your business. Technical Software Requirements: Internet access and Email; One of the following browsers: Mozilla Firefox, Microsoft Internet Explorer (9.0 or above), Google Chrome, Safari; is recommended for this course (please be sure to install this software on your computer before the course begins); can be used for this course, but please be aware that there are a few features discussed in the course that are not available in the Pro edition.

**ONL179** | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3172** | Online | 1/18–2/24 |
| **3516** | Online | 2/15–3/24 |
| **3517** | Online | 3/15–4/21 |
| **3518** | Online | 4/12–5/19 |
| **3519** | Online | 5/17–6/23 |

### 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. 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.

**ONL178** | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3167** | Online | 1/18–2/24 |
| **3168** | Online | 2/15–3/24 |
| **3169** | Online | 3/15–4/21 |
| **3170** | Online | 4/12–5/19 |
| **3171** | Online | 5/17–6/23 |

### Performing Payroll in QuickBooks 2014

Is the thought of preparing payroll daunting? Whether you have one employee or 20, the federal and state requirements are often the same! Using the payroll feature in QuickBooks 2014, you can master efficient techniques for creating paychecks, paying taxes, and generating forms and 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, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number. Then you'll review all aspects of how to set up and maintain payroll information for your employees in QuickBooks. 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.

**ONL180** | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3219** | Online | 1/18–2/24 |
| **3222** | Online | 2/15–3/24 |
| **3223** | Online | 3/15–4/21 |
| **3225** | Online | 4/12–5/19 |
| **3228** | Online | 5/17–6/23 |

**Online Course**
**SW Eligible for senior tuition waiver.**
**TV Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

**QuickBook Note:** Courses have additional software requirements. Go to frederick.edu/QuickEnroll and click on the class title to learn more.

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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.

**ONL223 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3157** | Online | 1/18–2/24 |
| **3158** | Online | 2/15–3/24 |
| **3159** | Online | 3/15–4/21 |
| **3160** | Online | 4/12–5/19 |
| **3161** | Online | 5/17–6/23 |

### 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 the 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.

**ONL224 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3162** | Online | 1/18–2/24 |
| **3163** | Online | 2/15–3/24 |
| **3164** | Online | 3/15–4/21 |
| **3165** | Online | 4/12–5/19 |
| **3166** | Online | 5/17–6/23 |

## BUSINESS

### ENTREPRENEURSHIP

### 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) TL SW

INSTRUCTOR: **Brett Kraimer**

| | | | |
|---|---|---|---|
| **3086** | S 9:30am - 12:30pm | 2/11–2/18 | FCC/B106 |

### FastTrac NewVenture

The idea. That's where it starts. Now what do you do with the idea? You could start a business - but could you start a viable business? Find the answer with the FastTrac NewVenture program. The FastTrac NewVenture program is a flexible course with a proven framework to help support you as you start a business and begin your journey on the road to success. This immersive course is designed to provide guidance and support in an interactive group oriented environment. Taught by certified affiliates, participants' build a unique network with one another to help bolster ideas. You'll work with others to discover how your business concept aligns with a real market opportunity, set realistic financial goals, define your company's brand, learn how to manage business function and develop and organizational culture, identify funding sources, and find resources for ongoing business planning. This course is a great fit for aspiring and early stage entrepreneurs who want to build a solid foundation that leads to success.

**Note:** Payment plan is available for this course.

**SMB353 | 30 hours | $599** ($299 tuition + $300 fees) TL SW

INSTRUCTOR: **Brett Kraimer**

| | | | |
|---|---|---|---|
| **3085** | Tu 5:30pm - 8:30pm | 3/7–5/9 | FCC/E124B |

### NEW! Introduction to 3-D Printing

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course you will learn how to separate the real promise of the technology from the hype, and understand the work flow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

**LRN112 | 4 weeks | $195 fee**

INSTRUCTOR: **Joan Horvath**

| | | |
|---|---|---|
| **3534** | Online | 2/6–3/3 |

### NEW! Introduction to Maker Tech: The New Shop Class

Arduino. 3D printing. Wearable tech. Your students or your kids may be talking about these things, but what is all this stuff, and how can you keep up and try to get ahead of them? This class will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online.

**LRN113 | 4 weeks | $245 fee**

INSTRUCTOR: **Joan Horvath**

| | | |
|---|---|---|
| **3536** | Online | 4/3–4/28 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

## ANALYSIS & PROCESS IMPROVEMENT

### NEW! Introduction to Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

**LRN114 | 4 weeks | $195 fee**

INSTRUCTOR: **John Rutledge**

**3538** Online 2/6–3/3

### NEW! Intermediate Data Analysis

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

**LRN111 | 4 weeks | $195 fee**

INSTRUCTOR: **Mary Dereshiwsky**

**3531** Online 3/6–3/31

### NEW! Advanced Data Analysis

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

**LRN110 | 4 weeks | $195 fee**

INSTRUCTOR: **Jeff Kritzer**

**3532** Online 4/3–4/28

### NEW! Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

**Note:** Technical Requirements: Access to flash needed for audio and slide presentations.

**LRN115 | 4 weeks | $195 fee**

INSTRUCTOR: **Susan Hurrell**

**3540** Online 2/6–3/3

### NEW! Google Apps for Business

Google has variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time saving tips and strategies to get more done in your work and personal life.

**LRN116 | 4 weeks | $195 fee**

INSTRUCTOR: **Jennifer Selke**

**3541** Online 3/6–3/31

### Lean Six Sigma

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No prerequisites required!

**LRN213 | 4 weeks | $245 fee**

INSTRUCTOR: **Scott Follett**

**3547** Online 4/3–4/28

## FOUNDATIONAL SKILLS

### 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.

**ONL501 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

**3256** Online 1/18–2/24
**3257** Online 2/15–3/24
**3258** Online 3/15–4/21
**3259** Online 4/12–5/19
**3260** Online 5/17–6/23

**Online Course**
**SW Eligible for senior tuition waiver.**
**Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

### Administrative Assistant Applications

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.

**ONL502 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3236** | Online | 1/18–2/24 |
| **3237** | Online | 2/15–3/24 |
| **3238** | Online | 3/15–4/21 |
| **3239** | Online | 4/12–5/19 |
| **3240** | Online | 5/17–6/23 |

### Fundamentals of Supervision and Management

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.

**ONL325 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3261** | Online | 1/18–2/24 |
| **3262** | Online | 2/15–3/24 |
| **3263** | Online | 3/15–4/21 |
| **3264** | Online | 4/12–5/19 |
| **3265** | Online | 5/17–6/23 |

**Payment Plans Available**
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. 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. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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.

**ONL326 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3267** | Online | 1/18–2/24 |
| **3268** | Online | 2/15–3/24 |
| **3269** | Online | 3/15–4/21 |
| **3270** | Online | 4/12–5/19 |
| **3271** | Online | 5/17–6/23 |

## PROFESSIONAL DEVELOPMENT

### LEADERSHIP & MANAGEMENT

### Certificate in Frontline Leadership

The workplace is changing and those that aspire to leadership and management need to continually learn new skills or hone existing skills to keep pace. This program is tailored to meet the growing need for frontline leaders by developing emerging talent into leaders on the employers' frontline across all industry sectors. Frontline managers oversee a company's primary production activities and are critical to business success. They have responsibility for profit and loss, and the motivation of employees to top performance. Ideal candidates for this program are employees who may not be in a leadership or management role, but demonstrate inherent traits that organizations desire in leaders and managers. It is also ideal for newly promoted leaders and managers that need to further refine their skills. The certificate is comprised of five modules. Maximizing Supervisory Potential & Building Trust Under Pressure, Problem Solving Results: Solutions, Improvements & Innovations, Working Through Emotions & Conflict, Needs Based Coaching, and Managing for the Performance of Others. All sessions begin with the opportunity to share experiences, ask questions and process answers prior to diving into the next session. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors. Courses may be taken individually or as a series.

**Note:** Course materials are included in price. Payment plan is available for this course.

**MGT372 | 51 hours | $1199** ($499 tuition + $700 fees) TW SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

| | | | |
|---|---|---|---|
| **3087** | Tu, Th 6pm - 9pm | 3/2–5/4* | FCC/H263 |
| | **No class 3/28, 3/30.* | | |

## Maximizing Your Supervisory Potential

Supervisors frequently find themselves performing an awkward and uncomfortable organizational balancing act juggling multiple and competing elements of their job responsibilities. In this workshop, participants will explore the three critical Hallmarks of Supervisory Success: personal credibility, work group commitment, and management support. You will learn the secrets of delegation success as well as thorough planning, clear communication, and effective follow-through. Participants will learn to apply basic leadership skills and to build trust under pressure. Become the successful manager or leader you want to be! This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

**Note:** Course materials are included in price.

**MGT374** | **9 hours** | **$299** ($120 tuition + $179 fees)

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

**3089** Tu, Th 6pm - 9pm 3/2–3/9 FCC/H263

## Problem Solving Results: Solutions, Improvements and Innovations

Problems show up in every size and shape, often when you least expect it! Effective identification of and implementation of solutions is critical to a productive, collaborative, and effective work environment. This workshop provides participants with the skills and strategies required to identify appropriate solutions to problems and the energy to implement them. Topics include a dynamic five step process for problem solving, exploration of tools that can enhance success, delineation of decision making procedures and criteria, and demonstrates strategies to aid in execution and build and sustain momentum of those involved in change. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

**Note:** Course materials are included in price.

**MGT376** | **12 hours** | **$399** ($160 tuition + $239 fees)

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

**3091** Tu, Th 6pm - 9pm 3/14–3/23 FCC/H263

## Working through Emotions and Conflicts

The work place demands collaboration and innovation demands diversity both of which can lead to conflict. Unproductive emotions and conflict in the workplace are two major interpersonal influences that deplete the energy required to meet goals. This workshop teaches participants important, effective ways to manage emotions and conflict. Discover skills for managing emotions and preventing runaway emotions so that you are able to remain productive and focused on organizational goals. Examine a model for the effective management of conflict which will result in increased collaboration, innovation, problem solving and productivity. You will come away from this workshop with confidence and skills to address those most vexing and scary emotional issues. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

**Note:** Course materials are included in price.

**MGT377** | **6 hours** | **$199** ($80 tuition + $119 fees)

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

**3095** Tu, Th 6pm - 9pm 4/4–4/6 FCC/H263

## Needs Based Coaching

Managers that practice needs-based coaching build sustainable motivation in their employees and teams by creating an environment where intrinsic needs are met. In this needs-based coaching training you will 1) look at motivation in a different want and learn to create an environment that unleashes superior performance, 2) learn how to affirm positive results in a way that highlights competence, strengthens relationships and encourages motivation in others, 3) learn a collaborative approach to developing capability in others that pairs the motivational needs of employees with the results producing needs of the organization, and 4) learn to give and receive feedback in a way that builds motivation and delivers organizational results. Application of these skills will transform your team and yield the results you desire. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

**Note:** Course materials are included in price.

**MGT375** | **12 hours** | **$399** ($160 tuition + $239 fees)

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

**3090** Tu, Th 6pm - 9pm 4/11–4/20 FCC/H263

## Managing the Performance of Others

Managers, supervisors and leaders help others do the work that makes an organization successful. They must ensure employee performance aligns with the direction and strategy of the organization. The skills taught in this workshop help participants prepare for and conduct different types of performance-related discussions. You will learn how to plan for performance discussions, clarify performance expectations, correct performance problems, and conduct performance reviews. Application of these skills and tools will increase the productivity, collaboration, ownership, and motivation of your team to achieve critical goals and ultimately success. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

**Note:** Course materials are included in price.

**MGT373** | **12 hours** | **$399** ($160 tuition + $239 fees)

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

**3088** Tu, Th 6pm - 9pm 4/25–5/4 FCC/H263

## Managing Generations in the Workplace

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

**LRN214** | **4 weeks** | **$175 fee**

INSTRUCTOR: **Kassia Dellabough**

**3549** Online 4/3–4/28

## BUSINESS WRITING

### 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.

**ONL420 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3302** | Online | 1/18–2/24 |
| **3303** | Online | 2/15–3/24 |
| **3304** | Online | 3/15–4/21 |
| **3305** | Online | 4/12–5/19 |
| **3306** | Online | 5/17–6/23 |

### Grammar Refresher II

Take your grammar and writing skills to the next level! In this course, you'll review the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. You'll explore sentence structure adjective and adverb use and be introduced to some best practices for using these parts of speech effectively in your writing. See how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, you'll put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing.

**ONL504 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3272** | Online | 1/18–2/24 |
| **3273** | Online | 2/15–3/24 |
| **3274** | Online | 3/15–4/21 |
| **3275** | Online | 4/12–5/19 |
| **3276** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### Certificate in Business Writing

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success.

**LRN211 | 8 weeks | $495 fee**

INSTRUCTOR: **Kathryn Will**

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|---|---|---|
| **3542** | Online | 2/6–4/28 |

### Business Writing

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls. Acquire business writing principles that will be good for years to come.

**LRN210 | 4 weeks | $195 fee**

INSTRUCTOR: **Dionne Felix**

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|---|---|---|
| **3520** | Online | 2/6–3/3 |

### Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

**LRN212 | 4 weeks | $195 fee**

INSTRUCTOR: **Kathryn Will**

| | | |
|---|---|---|
| **3545** | Online | 3/6–3/31 |

### Writing News and Press Releases

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

**LRN215 | 4 weeks | $195 fee**

INSTRUCTOR: **Jeff Kart**

| | | |
|---|---|---|
| **3550** | Online | 4/3–4/28 |

**Online Course**
**SW Eligible for senior tuition waiver.**
**TV Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

### 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!

**ONL310 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3230** | Online | 1/18–2/24 |
| **3231** | Online | 2/15–3/24 |
| **3232** | Online | 3/15–4/21 |
| **3233** | Online | 4/12–5/19 |
| **3235** | Online | 5/17–6/23 |

## PROJECT MANAGEMENT

### CAPM Certification Series

This combination course comprised of Project Management Basics and CAPM Certification Exam Prep, will teach all phases of project management and provide a review of all material covered in the Project Management Book of Knowledge (PMBOK Guide). Practice test questions will be reviewed and discussed for a comprehensive understanding of what to expect when taking the CAPM exam. Upon successful completion of this course participants will be able to apply for and obtain the CAPM certification. PDUs awarded meet the formal education requirements for both the PMP and CAPM exams.

**Note:** Course materials are included in price. Series pricing is discounted by 25%.

**MGT379 | 35 hours | $935 fee**

INSTRUCTOR: **April Wennerberg**

| | | | |
|---|---|---|---|
| **3102** | Tu, Th 5:30pm - 8:30pm | 3/14–4/27* | FCC/H262 |

**No class 3/28, 3/30.*

### Project Management Basics

Get introduced to the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects! Managers with limited experience will learn project management concepts, terms, tools, and aspects of the project life cycle as described in the Project Management Institute's PMBOK Guide. Gain immediate application through in class exercises. Participants will have access to a virtual online study group. This course is recommended prior to taking the CAPM Certification Exam Prep. Course.

**Note:** Course materials are included in the price.

**MGT381 | 12 hours | $350 fee**

INSTRUCTOR: **April Wennerberg**

| | | | |
|---|---|---|---|
| **3114** | Tu, Th 6pm - 9pm | 3/14–3/23 | FCC/H262 |

### CAPM Certification Exam Prep.

This course provides a comprehensive review of material covered in the Project Management Book of Knowledge (PMBOK) Guide. Students will review and discuss practice test questions in order to attain a better understanding of what to expect when taking the CAPM exam. Upon successful completion of this course, participants will be able to apply for and obtain the CAPM certification.

**Note:** Course materials are included in price.

**MGT378 | 23 hours | $899 fee**

INSTRUCTOR: **April Wennerberg**

| | | | |
|---|---|---|---|
| **3096** | Tu, Th 5:30pm - 8:30pm | 4/4–4/27 | FCC/H262 |

### Introduction to Agile Project Management

This course introduces participants to the basic methods, tools, techniques, and terminology of Agile Project Management; as well as the rationale for adopting Agile methods (as opposed to traditional Project Management Methods). Agile Project Management is contrasted with traditional project management. The challenges of introducing Agile methods into organizations is also discussed. PDUs awarded meet the formal education requirements for both the PMP and CAPM exams.

**Note:** Course materials included in price.

**MGT380 | 6 hours | $400 fee**

INSTRUCTOR: **Charles Quansah**

| | | | |
|---|---|---|---|
| **3112** | Tu, Th 6pm - 9pm | 4/25–4/27 | FCC/E126C |

### SCRUM Master Certified

Scrum Master Certified (SMC™) professionals are facilitators who ensure that the Scrum Team is provided with an environment conducive to completing the project successfully. The Scrum Master guides, facilitates, and teaches Scrum practices to everyone involved in the project; clears impediments for the team; and, ensures that Scrum processes are being followed. This course prepares participants for the SCRUM Master Certification Exam with quality hands on training and exploration of case-studies. Course fee includes copy of the SBOK™ Guide and certification exam fee. Successful candidates will be awarded the Scrum Master Certified (SMC™) certification by SCRUM study after passing the certification exam. 16 Project Management Institute PDUs are awarded.

**Note:** Course materials are included in price.

**MGT382 | 12 hours | $1074 fee**

INSTRUCTOR: **Charles Quansah**

| | | | |
|---|---|---|---|
| **3116** | Tu, Th 6pm - 9pm | 5/2–5/11 | FCC/E126C |

### 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 course.

**CMS327 | 15 hours | $449** ($339 tuition + $110 fees) TL SW

INSTRUCTOR: **Linda Fowler**

| | | | |
|---|---|---|---|
| **3113** | M, W 6pm - 9pm | 3/6–3/20 | FCC/E109 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

# Business & Technology

## *On-Demand Courses*

**Business and technology courses at FCC provide affordable and convenient education, professional development and job training opportunities essential to success in today's fast-paced workplace. Spring offerings are available online, 24 hours a day, seven days a week.**

## ON-DEMAND ONLINE BUSINESS CLASSES

**Non Profit and Grant Writing**

| | | |
|---|---|---|
| • Get Grants! | ONL320 | $119 |
| • Nonprofit Fundraising Essentials | ONL322 | $119 |

On-Demand courses are not available for online registration. For details and steps to register, please visit:

**Frederick.edu/OnDemand**

Kathi Groover • 301.846.2682 • kgroover@frederick.edu

Monthly start dates:
January 18, February 15, March 15, April 12, and May 17.

*Registration required at least five business days in advance to ensure timely access to the course.*

## ON-DEMAND ONLINE TECHNOLOGY CLASSES

**Computer Applications**

| | | |
|---|---|---|
| • Introduction to QuickBooks 2013 | ONL162 | $149 |
| • Intermediate QuickBooks 2013 | ONL167 | $149 |
| • Introduction to Microsoft Outlook 2010 | ONL160 | $119 |
| • Introduction to Microsoft Outlook 2013 | ONL164 | $119 |
| • Advanced Microsoft Excel 2013 | ONL181 | $119 |

**Programming and Web Development**

| | | |
|---|---|---|
| • Intermediate Java Programming | ONL188 | $149 |
| • Intermediate SQL | ONL157 | $149 |
| • Intermediate C# Programming | ONL187 | $149 |
| • Write Effective Web Content | ONL186 | $119 |

**IT Certification Prep**

| | | |
|---|---|---|
| • Advanced CompTIA A+ Certification Prep | ONL352 | $149 |
| • CompTIA Security + Certification Prep 2 | ONL361 | $149 |

# Emergency Management

## DISASTER PREPAREDNESS & RESPONSE

### 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**

| | | | |
|---|---|---|---|
| **3062** | Th 6pm - 9pm | 3/2–3/23 | FCC/E106 |

Mid-Atlantic Center for Emergency Management

*Experience Something Authentic*

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**frederick.edu/EM • 240.629.7970 • MACEM@frederick.edu**

# Certification & Licensure

## CAREER & PROFESSIONAL CERTIFICATION PREP

### What Can A Drone Do For You?

Ready to fly a drone? This course is designed for anyone who wants to learn to fly small Unmanned Aerial Systems (UAS) after the FAA opens the skies to commercial use. Students will learn about the different types of flight systems and how to safely and legally operate a UAS. Individuals will learn about career opportunities and each participant will receive a drone as part of this course and receive practical flight training experience.

**Note:** CPD600 includes a drone. CPD601 does not include a drone.

**CPD600** | **13 hours** | **$539** ($239 tuition + $300 fees)

INSTRUCTOR: **Christopher Lawler**

| | | | |
|---|---|---|---|
| **3092** | Tu, Th 6pm - 9pm | 5/2–5/6 | FCC/D100 |
| | S 9am - 4pm | 5/2–5/6 | FCC/D126 |

**CPD601** | **13 hours** | **$339** ($239 Tuition + $100 fee)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **5991** | Tu, Th 6pm – 9pm | 5/2–5/6 | FCC/D100 |
| | S 9am – 4pm | 5/2–5/6 | FCC/D126 |

### Drone Operator Test Preparation

This course will prepare the student to operate a drone for commercial purposes as required by the FAA. The course will prepare the student to take the initial aeronautical FAA Knowledge Test to become certified to operate a drone under the FAA Part 107 Rule.

**CPD602** | **12 hours** | **$339** ($289 tuition + $50 fees)

INSTRUCTOR: **Christopher Lawler**

| | | | |
|---|---|---|---|
| **3093** | S 9am - 4pm | 3/4–3/11 | FCC/D126 |

### 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.

**CPD150** | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3105** | M, W 4pm - 6pm | 5/15–5/24 | FCC/L202 |

### Math Praxis Preparation – Semi Private Instruction

Participants will develop the skills needed for the Praxis test as we review, master and prepare for the Math Core Praxis Assessment. In the course students will master the topics of number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, probability and statistics. Students will practice working timed math problems by hand, quickly and correctly.

**CPD151** | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3094** | M, W 4pm - 6pm | 5/1–5/10 | FCC/L202 |

### Praxis Preparation Tutor

Develop the skills you need for the Praxis test as we review, master and prepare for the Praxis Core Exam. Gain the benefits of an individualized, tailored and private tutoring course. The instructor will assist you with the areas you need additional preparation. Improve test taking skills while reviewing reading, writing and/or math requirements of the test.

**Note:** To arrange your tutoring session please contact Jennifer Goodridge at 301.624.2756 or jgoodridge@frederick.edu to arrange a mutually agreeable time for tutoring. The tutoring sessions are based on 1 hour meetings and may be repeated for additional sessions.

**CPD152** | **1 hour** | **$50** ($20 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3156** | TBA | 1/2–6/30 | TBA |

### 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!

**ONL346** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3099** | Online | 1/18–2/24 |
| **3100** | Online | 2/15–3/24 |
| **3101** | Online | 3/15–4/21 |
| **3103** | Online | 4/12–5/19 |
| **3104** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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.

**Note:** 30 hr internship must be completed outside of class hours. Lecture 6:30pm-9:30pm on Tuesdays and then students go to local gym from 6:30pm-9:30pm on Thursdays. Textbook is required and not included in course fees. Call to order and start reading immediately, 888.330.9487, http://www.witseducation.com

**PFT105** | **60 hours** | **$719** ($175 tuition + $544 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3098** | Tu, Th 6:30pm - 9:30pm | 4/18–5/25 | FCC/L106 |

### MD Stationary Engineer Exam Prep. I

This course is designed to assist the individual in gaining necessary tools to successfully pass the Maryland grade 5 & 4 Stationary Engineer licensing exams. This course will provide an introduction for individuals interested in this field. Course topics include basic electricity, boiler types and equipment, steam system accessories, burners and fuel train, inspection and maintenance, water treatment, emergency operations, auxiliary equipment, combustion and boiler controls, LOTO and basic arithmetic operations.

**TRD191** | **39 hours** | **$319** ($289 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3097** | Tu, Th 6pm - 9pm | 3/14–4/27* | FCC/E124A |
| | **No class 3/30.* | | |

## CHILD CARE CAREER PREPARATION

Continuing Education students enrolling in courses are offered concurrently for both credit and continuing education are required to complete all coursework and exams.

**Child Care 90-Hour Certificates**

*Child Care Teacher Infant/Toddler:*
- CHI113 Child Development and Behavior or
- CHI300 Child Growth and Development (online) and
- CHI136 Infants' & Toddlers' Development and Care or
- CHI311 Infant and Toddler Care (online)

*Child Care Teacher Preschool:*
- CHI113 Child Development and Behavior or
- CHI300 Child Growth and Development (online) and
- CHI114 Activities I or
- CHI301 Preschool Curriculum & Activities (online)

*Child Care Teacher School Age:*
- CHI113 Child Development and Behavior or
- CHI300 Child Growth and Development (online) and
- CHI145 Activities for the School Age Child or
- CHI302 School Age Child Care (online)

*Child Care Director Teacher:*
- One of the above 90-hour certificates plus
- CHI131 Administration of Child Development Centers or
- CHI310 Child Care Administration (online)

### Child Development and Behavior

Introduces basic growth and developmental principles necessary to work effectively with young children from ages birth to 12 years. Emphasizes the social, emotional, physical and intellectual developmental stages of the young child. This course satisfies one-half of the 90-hour State requirement for Day Care Certification. (Also offered for credit as ED100) All licensees must attend all hours of Child Care Administration approved courses.

**Note:** Prerequisites: EN52 or ESL99. This course is not available for online registration. A textbook is required for this class. One or more sections of this class may be scheduled may require online coursework outside of class meeting times. For more information, contact Adrienne at 240.629.7987.

**CHI113** | **37.5 hours** | **$426** ($357 tuition + $69 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3111** M, W 11am - 12:15pm 1/23–5/10* FCC/L202
**No class 3/29.*

### Activities I for Children

Learn the methods and proper use of materials in presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course meets the Maryland State Department of Education Teaching Methodology requirements for an initial certificate in Early Childhood Education. This course is also 45 hours of the 90 hours of Child Care Training required for Senior Staff. Also offered for credit as ECD104. See the credit schedule at frederick.edu for more information.

**Note:** Prerequisites: EN52 or ESL99. This course is not available for online registration. A textbook is required for this class. One or more sections of this class may be scheduled may require online coursework outside of class meeting times. For more information, contact Adrienne Summers at 240.629.7987.

**CHI114** | **37.5 hours** | **$426** ($357 tuition + $69 fees) TV SW

INSTRUCTOR: **Delaine Welch**

**3106** M 6pm - 8:30pm 3/20–5/8 FCC/L110

INSTRUCTOR: **CE Instructor**

**3107** M, W 12:30pm - 1:45pm 1/23–5/10* FCC/L110
**No class 3/29.*

### Infants and Toddlers Development and Care

Examines the child's growth and development from conception to age two. The course investigates normal stage development, health, feeding, play, rest, identifying possible abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification. Also offered for credit as ECD106. See the credit schedule at http://www.frederick.edu for more information. This course has an online component. (Also offered for credit as ECD106)

**Note:** Prerequisites: EN52 or ESL99. A textbook is required for this class. This course is not available for online registration. For more information, contact Adrienne Summers, 240.629.7987

**CHI148** | **37.5 hours** | **$426** ($357 tuition + $69 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3521** W 7:45pm - 10:20pm 1/25–5/10* FCC/H204
**No class 3/29.*

# Child Care

## *Professional Development*

**Participate in professional development to advance your child care career. Courses are designed to build your credentials and meet requirements to maintain your child care license. You may register and begin the classes listed below anytime during the semester.**

### ON-DEMAND ONLINE CLASSES

| | | | |
|---|---|---|---|
| Communication Skills for Child Care Professionals | CHI336 | 9 hours | $109 |
| Cultural Competencies and Awareness | CHI330 | 3 hours | $50 |
| Including All Children and the ADA | CHI331 | 3 hours | $50 |
| Nutrition and Active Living | CHI332 | 3 hours | $50 |
| Sudden Infant Death Syndrome | CHI151 | 2 hours | $35 |
| Supporting Breastfeeding in Child Care | CHI312 | 3 hours | $50 |
| Supporting Children with Disabilities | CHI333 | 3 hours | $50 |
| Taking Learning Outside | CHI334 | 3 hours | $50 |
| The Child Care Provider as a Professional | CHI335 | 3 hours | $50 |

*On-Demand courses are not available for online registration. For details and steps to register, please visit:*

**Frederick.edu/OnDemand**

Adrienne Summers • 301.629.7987 • asummers@frederick.edu

## 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:** Prerequisites: CHI113 and CHI114 or CHI135. This is a Hybrid course with an online component and class meetings. The class meets every other Saturday.

**CHI131 | 37.5 hours | $426** ($357 tuition + $69 fees) TW SW

INSTRUCTOR: **Anne Dayhoff**

| | | | |
|---|---|---|---|
| **3108** | S 9am - 1:15pm<br>**No class 4/1.* | 3/25–5/13* | FCC/H206 |

## Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool infant-toddler, or school-age) are required to complete the 90-hour certification for child care. Aligns with MD Staff Credential (proposed) levels 2-4. You must successfully complete all course 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

**CHI300 | 45 hours | $314 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3115** | Online | 1/6–2/24 |
| **3117** | Online | 4/21–6/2 |

## Preschool Curriculum and Activities

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. Aligns with MD Staff Credential (proposed) levels 2-4. This course and Child Growth & Development 45 hours are required to complete the 90-hour child care certification. 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.

**CHI301 | 45 hours | $314 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3128** | Online | 1/11–2/22 |
| **3129** | Online | 4/19–5/31 |

**Online Course**
**SW Eligible for senior tuition waiver.**
**TW Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

## School Age Child Care

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. 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.

**CHI302 | 45 hours | $314 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3131** | Online | 1/20–3/3 |
| **3133** | Online | 4/17–6/5 |

## Infant and Toddler Care

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must successfully complete class assignments to receive a certificate. Textbook is included and will be provided as a download in the online course. This class is held in partnership with Howard Community College.

**Note:** Textbook is included in price of course.

**CHI311 | 45 hours | $314 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3118** | Online | 1/11–2/22 |
| **3120** | Online | 5/3–6/21 |

## 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 recordkeeping, 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. A separate materials purchase is required to access this online course. Instead of a textbook, this course uses an electronic text and video resources that are incorporated into your course experience. Purchase either the access key with eBook or the access key and loose-leaf book, available at http://www.cengagebrain.com/course/site.html?id=1703417 This class is held in partnership with Howard Community College.

**Note:** This course uses electronic text and video resources that are incorporated into your course experience. Purchase either the access key with eBook or the access key and loose-leaf book, available at http://www.cengagebrain.com/course/site.html?id=1703417

**CHI310 | 45 hours | $314 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3109** | Online | 2/6–3/20 |
| **3110** | Online | 5/15–6/19 |

## 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).

**Note:** Saturday class may be required and the instructor will announce date at the beginning of the class. A textbook is required for this class This course is eligible for FCC's payment plan.

**CPD323** | **78 hours** | **$1009** ($850 tuition + $159 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3137** | Tu, Th 6pm - 9pm | 3/14–6/13* | FCC/H239 |
| | **No class 3/30.* | | |

### Principles and Practices of Real Estate In Maryland

This course is designed for those planning to take the Maryland Real Estate Licensing Examination. Participants attending all classes and receiving a 70% or better on the final examination receive a certificate to take the state examination. 100% attendance is also necessary to earn CEU's for this course.

**Note:** A textbook is required for this class.

**REA203** | **66 hours** | **$409** ($99 tuition + $310 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3141** | M, W 6pm - 9pm | 2/27–5/15* | FCC/B112 |
| | **No class 3/29.* | | |

## REAL ESTATE PROFESSIONAL DEVELOPMENT

### Drone/UAV Photography for Real Estate to Stay Compliant

This course will give realtors an overview of Drone/UAV use for real estate listings and how to stay compliant using this technology. Topics will include current and future regulations, what to ask your drone pilot, and future directions in drone technology. Realtors will leave the course understanding these topics: Benefit to Clients; Current/Future Regulations; Current and Future Applications in Real Estate; How to receive an operating certificate under FAR Part 107. This course is approved by the Maryland Real Estate Commission for continuing education.

**REA357** | **3 hours** | **$35 fee**

INSTRUCTOR: **Christopher Lawler**

| | | | |
|---|---|---|---|
| **3143** | W 1pm - 4pm | 2/22 | FCC/E125 |

### 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: **CE Instructor**

| | | | |
|---|---|---|---|
| **3144** | Tu 6pm - 9pm | 3/21 | FCC/E126C |

### 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: **CE Instructor**

| | | | |
|---|---|---|---|
| **3145** | Tu 6pm - 9pm | 4/11 | FCC/E126C |

# Real Estate

## *Professional Development*

**Strengthen your knowledge, advance your skills and meet licensing requirements with courses approved by the MD Real Estate Commission. You may register and begin the classes listed below anytime during the semester.**

### ON-DEMAND ONLINE CLASSES

| | | | |
|---|---|---|---|
| D/L Maryland Ethics and Predatory Lending | REA353 | 3 hours | $35 |
| D/L Maryland Fair Housing | REA354 | 1.5 hours | $25 |
| D/L Maryland Legislative Update | REA355 | 3 hours | $35 |
| D/L MREC Agency Residential | REA356 | 3 hours | $35 |

*On-Demand courses are not available for online registration. For details and steps to register, please visit:*

**Frederick.edu/OnDemand**

Adrienne Summers • 301.629.7987 • asummers@frederick.edu

# Computers & Technology

## COMPUTER & SOFTWARE APPLICATIONS

### 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:** This course is not compatible with Macintosh OS.

**ONL148** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3277** | Online | 1/18–2/24 |
| **3278** | Online | 2/15–3/24 |
| **3279** | Online | 3/15–4/21 |
| **3280** | Online | 4/12–5/19 |
| **3281** | Online | 5/17–6/23 |

Frederick County Workforce Services
RECRUITMENT • RETRAINING • RETENTION

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
- Resume review
- Training scholarships*
- Job search seminars

**Contact us at 301.600.2255 or visit www.FrederickWORKS.com EOE/M/F/D/V**

**Eligibility and application process apply. Additional information and assistance is available.*

### Microsoft: Windows Basics

Learn the basic features and functions of Microsoft Windows. This course covers beginning-level skills and is ideal for the newer computer user or those who are getting reacquainted with computers after some time away. Part of our partner's Essential Skills series, the text for this course uses a highly visual design. Whether you're using Windows for the first time, or upgrading from an older version, our solution will show you what you need to know. Learn about using the new interface. Find out how to customize the interface and boot operations, how to work with programs and files, use the web and social media, manage music and photos, and much more.

**Note:** A textbook is required for this course.

**CMS253** | **9 hours** | **$169** ($129 tuition + $40 fees) TV SW

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3119** | Tu, Th 6pm - 9pm | 3/2–3/9 | FCC/L116 |

## MS OFFICE SUITE WORKSHOPS

### Microsoft Foundation Series: Computer Skills

Novice users and those looking for formal training in Microsoft Office skills will explore software skills needed in the workplace or for personal business. The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. This course covers beginning-level skills for the Windows operating system and popular applications including: Word used for creating documents, Excel for preparing spreadsheets and charts, and PowerPoint presentation software. Register for all four courses at the series price: Microsoft Windows: Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, Microsoft PowerPoint. Courses may be taken individually at the price listed for each class. At the end of the course you will have established a foundational skill set in demand in every workplace setting.

**Note:** A textbook is required for each of the four courses in the series.

**CMS259** | **39 hours** | **$699** ($599 tuition + $100 fees) TV SW

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3124** | Tu, Th 6pm - 9pm<br>**No class 3/28, 3/30.* | 3/2–4/20* | FCC/L116 |

### Microsoft Word: Level 1

Learn the basic features and functions of Microsoft Word. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Word. After an introduction to terminology and Word's window components, you'll learn how to use the Help system and navigate documents. Next you'll cover topics such as; working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you will be able to successfully move on to Microsoft Word, Level 2. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3.

**Note:** Prerequisites: Microsoft Windows: The Basics or equivalent experience. A textbook is required for this course.

**CMS277** | **12 hours** | **$229** ($179 tuition + $50 fees) TV SW

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3130** | Tu, Th 6pm - 9pm | 3/14–3/23 | FCC/L116 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

## Microsoft Word: Level 2

This course builds on skills and concepts taught in Microsoft Word: Level 1. Level 2 provides thorough intermediate skills training. Topics include creating a research paper, newsletter and promotional brochure and form, as well as using mail merge. You'll explore use of newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. After completing this course, you will be able to successfully move on to Microsoft Word: Level 3. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3.

**Note:** Prerequisites: Microsoft Word Level 1 or equivalent experience. A textbook is required for this course.

**CMS278** | **12 hours** | **$229** ($179 tuition + $50 fees)

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3132** | Tu, Th 6pm - 9pm | 4/25–5/4 | FCC/L116 |

## Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. After an introduction to spreadsheet terminology and Excel's window components, you'll cover topics such as; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. After completing this course, you will be able to successfully move on to Microsoft Excel, Level 2.

**Note:** Prerequisites: Microsoft Windows: The Basics or equivalent experience. This course requires a textbook.

**CMS283** | **12 hours** | **$229** ($179 tuition + $50 fees)

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3123** | Tu, Th 6pm - 9pm | 4/4–4/13 | FCC/L116 |

## Microsoft Excel: Level 2

This course builds on the skills and concepts taught in Microsoft Excel: Level 1. Level 2 provides thorough intermediate training. You will learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advances formatting options including styles and themes. You will apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines, and utilize graphics and templates. For comprehensive certification training students should complete Microsoft Excel Levels 1, 2 and 3.

**Note:** Prerequisites: Microsoft Excel: Level I or equivalent experience. A textbook is required for this course.

**CMS281** | **12 hours** | **$229** ($179 tuition + $50 fees)

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3122** | Tu, Th 6pm - 9pm<br>**No class 5/18.* | 5/9–5/23* | FCC/L116 |

## Microsoft PowerPoint: Level 1

Learn the basic features and some of the most essential skills of Microsoft's presentation software PowerPoint. Topics include creating a new presentation, applying themes, adding and formatting slides, and navigating a slide show, as well as adding graphics, animation and sound to make your presentation pop!

**Note:** A textbook is required for this course.

**CMS284** | **6 hours** | **$129** ($94 tuition + $35 fees)

INSTRUCTOR: **Elaine Davis**

| | | | |
|---|---|---|---|
| **3127** | Tu, Th 6pm - 9pm | 4/18–4/20 | FCC/L116 |

## Microsoft Outlook

Many people have used Microsoft Outlook for years but do not take advantage of Outlook's powerful features. Microsoft Outlook is not just for email – it's a personal information manager! The application includes a calendar, task manager, contact manager, note taking, and journal. Learn how to condense, categorize and archive the ever-larger amounts of email received. Manage your address books and schedules in flexible and time-saving ways. This introductory course is designed for those who have not used Outlook before or those that want to learn about features available in newer versions of the software. This hands-on course provides instruction using Microsoft Outlook 2016.

**Note:** Prerequisite: Microsoft Windows: Basics or equivalent. A textbook is required for this course.

**CMS258** | **9 hours** | **$169** ($129 tuition + $40 fees)

INSTRUCTOR: **Dagmar Kolarik**

| | | | |
|---|---|---|---|
| **3125** | M, W 5:30pm - 8:30pm | 2/20–2/27 | FCC/H261 |
| **3126** | M, W 5:30pm - 8:30pm | 5/3–5/10 | FCC/H261 |

## 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.

**ONL172** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3178** | Online | 1/18–2/24 |
| **3179** | Online | 2/15–3/24 |
| **3180** | Online | 3/15–4/21 |
| **3181** | Online | 4/12–5/19 |
| **3182** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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!

**ONL173 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3173** | Online | 1/18–2/24 |
| **3174** | Online | 2/15–3/24 |
| **3175** | Online | 3/15–4/21 |
| **3176** | Online | 4/12–5/19 |
| **3177** | Online | 5/17–6/23 |

### Introduction to Microsoft Excel 2013

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.

**ONL175 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3183** | Online | 1/18–2/24 |
| **3184** | Online | 2/15–3/24 |
| **3185** | Online | 3/15–4/21 |
| **3186** | Online | 4/12–5/19 |
| **3187** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

## PROGRAMMING

### Programming Fundamentals

This course prepares a student with no previous programming experience or knowledge for an entry level programming class. It covers numbering systems, character sets, computer processor architecture, programming genealogy, and introduces the student to programming languages. Topics include: programming introduction, programming basics, data structures, algorithms, and programming applications. An overview and review of different complied and scripting programming languages is included. The course concludes with a series of programming exercises.

**Note:** A textbook is required for this course.

**PRG140 | 18 hours | $299** ($219 tuition + $80 fees) TW SW

INSTRUCTOR: **Carl Burnett**

| | | | |
|---|---|---|---|
| **3134** | M, W 6pm - 9pm | 2/20–3/8 | FCC/E108 |

### Web Design and Development

Learn the basics of web development! Designed for those with little or no experience in web development. This course covers basic programming structures, as well as some advanced front-end development techniques of HTML5 and CSS3. Responsive design techniques using Bootstrap are included. Efficient web construction and deployment techniques are demonstrated to enable the programmer to meet the highly flexible requirements of modern website needs. Students will learn best practice techniques for site and code management and construction. By the end of the course each student will have constructed an efficient, deployable, HTML5/CSS3 responsive website with interactive components driven by JavaScript and jQuery.

**Note:** Prerequisite: Programming Fundamentals (PRG). A textbook is required for this course.

**PRG141 | 36 hours | $749** ($579 tuition + $170 fees) TW SW

INSTRUCTOR: **Michele Swing**

| | | | |
|---|---|---|---|
| **3522** | M, W 6pm - 9pm<br>**No class 3/29.* | 3/20–5/1* | FCC/E108 |

**Online Course**
**SW Eligible for senior tuition waiver.**
**TW Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

### 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.

**ONL140 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3212** | Online | 1/18–2/24 |
| **3213** | Online | 2/15–3/24 |
| **3214** | Online | 3/15–4/21 |
| **3216** | Online | 4/12–5/19 |
| **3218** | Online | 5/17–6/23 |

### 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.

**ONL183 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3198** | Online | 1/18–2/24 |
| **3199** | Online | 2/15–3/24 |
| **3200** | Online | 3/15–4/21 |
| **3201** | Online | 4/12–5/19 |
| **3202** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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!

**ONL184 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3203** | Online | 1/18–2/24 |
| **3204** | Online | 2/15–3/24 |
| **3205** | Online | 3/15–4/21 |
| **3206** | Online | 4/12–5/19 |
| **3208** | Online | 5/17–6/23 |

## WEBSITE 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.

**Note:** Prerequisite: Computer and web browser proficiency.

**INT171 | 5 hours | $149 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3139** | S 9am - 2pm | 3/11 | FCC/H260 |

### 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.

**Note:** Prerequisite: WordPress Level One or permission of the instructor.

**INT174 | 6.5 hours | $199 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3515** | S 9am - 4pm | 3/18 | FCC/H260 |

### 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.

**Note:** Prerequisite: WordPress Level Two or permission of the instructor.

**INT173 | 6.5 hours | $199 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3142** | S 9am - 4pm | 3/25 | FCC/H260 |

## Website in a Day with Wix

No coding required website builder Wix helps you create stunning, functional websites within a matter of hours. This is accomplished utilizing a simple, intuitive drag-and-drop interface. Additionally, Wix is very secure and does not require updating, patching, or modifying of any software. Wix offers an easy-to-use interface allowing those without coding experience to create personal and professional websites with blogs, galleries, slideshows, online stores, contact forms and more. Wix benefits include, secure web hosting so users are not required to update, patch, or modify any software You will learn how to set up a free trial account with Wix, choose from Wix's over 500 professional website templates, add pages, a blog page, photos, and photo galleries. You'll also create a contact form, connect social media, and learn how to publish your site. Attendees will walk away having used this popular tool to create a website in a day. With Wix's built in support infrastructure you'll have the confidence to tackle your next project on your own.

**Note:** Wix offers a free basic account which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

**INT153 | 6.5 hours | $199 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3138** | S 9am - 4pm | 4/8 | FCC/H260 |

## Website in a Day with Weebly

Create an affordable, functional website without having to write code using Weebly's user-friendly drag-and-drop website builder. With Weebly you'll create multiple page mobile-ready websites, blogs, galleries, and ecommerce sites. Weebly also offers built in hosting and maintenance so there is no need to update software. You will learn how to set up a free trial account with Weebly, choose from Weebly's mobile responsive website templates, create pages or select from one of over 40 preset page layouts, add a blog page, photos, and photo galleries. When you change templates in Weebly all of your existing content transfers over. You'll also create a contact form, connect social media, and learn how to publish your site. You'll be amazed at how easy it is to create a website in a day. Weebly's flexibility allows you to customize your layouts and template designs making your site truly your own.

**Note:** Weebly offers a free basic account which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

**INT152 | 6.5 hours | $199 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3136** | S 9am - 4pm | 4/15 | FCC/H260 |

## Website in a Day with Squarespace

Want to create a beautiful, functional website without having to write a line of code? Squarespace website builder provides the tools which enable you to create multiple page mobile-ready responsive websites, blogs, galleries, and ecommerce sites. This is accomplished utilizing a simple drag-and-drop interface. Additionally, Squarespace is very secure and does not require updating, patching, or modifying of any software. Squarespace takes care of all of that for you! You will learn how to set up a free trial account with Squarespace, choose a beautiful designer website template, add pages, a blog page, photos, and photo galleries. You'll also create a contact form, connect social media, and learn how to publish your site. Squarespace has a style editor that helps you do all the custom styling without touching codes, from changing of background images all the way down to customizing thumbnail details. Attendees will walk away having created a website in a day, empowered to take the next steps on your own.

**Note:** Squarespace offers a free 14 day trial which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

**INT151 | 6.5 hours | $199 fee**

INSTRUCTOR: **Jeannine Morber**

| | | | |
|---|---|---|---|
| **3135** | S 9am - 4pm | 4/22 | FCC/H260 |

## Introduction to Dreamweaver CS6

You've taken your first steps into Web design, and your fingers are beginning to cramp from all that typing—but don't panic! Developing your coding skills has not been in vain! You're ready for Dreamweaver—Adobe's preeminent Web development application—which has been designed from the ground up to make developing websites easier. You'll learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you'll have successfully built a website and know how to use Dreamweaver's built-in FTP tools to upload to the server of your choice.

**Note:** Prerequisites: ed2go's Creating Web Pages and Introduction to CSS3 and HTML5, or similar coding experience is recommended prior to taking this course. There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hrs before class start date.

**ONL159 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3307** | Online | 1/18–2/24 |
| **3308** | Online | 2/15–3/24 |
| **3309** | Online | 3/15–4/21 |
| **3310** | Online | 4/12–5/19 |
| **3311** | Online | 5/17–6/23 |

## 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.

**ONL101 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3193** | Online | 1/18–2/24 |
| **3194** | Online | 2/15–3/24 |
| **3195** | Online | 3/15–4/21 |
| **3196** | Online | 4/12–5/19 |
| **3197** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### 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. This course is suitable for Windows or Mac users. You will need to download and install a free code editor for Windows or Mac.

**ONL141 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3188** | Online | 1/18–2/24 |
| **3189** | Online | 2/15–3/24 |
| **3190** | Online | 3/15–4/21 |
| **3191** | Online | 4/12–5/19 |
| **3192** | Online | 5/17–6/23 |

## 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?!?

**Note:** This course has been updated and reflects content for the 900 level series exams. There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

**ONL350 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3282** | Online | 1/18–2/24 |
| **3283** | Online | 2/15–3/24 |
| **3284** | Online | 3/15–4/21 |
| **3285** | Online | 4/12–5/19 |
| **3286** | Online | 5/17–6/23 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### Intermediate CompTIA A+ Certification Prep

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.

**ONL351 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3297** | Online | 1/18–2/24 |
| **3298** | Online | 2/15–3/24 |
| **3299** | Online | 3/15–4/21 |
| **3300** | Online | 4/12–5/19 |
| **3301** | Online | 5/17–6/23 |

### CompTIA® Network+ Certification Prep

Study to 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.

**ONL358 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3287** | Online | 1/18–2/24 |
| **3288** | Online | 2/15–3/24 |
| **3289** | Online | 3/15–4/21 |
| **3290** | Online | 4/12–5/19 |
| **3291** | Online | 5/17–6/23 |

### 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 Comp TIA 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.

**ONL360 | 24 hours | $149 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3292** | Online | 1/18–2/24 |
| **3293** | Online | 2/15–3/24 |
| **3294** | Online | 3/15–4/21 |
| **3295** | Online | 4/12–5/19 |
| **3296** | Online | 5/17–6/23 |

# Construction & Building Trades

## ELECTRICAL

### Fundamentals of Structural Wiring

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 offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. This course is offered for credit as BLD141. See the credit schedule for more information.

**Note:** Prerequisite: EN51 or ESL70 or ESL97. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**ELC167** | **90 hours** | **$639** ($476 tuition + $163 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3397** Tu, Th 6pm - 9pm 1/24–3/9 Monroe Center /MC117

### Commercial Electric

Continues concepts and skills covered in the first two courses of the electrical building trades program. This course covers wiring methods mainly used in commercial construction. Topics covered to include: conduit (bending, installation), commercial lighting (fluorescent, HID), and transformers. Students will also have an overview of the applicable sections of the National Electrical Code (NEC), including box/conduit fill, and load calculations. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. This course is offered for credit as BLD145. See the credit schedule for more information.

**Note:** Prerequisite: BLD142 or ELC121 or ELC168. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**ELC166** | **60 hours** | **$507** ($367 tuition + $140 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3390** M, W 6pm - 8:30pm 1/23–3/8 Monroe Center /MC117

### Residential Electric

This course will advance student knowledge in the National Electric Code (NEC) and its application. Topics covered will include NEC calculations; as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. This course is offered for credit as BLD142. See the credit schedule for more information.

**Note:** Prerequisite: BLD141 or ELC120 or ELC167. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**ELC168** | **60 hours** | **$507** ($367 tuition + $140 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3391** Tu, Th 6pm - 8:30pm 3/21–5/11* Monroe Center /MC117
**No class 3/30.*

### Specialized Systems

Covers 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 of the electrical industry. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. This course is offered for credit as BLD146. See the credit schedule for more information.

**Note:** Prerequisite: BLD142 or ELC121 or ELC168. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**ELC169** | **60 hours** | **$497** ($357 tuition + $140 fees) TV SW

INSTRUCTOR: **CE Instructor**

**3392** M, W 6pm - 8:30pm 3/20–5/10* Monroe Center /MC117
**No class 3/27, 3/29.*

## PROFESSIONAL DEVELOPMENT

### 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** | **$185** ($159 tuition + $26 fees) TV SW

INSTRUCTOR: **Charles LoSchiavo**

**3146** Th, F 11:30am - 4:30pm 6/1–6/2 FCC/E124A


## Allied Health ACADEMY

**Get Training in an Allied Health Field!**

- Certified Nursing Assistant
- Dental Assistant
- Phlebotomy
- Sterile Processing Technician

If you are a single parent, unemployed or underemployed, AHA might be right for you. The Allied Health Academy (AHA) provides consideration for financial assistance toward tuition, books, child care, and transportation; support from a case manager, and tutoring (as available).

**Contact us today!**
FCC Office of Adult Services • 301.846.2483 • frederick.edu

*Financial support provided by the Randall Charitable Trust, Women's Giving Circle, and South Mountain Group Inc. for the Leiby/Cavalier Scholarship.*

## 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:** Prerequisite: EN51 or ESL70 or ESL97. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**HVC121 | 90 hours | $627** ($464 tuition + $163 fees) TL SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3398** | M, W 6pm - 9pm | 1/23–3/8 | Monroe Center /MC119 |

### Controls for HVACR

Covers the topics of controls in 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. This course is offered for credit as BLD110. See the credit schedule for more information.

**Note:** Prerequisite: BLD109 or HVC121. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

**HVC126 | 60 hours | $497** ($357 tuition + $140 fees) TL SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3457** | M, W 6pm - 8:30pm<br>**No class 3/27, 3/29.* | 3/20–5/10* | Monroe Center /MC119 |

### HVAC Installation & Troubleshooting

Teaches students basics of troubleshooting, installation, service and preventative maintenance techniques HVAC equipment. Course includes EPA CFC certification. Hands-on experience will be conducted in a lab setting where students will demonstrate and apply these techniques. This course is offered for credit as BLD113. See the credit schedule for more information.

**Note:** Prerequisite: BLD110 or HVC122 or HVC126. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

**HVC128 | 60 hours | $497** ($357 tuition + $140 fees) TL SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3395** | Tu, Th 6pm - 8:30pm | 1/24–3/9 | Monroe Center /MC119 |

### Fossil Fuels & Hydronic Heating

Covers 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 offered for credit as BLD114. See the credit schedule for more information.

**Note:** Prerequisite: BLD110 or HVC122 or HVC126. Online registration is not available. Please register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

**HVC127 | 60 hours | $497** ($357 tuition + $140 fees) TL SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3394** | Tu, Th 6pm - 8:30pm<br>**No class 3/28, 3/30.* | 3/21–5/11* | Monroe Center /MC119 |

# Pest Control

## *Online Classes*

**Convenient, affordable and flexible classes provide an introduction to the industry along with essential knowledge and critical information to prepare individuals for success in the field. Approved by the Maryland Department of Agriculture, courses satisfy exam preparation requirements for Pesticide Applicator certification in the state of Maryland. You may register and begin the classes listed below anytime during the semester.**

### ON-DEMAND ONLINE CLASSES

| | | | |
|---|---|---|---|
| Pesticide Use and Safety | CPD390 | 30 hours | $350 |
| Aquatic Pest Weed Management | CPD382 | 36 hours | $350 |
| General/Structural and Rodent Pest Management | CPD383 | 36 hours | $350 |
| Ornamental Exterior Landscape IPM | CPD384 | 36 hours | $350 |
| Ornamental Interior – Greenhouse IPM | CPD385 | 36 hours | $350 |
| Public Health/Mosquito Control | CPD387 | 30 hours | $350 |
| Right of Way Pest Control | CPD381 | 25 hours | $325 |
| Termites and Other Wood Destroying Organisms | CPD388 | 30 hours | $325 |
| Turfgrass IPM | CPD389 | 36 hours | $350 |

*On-Demand courses are not available for online registration. For details and steps to register, please visit:*

**Frederick.edu/OnDemand**

Adrienne Summers • 301.629.7987 • asummers@frederick.edu

## 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 filler material, types of welds, and the different welding positions. This course is offered for credit as BLD121.

**Note:** Prerequisite: EN51 or ESL70 or ESL97. You must register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**WLD160** | **90 hours** | **$748** ($476 tuition + $272 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3399** | Tu, Th 9am - 4:30pm | 1/24–3/9 | Monroe Center /MC118 |
| **3400** | Tu, Th 6pm - 9pm<br>**No class 3/28, 3/30.* | 1/24–5/11* | Monroe Center /MC118 |

### Welding Symbols & Blueprint Reading

Introduces students to interpret various types of prints used in the welding industry. Topics include: print reading, measurements, metallurgy, types of welds and joints, and welding symbols. This course is offered for credit as BLD120.

**Note:** Prerequisite: EN51 or ESL70 or ESL97. You must register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**WLD165** | **30 hours** | **$284** ($238 tuition + $46 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3555** | Tu, Th 5pm - 6pm<br>**No class 3/28, 3/30.* | 1/24–5/11* | Monroe Center /MC118 |

### Advanced Welding: SMAW

Focuses on Shielded Metal Arc Welding (SMAW). Students will perform a SMAW welding performance qualification test on limited thickness test plates in the 2G and 3G positions on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code, this leads to an in house certification. This course is offered for credit as BLD122.

**Note:** Prerequisite: BLD121 or WLD160. You must register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**WLD161** | **90 hours** | **$748** ($476 tuition + $272 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3401** | Tu, Th 9am - 4:30pm<br>**No class 3/28, 3/30.* | 3/21–5/11* | Monroe Center /MC118 |
| **3402** | Tu, Th 6pm - 9pm<br>**No class 3/28, 3/30.* | 1/24–5/11* | Monroe Center /MC118 |

### Advanced Welding: GMAW

Focuses on Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and oxyfuel cutting on carbon steel. Students will develop skills to weld groove welds in multiple positions. Students will perform GMAW and FCAW welder performance qualification tests on limited thickness test plates on carbon steel in accordance with American Welding Society D1.1 structural Welding Code. This course is offered for credit as BLD127.

**Note:** Prerequisite: BLD121 or WLD160. You must register on campus. There is a textbook required for this course, visit www.bookstore.frederick.edu for details.

**WLD166** | **60 hours** | **$606** ($357 tuition + $249 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3396** | M, W 6pm - 8:30pm<br>**No class 3/27, 3/29.* | 1/23–5/10* | Monroe Center /MC118 |

## SAFETY

### Forklift Safety

Pick, travel, and place loads with confidence after completing this hands-on class for forklift operators. Walk through procedures for forklift inspection, maintaining lift stability and tip-over prevention, loading and unloading trailers, and identifying forklift types and operations. Classroom and practical training meet the requirements of OSHA 1910.178(l).

**Note:** This class meets at a local warehouse in Frederick County

**TRD211** | **8 hours** | **$178** ($68 tuition + $110 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3154** | S 9am - 5:30pm | 4/29 | Off Campus |

### 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** | **12 hours** | **$101** ($75 tuition + $26 fees) TV SW

INSTRUCTOR: **Charles LoSchiavo**

| | | | |
|---|---|---|---|
| **3155** | M, Tu 9am - 4pm | 5/22–5/23 | FCC/E104 |

## INDUSTRY TEST PREPARATION

### Commercial Driver's License – CDL – Class B Training

In this class, students develop the skills to drive a dump truck, commercial delivery truck, or other two-axle vehicle weighing over 26,000 pounds. Class topics include defensive driving, road safety, pre-trip inspections, and vehicle control and maneuvering. Successful completers will have one opportunity to take the licensing exam as part of the class.

**Note:** This course is not available for online registration. Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with air brake endorsement and passenger endorsement. Please contact Adrienne Summers 240.629.7987 for further instructions.

**TRK155** | **65 hours** | **$1768** ($258 tuition + $1510 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3147** | S 8am - 4pm | 1/21–3/4 | Hagerstown Community College |

### 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** | **$259** ($239 tuition + $20 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3148** | Th 6pm - 9pm<br>**No class 3/30.* | 3/2–5/11* | FCC/E124B |

### 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** | **$179** ($119 tuition + $60 fees)

INSTRUCTOR: **Charles LoSchiavo**

| | | | |
|---|---|---|---|
| **3149** | W 9am - 5:30pm | 5/24 | FCC/E104 |

### MD Stationary Engineer Exam Prep I

This course is designed to assist the individual in gaining necessary tools to successfully pass the Maryland grade 5 & 4 Stationary Engineer licensing exams. This course will provide an introduction for individuals interested in this field. Course topics include basic electricity, boiler types and equipment, steam system accessories, burners and fuel train, inspection and maintenance, water treatment, emergency operations, auxiliary equipment, combustion and boiler controls, LOTO and basic arithmetic operations.

**TRD191** | **39 hours** | **$319** ($289 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3097** | Tu, Th 6pm - 9pm<br>**No class 3/30.* | 3/14–4/27* | FCC |

## PROFESSIONAL DEVELOPMENT

### Introduction 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 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration office, located in the Conference Center on the main campus of FCC. 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** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3151** | Tu 5pm - 7:35pm | 1/24–5/9 | FCC/B114 |
| **3150** | Th 5pm - 7:35pm<br>**No class 3/30.* | 3/23–5/11* | FCC/E107 |

### Introduction to AutoCad II

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three dimensional drawings. Additionally, students will be introduced to other CAD systems such as Autodesk, Architecture, Revit, Civil 3D and Microstation. Also offered for credit as CAD102.

**Note:** Prerequisite: CAD101 or DRF104. Prerequisite: EN51 or ESL97 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration office, located in the Conference Center on the main campus of FCC. 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.

**DRF106** | **37.5 hours** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3152** | M 5pm - 7:35pm | 1/23–5/8 | FCC/B114 |

### NEW! Introduction to Revit

Introduction to Autodesk Revit software, a Building Information Modeling (BIM) program, and its' application as a design/drawing tool throughout the design process. Allows students to design structural components in 3D, annotate with 2D drafting elements and access building information from the building models database. Prerequisite EN51 or ESL97. Also offered for credit as CAD130. See credit schedule for more information.

**Note:** Prerequisite: EN51 or ESL97 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration office, located in the Conference Center on the main campus of FCC. 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.

**DRF124** | **37.5 hours** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3153** | Th 5pm - 7:35pm | 1/26–3/16 | FCC/E107 |

**Online Course**
**Eligible for senior tuition waiver.**
**Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

# Healthcare Careers

## PHARMACY TECHNICIAN

The role of Pharmacy Technicians is expanding, which requires cross-cutting instruction on wide-range of skills and topics. The Pharmacy Technician Training is a series of three courses designed to introduce students on the practices and responsibilities of becoming a Pharmacy Technician in multiple pharmacy environments. Students completing all three courses in the Pharmacy Technician Training program are prepared to sit for the Pharmacy Technician Certifying Board (PTCB) exam, a nationally recognized certification.

**Registration Information:** Students must register concurrently for CAH330, CAH331 and CAH332. This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information on this program, contact FCC at 240.629.7904. ***Payment plan available. Call 301.624.2888 for details.***

**Prerequisites and other Requirements:**

- Placement into EN52 or ESL72 and Math82 (students will take placement tests at FCC Testing Center), proof of being 18 years of age or older at time of registration.
- Availability or access to computer or tablet and a strong Internet connection
- SAF 157: CPR Basic Life Support (taken prior to program completion).

### Pharmacy Technician Training 1

Topics include: medical terminology and basic anatomy and physiology; math for pharmacy technicians including: systems of measure, dose calculations, ratios and proportions, concentrations and dilutions; pharmacology; dosage forms and routes, medication errors, pharmacy law, practices in: community and ambulatory care pharmacy hospital pharmacy, home care pharmacy, specialty care pharmacy; and medication safety.

***Students learn from a combination of live, on-line, and group style learning formats. Students meet in person 3.5 hours each week and complete an additional 10 hours per week of online coursework.***

**CAH330** | **83 hours** | **$1,312** ($349 tuition + $963 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3242** | W 5:30pm - 9pm | 2/1–3/8 | Monroe Center/MC123 |

### Pharmacy Technician Training 2

**CAH331** | **83 hours** | **$478** ($349 tuition + $129 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3243** | W 5:30pm - 9pm<br>**No class 3/29.* | 3/15–4/26* | Monroe Center/MC123 |

### Pharmacy Technician Training 3

**CAH332** | **83 hours** | **$478** ($349 tuition + $129 fees) TV SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3244** | W 5:30pm - 9pm | 5/3–6/7 | Monroe Center/MC123 |

**Total Program Hours:** 249

**Total Program Cost with CPR:** $2,353

## CERTIFIED NURSING ASSISTANT (CNA/GNA)

Become an integral part of a healthcare team in one of the fastest growing healthcare fields. Learn basic patient care skills, your role as a member of the healthcare 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.

**Registration Information:** This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information on this program, contact 240.629.7904. ***Payment plan available. Call 301.624.2888 for details.***

**Prerequisites & other requirements:**

- Placement into EN52 or ESL72 (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.
- CAH145 – Foundations for Healthcare Careers

**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 Healthcare Provider or Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- 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.

**Textbooks**

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

### Foundations for Healthcare Careers

**CAH145** | **36 hours** | **$523** ($229 tuition + $294 fees) TV SW

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

**Payment Plans Available**

Take Advantage of FCC's payment plan when you register for a series of required courses in a program. 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. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

### Certified Nursing Assistant , Part I

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

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.

### Certified Nursing Assistant, Part II

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

Part 2 is a continuation of Part 1.

### Certified Nursing Assistant – Clinicals

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

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.

### CNA/GNA BOOT CAMP OPTION

**CAH145** | **36 hours** | **$523** ($229 tuition + $294 fees)

| | | | | |
|---|---|---|---|---|
| **3063** | M-Th | 9am–2:30pm | 1/23–2/1 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3065** | M-Th | 9am–4pm | 2/6–2/21 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3066** | M-Th | 9am – 4pm | 2/22–3/9 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3067** | M-F | 9am – 2pm | 3/13–3/28 | Glade Valley |

**Total Program Hours:** 201
**Total Program Cost with CPR:** $2,800

### CNA/GNA EVENING OPTION

**CAH145** | **36 hours** | **$523** ($229 tuition + $294 fees)

| | | | | |
|---|---|---|---|---|
| **3064** | M, Tu,Th | 5:30pm–9:30pm | 3/6–3/23 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3068** | M, Tu,Th | 4:30pm–9:30pm | 4/3–4/27 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3069** | M, Tu,Th | 4:30pm–9:30pm | 5/1–5/25 | Monroe Center/MC120 |

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

| | | | | |
|---|---|---|---|---|
| **3070** | M-F | 4pm – 9pm | 5/31–6/15 | Glade Valley |

**Total Program Hours:** 201
**Total Program Cost with CPR:** $2,800

## PHLEBOTOMY TECHNICIAN

Interested in a healthcare career that makes you an integral part of a medical laboratory 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 healthcare facilities to give you hands-on experience. This program prepares students to take several national certification exams.

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. Background checks and materials are included. Textbooks are NOT included.

**Registration Information:** This course is not available for online registration. Registrations will be accepted in person at the CE registration center located in the Conference Center (E building) on FCC's main campus. For more information on this program contact FCC at 240.629.7904. ***Payment plan available. Call 301.624.2888 for details.***

**Prerequisites & other requirements:**

- Placement into EN52 or ESL72 (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.
- CAH145 – Foundations for Healthcare Careers

***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 Healthcare Provider or Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation. Fees for background check and fingerprinting are included in course fees.
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH483.

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

### Foundations for Healthcare Careers

**CAH145** | **36 hours** | **$523** ($229 tuition + $294 fees)

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships. See page 32 for a list of dates.

### Phlebotomy Technician Preparation I: Theoretical Applications

**CAH483** | **30 hours** | **$399** ($299 tuition + $100 fees)

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 program prepares students to take a national certification with the American Society for Clinical Pathology.

### Phlebotomy Technician Preparation II: Practical Applications

**CAH484** | **45 hours** | **$499** ($399 tuition + $100 fees)

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.

### Phlebotomy Technician Clinical

**CAH466** | **100 hours** | **$625** ($425 tuition + $200 fees)

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 OPTION

**CAH145** | **36 hours** | **$523** ($229 tuition + $294 fees)

| | | | | |
|---|---|---|---|---|
| 3064 | M, Tu,Th | 5:30pm–9:30pm | 3/6–3/23 | Monroe Center/MC120 |

**CAH483** | **30 hours** | **$399** ($299 tuition + $100 fees)

| | | | | |
|---|---|---|---|---|
| 3071 | M, Tu,Th | 6pm–9pm | 4/3–4/25 | Monroe Center/MC123 |

**CAH484** | **45 hours** | **$499** ($399 tuition + $100 fees)

| | | | | |
|---|---|---|---|---|
| 3072 | M, Tu,Th | 6pm–9pm | 4/27–6/1* | Monroe Center/MC123 |

**No class 5/29.*

**CAH466** | **100 hours** | **$625** ($425 tuition + $200 fees)

| | | | | |
|---|---|---|---|---|
| 3073 | M-F | 8am – 5pm | 6/5–8/31* | Varies |

**No class 7/3, 7/4 .*

**Total Program Hours:** 211
**Total Program Costs with CPR:** $2,131

Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships. See page 32 for a list of dates.

## DENTAL ASSISTING & DENTAL RADIOGRAPHY

### Professional Preparation in Healthcare

**CAH494** | **7.5 hours** | **$85** ($65 tuition + $20 fees)

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

**Note:** This course is the prerequisite to Introduction to Dental Assisting. This course is available for online registration. Registrations will also be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. **This class will be located at Carroll Community College, Westminster, MD.**

### Introduction to Dental Assisting

**CAH495** | **40 hours** | **$745** ($600 tuition + $145 fees)

Participants will have entry-level dental assisting skills upon successfully completing this course, which is approved by the Maryland State Board of Dental Examiners. Topics include terminology, anatomy, charting and medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization, and OSHA regulations. This hands-on course provides practice on equipment in a dental operatory/lab and practice using dental software. Prerequisite: Professional Preparation in Healthcare. Course includes an online component; internet access required.

**Note:** Prerequisite: CAH494 Professional Preparation in Health Care. This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. **This class will be located at Carroll Community College, Westminster, MD.**

### Oral Radiography with Clinical

**CAH496** | **39 hours** | **$855** ($585 tuition + $270 fees)

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association. Course includes an online component; internet access required. ***Register for this section if you will be completing your clinical requirements at the Maryland State Dental Association.*** Clinical session scheduled individually at a date/time mutually convenient to student and instructor.

**Note:** Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course. **This class will be located at Carroll Community College, Westminster, MD.**

### Oral Radiography

**CAH497** | **36 hours** | **$705** ($563 tuition + $142 fees)

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association. Course includes an online component; internet access required. ***Register for this section if you are currently employed as a dental assistant and will be completing your clinical requirements at your place of employment.***

**Note:** Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. **This class will be located at Carroll Community College, Westminster, MD.**

## DENTAL ASSISTING OPTION 1

**CAH494** | **7.5 hours** | **$85** ($65 tuition + $20 fees)

**3209** Tu,Th 6pm–8:45pm 4/18–4/25 Carroll Community College

**CAH495** | **40 hours** | **$745** ($600 tuition + $145 fees)

**3075** Tu,Th 5pm–9:15pm 1/10–2/21* Carroll Community College

**No class 1/24, 2/7, 2/14.*

**CAH496** | **39 hours** | **$855** ($585 tuition + $270 fees)

**3076** Tu 9:30am - 12:45pm 2/28–5/30* Carroll Community College

**No class 3/14, 4/11 .*

**OR**

**CAH497** | **36 hours** | **$705** ($563 tuition + $142 fees)

**3207** Tu 9:30am - 12:45pm 2/28–5/30* Carroll Community College

**No class 3/14, 4/11 .*

**Total Program Hours:** 86.5
**Total Program Cost:** $1,685 + texts

## DENTAL ASSISTING OPTION 2

**CAH494** | **7.5 hours** | **$85** ($65 tuition + $20 fees)

**3074** Tu, W, Th 6pm - 8:45pm 1/3–1/5 Carroll Community College

**CAH495** | **40 hours** | **$745** ($600 tuition + $145 fees)

**3210** Tu, Th 5pm - 9:15pm 5/2–6/1 Carroll Community College

**CAH496** | **39 hours** | **$855** ($585 tuition + $270 fees)

**3211** Tu 9:30am - 12:45pm 6/6–8/29* Carroll Community College

**No class 7/4.*

**OR**

**CAH497** | **36 hours** | **$705** ($563 tuition + $142 fees)

**3215** Tu 9:30am - 12:45pm 6/6–8/29* Carroll Community College

**No class 7/4.*

**Total Program Hours:** 86.5
**Total Program Cost:** $1,685 + texts

### 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, 8 CEUs.

**CAH498** | **9 hours** | **$199** ($135 tuition + $64 fees)

INSTRUCTOR: **CE Instructor**

**3218** Tu 9:30am - 12:45pm 3/7–3/28* Carroll Community College
**No class 3/14.*

## MEDICAL BILLING & CODING

### Medical Terminology: A Word Association Approach

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

**ONL401** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

**3220** Online 1/18–2/24
**3221** Online 2/15–3/24
**3224** Online 3/15–4/21
**3226** Online 4/12–5/19
**3227** Online 5/17–6/23

### 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).

**Note:** This course is not available for online registration. Registrations will be accepted at the FCC's main campus, E Building. For more information, contact FCC at 240.629.7904. Prerequisite of Medical Terminology required.

**CAH244** | **80 hours** | **$1,699** ($300 tuition + $1,399 fees)

INSTRUCTOR: **CE Instructor**

**3234** Online 2/27–6/30
**3241** Online 4/24–8/31

### Medical Coding for the Physician's Office – AAPC

Prepare for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-10 and HCPCS to describe and document medical services. Cost includes first year's membership in AAPC, textbooks and certification exam. The certification exam will be scheduled 2 weeks following the last class, on a Saturday.

**Note:** This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. **This class will be located at Carroll Community College, Westminster, MD.** Prerequisite: Medical Terminology

**CAH250** | **100 hours** | **$1875** ($1130 tuition + $745 fees)

INSTRUCTOR: **CE Instructor**

**3229** M, W 5:30pm - 8:45pm 5/22–9/20* Carroll Community College
**No class 5/29, 7/3, 9/4 .*

## CPR & FIRST AID

### CPR: Basic Life Support

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 Basic Life Support course for their employment. This course also fulfills the CPR requirement for students entering an allied health/healthcare clinical or externship course. Course completion card is issued for all participants in a Basic Life Support course who successfully complete the written examination and demonstration.

**SAF157** | **6 hours** | **$85** ($40 tuition + $45 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3245** | S 8:30am - 3pm | 1/28 | FCC/E125A |
| **3246** | S 8:30am - 3pm | 2/4 | FCC/C119 |
| **3247** | F 9am - 3:30pm | 2/17 | FCC/TBA |
| **3248** | S 8:30am - 3pm | 3/11 | FCC/TBA |
| **3249** | S 8:30am - 3pm | 4/8 | FCC/TBA |
| **3250** | F 9am - 3:30pm | 4/28 | FCC/E124AB |
| **3251** | S 8:30am - 3pm | 5/13 | FCC/TBA |

### 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**

| | | | |
|---|---|---|---|
| **3252** | S 8:30am - 4pm | 2/11 | FCC/E124B |
| **3253** | S 8:30am - 4pm | 3/11 | FCC/E124A |
| **3254** | S 8:30am - 4pm | 4/15 | FCC/E125 |
| **3255** | F 8:30am - 4pm | 5/19 | FCC/TBA |

Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships.

# Hospitality, Culinary & Tourism Institute

The Hospitality, Culinary, and Tourism Institute (HCTI) offers degree and certificate programs designed to provide students with a strong foundation of knowledge, skills and practical experience to succeed. Courses teach essential technical, business and human relation skills to prepare students for entry level and supervisory positions in the hospitality, culinary and tourism industry.

## CULINARY SKILLS

### Culinary Fundamentals

Examines the basic concepts related to the preparation of food and introduces culinary terms. Demonstrates skills in knife usage, recipe measurement and conversion, equipment identification and proper use, food identification. Reviews common culinary vocabulary, menu planning, recipe development and cost control. Identifies skills and attributes needed to fill entry level culinary and food service positions. Discusses careers in restaurants and food/beverage operations. This course is co-listed with HOS 111 as shown in the credit schedule.

**Note:** Knives will be provided for student use. It is recommended this course be taken along with HCT103 Sanitation and Food Safety also listed in the schedule. This course is a prerequisite for HCT101 also listed in the schedule.

**HCT100** | **12.5 hours** | **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3077** | W 1pm - 4pm | 1/25–2/22 | Monroe Center/MC128 |
| **3078** | S 9am - 12pm | 1/28–2/25 | Monroe Center/MC128 |

### Culinary I

Introduces the fundamental concepts, skills, and techniques involved in basic food preparation and cookery. Emphasis is placed on knife skills, safe food handling and storage, primary cooking methods, seasonings,how to make stocks, sauces and soups. This course is co-listed with HOS112 as shown in the credit schedule. Students are required to have a proper chef uniform and basic knife kit. Both are available for purchase at the bookstore. Prerequisites include: HCT100 Culinary Fundamentals; and HCT103 Sanitation and Food Safety or permission of the Program Manager.

**Note:** Online registration is not available for this class.

**HCT101** | **60 hours** | **$547** ($357 tuition + $190 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3079** | W 9am - 4pm<br>**No class 3/29.* | 3/1–5/10* | Monroe Center/MC125 |
| **3080** | S 9am - 4pm<br>**No class 4/1.* | 3/4–5/13* | Monroe Center/MC125 |

**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.**

**Online Course**
**Eligible for senior tuition waiver.**
**Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

### Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a "ServSafe Food Protection Manager." This course is co-listed with HOS121 as listed in the credit schedule.

**HCT103** | **25 hours** | **$284** ($238 tuition + $46 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3081** | W 9am - 12pm | 1/25–2/22 | Monroe Center/MC125 |
| **3082** | S 1pm - 4pm | 1/28–2/25 | Monroe Center/MC125 |

## HOSPITALITY MANAGEMENT

### Introduction to Hospitality Management

Develops an understanding of the hospitality industry and introduces the student to the career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and food service establishments. Examines the forces and issues that are shaping the current and future of the hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing the value chain analysis and defining service as competitive advantage. This course is co-listed with HOS110 as listed in the credit schedule.

**Note:** Online registration is not available for this class. This is a hybrid class that requires completion of coursework using Blackboard outside of class meeting times.

**HCT102** | **37 hours** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3084** | Tu 6pm - 8:40pm | 1/24–3/7 | Monroe Center/MC133 |

### Event Management

Provides both practical knowledge and a comprehensive understanding of the event management industry. Provides the foundation for which students can build their careers in event planning and management or start their own business. Topics include planning and execution of personal and professional events from weddings and anniversary celebrations to business conferences and fundraisers, and more. Topics covered include defining the parameters of the event, budgeting based on the purpose of the event, venue selection, event promotion, vendor management, contracts and insurance, safety and security considerations, contingency plans, staffing, food, beverage and service planning, event setup, operation and closing, post-event follow up. Class involves a hands-on a project working on a local community event.

**SMB230** | **37.5 hours** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3083** | W 6pm - 8:40pm | 1/25–5/10* | Monroe Center |

**No class 3/29.*

# Targeted English Language

## LISTENING & SPEAKING

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### Listening & Speaking 1

This intermediate listening and speaking course will expose students to authentic English and build their ability to comprehend the imperfect English they encounter on a regular basis as well as build their communicative skills by introducing the vocabulary and pronunciation features necessary to discuss a variety of topics.

**AEL130** | **23.75 hours** | **$159** ($119 tuition + $40 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3014** | M, W 12:30pm - 2:05pm | 1/30–3/20 | TBA |
| **3015** | M, W 6pm - 7:35pm | 1/30–3/20 | TBA |
| **3033** | M, W 12:30pm - 2:05pm | 4/5–5/24 | TBA |
| **3034** | M, W 6pm - 7:35pm | 4/5–5/24 | TBA |

### Listening & Speaking 2

This advanced listening and speaking course will expose students to authentic English and build their ability to comprehend the imperfect English they encounter on a regular basis as well as build their communicative skills by introducing the vocabulary and pronunciation features necessary to discuss a variety of topics.

**AEL230** | **23.75 hours** | **$159** ($119 tuition + $40 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3016** | M, W 12:30pm - 2:05pm | 1/30–3/20 | TBA |
| **3017** | M, W 6pm - 7:35pm | 1/30–3/20 | TBA |
| **3035** | M, W 12:30pm - 2:05pm | 4/5–5/24 | TBA |
| **3036** | M, W 6pm - 7:35pm | 4/5–5/24 | TBA |

## ENGLISH GRAMMAR

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### English Grammar 1

In this pre-academic course, you will work on improving your usage in English. The course will cover the English verb tenses, question forms, modal auxiliaries, and help students apply sentence structure rules. This course will require that you complete assignments and projects regularly for homework.

**AEL330** | **23.75 hours** | **$159** ($119 tuition + $40 fees)

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3010** | Tu, Th 12:30pm - 2:05pm | 1/31–3/21 | TBA |
| **3011** | Tu, Th 6pm - 7:35pm | 1/31–3/21 | TBA |
| **3029** | Tu, Th 12:30pm - 2:05pm | 4/6–5/25 | TBA |
| **3030** | Tu, Th 6pm - 7:35pm | 4/6–5/25 | TBA |

### English Grammar 2

This pre-academic grammar course is designed to be an addition to Grammar 1. Students will transition from studying verb tenses to more challenging grammatical structures. This course will require that students complete assignments and projects regularly for homework.

**AEL350** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3012** | Tu, Th 12:30pm - 2:05pm | 1/31–3/21 | TBA |
| **3013** | Tu, Th 6pm - 7:35pm | 1/31–3/21 | TBA |
| **3031** | Tu, Th 12:30pm - 2:05pm | 4/6–5/25 | TBA |
| **3032** | Tu, Th 6pm - 7:35pm | 4/6–5/25 | TBA |

## READING

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### Reading 1

This pre-academic reading course is designed to build students' reading skills and strategies, critical thinking skills, vocabulary, and language. This course will benefit you if you are interested in enrolling in a college credit course in the future, or if you are interested in improving your formal English for your profession. This course will require that you complete homework assignments and projects regularly for homework.

**AEL400** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3006** | M, W 10:45am - 12:20pm | 1/30–3/20 | TBA |
| **3007** | M, W 7:45pm - 9:20pm | 1/30–3/20 | TBA |
| **3021** | M, W 10:45am - 12:20pm | 4/5–5/24 | TBA |
| **3022** | M, W 7:45pm - 9:20pm | 4/5–5/24 | TBA |

### Reading 2

This academic reading course is designed to further build students' reading skills and strategies, critical thinking skills, vocabulary, and language. This course exposes students to academic-style texts as well as texts they will find in a variety of media sources. Students will learn and apply new strategies and synthesize what they have read to complete a variety of tasks and projects.

**AEL410** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3004** | M, W 10:45am - 12:20pm | 1/30–3/20 | TBA |
| **3005** | M, W 7:45pm - 9:20pm | 1/30–3/20 | TBA |
| **3023** | M, W 10:45am - 12:20pm | 4/5–5/24 | TBA |
| **3024** | M, W 7:45pm - 9:20pm | 4/5–5/24 | TBA |

## WRITING

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### Writing 1

In this pre-academic course, you will work on improving your academic writing by developing your understanding of sentence grammar, pre-writing and editing skills, and organization of academic communication. This course will benefit you if you are interested in enrolling in a college credit course in the future, or if you are interested in improving your formal English for your profession. This course will require that you complete homework assignments and projects regularly for homework.

**AEL420** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3002** | Tu, Th 10:45am - 12:20pm | 1/31–3/21 | TBA |
| **3003** | Tu, Th 7:45pm - 9:20pm | 1/31–3/21 | TBA |
| **3025** | Tu, Th 10:45am - 12:20pm | 4/6–5/25 | TBA |
| **3026** | Tu, Th 7:45pm - 9:20pm | 4/6–5/25 | TBA |

### Writing 2

In this academic writing course, students will work on building their academic writing proficiency. Students will work on improving sentence-level grammar accuracy, pre-writing and editing strategies, paragraph writing, and be introduced to three-paragraph essays.

**AEL430** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3008** | Tu, Th 10:45am - 12:20pm | 1/31–3/21 | TBA |
| **3009** | Tu, Th 7:45pm - 9:20pm | 1/31–3/21 | TBA |
| **3027** | Tu, Th 10:45am - 12:20pm | 4/6–5/25 | TBA |
| **3028** | Tu, Th 7:45pm - 9:20pm | 4/6–5/25 | TBA |

## REAL AMERICAN ENGLISH

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### Real American English: Idioms Go to the Movies

Do you sometimes feel confused or frustrated when the English you see on TV or in the movies doesn't make sense to you? Do you wonder why people are laughing when you didn't understand that there was a joke? Then this course is perfect for you! This course is designed to help students learn common idioms that consist of phrasal verbs and expressions that can be confusing and frustrating for English language learners. Students will learn and practice real American English by learning useful idioms and expressions that are in a popular American film. Students will improve their English communication skills and watch a great movie too!

**AEL730** | **23.75 hours** | **$159** ($119 tuition + $40 fees) SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3018** | M, W 9am - 10:35am | 1/30–3/20 | TBA |
| **3019** | Tu, Th 9am - 10:35am | 1/31–3/21 | TBA |
| **3037** | M, W 9am - 10:35am | 4/5–5/24 | TBA |
| **3038** | Tu, Th 9am - 10:35am | 4/6–5/25 | TBA |

## WORKSHOPS

**Note:** These courses are not available for online registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### American English: Pronunciation Workshop

Are you interested in improving your English pronunciation? Join this Pronunciation Workshop and work on speaking more clearly as well as improving your listening comprehension of English. The workshop will require attendance and participation in a variety of whole-class, pair, and individual activities designed to help you speak more naturally and fluently!

**AEL500 | 8 hours | $49 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3048** | S 8:30am - 10:30am | 4/15–5/6 | TBA |

### American English: Rhythm & Stress Workshop

Do you regularly have to repeat yourself to be understood? Maybe your rhythm is off! In this workshop, students will learn to develop their understanding and usage of rhythm, stress, pitch, and intonation features leading to clearer speech. Students will engage in whole-group, paired, and individualized practice that will help them speak more clearly and improve their listening comprehension of implied meaning.

**AEL501 | 8 hours | $49 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3040** | M 6:30pm - 8:30pm | 2/13–3/6 | TBA |
| **3049** | S 11am - 1pm | 4/15–5/6 | TBA |

### English Verbs: Form and Function Workshop

Do you need more practice with English verb tenses? Students in this workshop will focus on reviewing the most frequently occurring tenses in English and further developing their accuracy in usage and comprehension of the temporal meanings connected to tense. Students in this course will work on reading, writing, listening, and speaking using the targeted verb tenses and begin to compare the different tenses and when to use them. The course is an excellent accompaniment to grammar and writing courses at FCC.

**AEL502 | 8 hours | $49 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3042** | S 8:30am - 10:30am | 2/11–3/4 | TBA |
| **3047** | F 9am - 11am | 4/14–5/5 | TBA |
| **3050** | M 6:30pm - 8:30pm<br>**No class 5/29.* | 5/15–6/12* | TBA |
| **3052** | S 8:30am - 10:30am | 6/3–6/24 | TBA |

### Fundamentals of Writing Workshop

Do you have a professional or academic goal that requires you to write in English. Do you need more support in your current ESL, English, GED®, or NEDP class? The Fundamentals of Writing Workshop is the class for you! This class is designed for students who are interested in developing their strategies of self-monitoring and editing in writing. This workshop provides students with the opportunity to work on goal-related and individualized writing projects with coaching and feedback given by the instructor on an ongoing basis. Workshops are appropriate for a broad range of abilities and goals and can be repeated multiple times.

**AEL503 | 8 hours | $49 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3043** | S 11am - 1pm | 2/11–3/4 | TBA |
| **3041** | F 9am - 11am | 2/17–3/10 | TBA |
| **3046** | M 6:30pm - 8:30pm | 4/10–5/1 | TBA |
| **3051** | F 9am - 11am | 5/19–6/9 | TBA |
| **3053** | S 11am - 1pm | 6/3–6/24 | TBA |

## TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) PREP COURSES

**Note:** Textbook not included. These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962 • ESL@frederick.edu

### TOEFL Prep: Reading

This TOEFL Prep Course focuses on Section 1: Reading of the TOEFL exam. Participants in this course will develop their strategies in reading comprehension, build academic vocabulary, and improve their ability to apply critical thinking skills to challenging academic texts in English for success on the TOEFL exam.

**AEL801 | 16 hours | $300 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3054** | M, W 8:30am - 10:30am | 4/10–5/3 | TBA |

### TOEFL Prep: Listening

This TOEFL Prep Course focuses on Section 2: Listening of the TOEFL exam. Participants in this course will develop their strategies in listening comprehension, build academic vocabulary, and improve their ability to determine main ideas, details, function, stance, inferences and overall organization of challenging academic conversations, lectures, and discussions in English for success on the TOEFL exam.

**AEL800 | 16 hours | $300 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3055** | Tu, Th 8:30am - 10:30am | 4/11–5/4 | TBA |

### TOEFL Prep: Speaking

This TOEFL Prep Course focuses on Section 3: Speaking of the TOEFL exam. Participants in this course will develop their strategies for responding to questions posed on the TOEFL exam. Students will develop their impromptu speaking skills, practice answering questions about reading passages and listening passages, and develop their ability to summarize information and present and support opinions in a timed format.

**AEL802 | 16 hours | $300 tuition** SW

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3044** | M, W 8:30am - 10:30am | 2/6–3/1 | TBA |
| **3056** | M, W 8:30am - 10:30am | 6/5–6/28 | TBA |

### TOEFL Prep: Writing

This TOEFL Prep Course focuses on Section 4: Writing of the TOEFL exam. Participants in this course will develop their timed writing strategies and skills. Students will practice responding to prompts related to the comparative task for academic reading and listening passages, and prompts related to the personal essay task.

**AEL803 | 16 hours | $300 tuition** SW

INSTRUCTOR: **CE Instructor**

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|---|---|---|---|
| **3045** | Tu, Th 8:30am - 10:30am | 2/7–3/2 | TBA |
| **3057** | Tu, Th 8:30am - 10:30am | 6/6–6/29 | TBA |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

**Online Course**
**SW Eligible for senior tuition waiver.**
**Eligible for disabled & retired tuition waiver.**
**See pages 52 & 53.**

# Personal Enrichment

## ARTS

### Voiceovers: Introduction – Online

Receive coaching in this one-on-one video chat setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. After class you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Check out the video at http://www.voicesforall.com/ooo to get a better sense of how the class works. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

**Note:** After you have registered, please email TaSmith@Frederick.edu or call 301.624.2820 to set up class.

**ONL561 | 1.5 hours | $49 fee**

INSTRUCTOR: **Voice Acting Training Company**

| | | |
|---|---|---|
| **3459** | Online | TBA |

### 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.

**ACR433 | 14 hours | $139** ($40 tuition + $99 fees) SW

INSTRUCTOR: **Dorothea Barrick**

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|---|---|---|---|
| **3526** | F 10am - 12pm<br>**No class 3/31, 4/14.* | 3/10–5/5* | FCC/F118 |

### Foundations Of Watercolor

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 fee**

INSTRUCTOR: **Jennifer Littleton**

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|---|---|---|---|
| **3458** | Th 6pm - 8:30pm | 4/6–5/25 | FCC/F118 |

## CULINARY CONNECTION

### NEW! Intro to Wine Appreciation – Guide to Understanding, Choosing, and Enjoying Wine

The course will serve up a rich mix of wine basics and practical advice on understanding, appreciating and tasting wine. You will learn the language of wine speak and how to get the most from a wine tasting experience. The last class will take place at a local winery or wine shop.

**Note:** Must be 21 to register. Student must provide own transportation to off-campus location.

**REC553 | 6 hours | $59 fee**

INSTRUCTOR: **Bob Rosensteel**

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|---|---|---|---|
| **3553** | Th 6pm - 8pm | 3/2–3/16 | FCC/E126A |

### NEW! Cheese 101

Calling all cheese lovers! This fun course is held on location at Crisafulis Cheese Shop in downtown Frederick. So, yes, there will be tastings! Learn about the types of milk used, seasonality of cheeses, raw milk cheese vs pasteurized cheese, cheese styles, how to slice cheese and how to build the perfect cheese plate.

**REC552 | 2 hours | $35 fee**

INSTRUCTOR: **Sharon Crisafulis**

| | | | |
|---|---|---|---|
| **3527** | Th 6:30pm - 8:30pm | 3/23 | Crisafulis Cheese Shop |

## AMERICAN SIGN LANGUAGE

### 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.

**FOR300 | 15 hours | $149** ($79 tuition + $70 fees) TL SW

INSTRUCTOR: **Martha Pugh**

| | | | |
|---|---|---|---|
| **3460** | M 6pm - 8:30pm | 2/6–3/13 | FCC/E125 |

### 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.

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

INSTRUCTOR: **Martha Pugh**

| | | | |
|---|---|---|---|
| **3461** | M 6pm - 8:30pm | 3/20–4/24 | FCC/E125 |

## FOREIGN LANGUAGES

### 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.

**FOR100 | 16 hours | $169** ($50 tuition + $119 fees) SW

INSTRUCTOR: **Josefa Hoch**

| | | | |
|---|---|---|---|
| **3474** | Tu, Th 6:30pm - 8:30pm | 1/24–2/16 | FCC/H248 |
| **3475** | Tu, Th 6:30pm - 8:30pm | 5/2–5/25 | FCC/H248 |

### Spanish Conversation/Communication, Intermediate

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.

**FOR101 | 16 hours | $169** ($50 tuition + $119 fees) SW

INSTRUCTOR: **Josefa Hoch**

| | | | |
|---|---|---|---|
| **3473** | Tu, Th 6:30pm - 8:30pm | 2/23–3/21 | FCC/H248 |

### 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 Conversation I or basic knowledge of Spanish. A textbook is used for Spanish Conversation – Beginners, Intermediate & Advanced.

**FOR111 | 16 hours | $169** ($50 tuition + $119 fees) SW

INSTRUCTOR: **Josefa Hoch**

| | | | |
|---|---|---|---|
| **3472** | Tu, Th 6:30pm - 8:30pm | 4/4–4/27 | FCC/H248 |

## FOREIGN LANGUAGES – ONLINE

### 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!

**ONL449 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3462** | Online | 1/18–2/24 |
| **3463** | Online | 2/15–3/24 |
| **3464** | Online | 3/15–4/21 |
| **3465** | Online | 4/12–5/19 |
| **3466** | Online | 5/17–6/23 |

### 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.

**ONL456 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3467** | Online | 1/18–2/24 |
| **3468** | Online | 2/15–3/24 |
| **3469** | Online | 3/15–4/21 |
| **3470** | Online | 4/12–5/19 |
| **3471** | Online | 5/17–6/23 |

### 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. ¡Qué Bueno!

**ONL451 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3476** | Online | 1/18–2/24 |
| **3477** | Online | 2/15–3/24 |
| **3478** | Online | 3/15–4/21 |
| **3479** | Online | 4/12–5/19 |
| **3480** | Online | 5/17–6/23 |

### 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.

**ONL452 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3481** | Online | 1/18–2/24 |
| **3482** | Online | 2/15–3/24 |
| **3483** | Online | 3/15–4/21 |
| **3484** | Online | 4/12–5/19 |
| **3485** | Online | 5/17–6/23 |

### 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!

**ONL454 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3486** | Online | 1/18–2/24 |
| **3487** | Online | 2/15–3/24 |
| **3488** | Online | 3/15–4/21 |
| **3489** | Online | 4/12–5/19 |
| **3490** | Online | 5/17–6/23 |

## TRAVEL TIPS

### NEW! Trips and Tips for Women Traveling Solo

There's a big world out there—but if you don't have a travel companion, what do you do? This class will teach you the benefits and concerns of traveling solo in a post 9/11 world. The course will cover how to plan a trip, pay for it, and share travel information with others. The course will include topics such as safety, eating alone, and meeting local people. You will even get some tips on great itineraries for women of all ages. Don't miss out on the great experience of traveling just because you have no one to travel with!

**REC551 | 6 hours | $59** ($19 tuition + $40 fees) SW

INSTRUCTOR: **Marcy Gouge**

| | | | |
|---|---|---|---|
| **3528** | Tu 7pm - 9pm | 1/17–1/31 | FCC/E125 |

## HEALTH AND NUTRITION

### 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**

| | | | |
|---|---|---|---|
| **3529** | Th 6:30pm - 7:30pm | 2/2–2/23 | FCC/D129 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

### NEW! Introduction to Mindful Eating

This five week course is designed to introduce participants to the ideas, principles and practices of Mindful Eating. Through hands-on exercises, meditation and lectures, participants will learn about and experience Mindful Eating first hand. Mindful Eating is a non-diet approach to healthy eating. It isn't about what foods to eat; it is about how to eat. This shift in perspective fosters an awareness of hunger and what the body wants and needs. By promoting body acceptance through a compassionate, non-judgmental approach to self-image, Mindful Eating using understanding and encouragement to create the environment for permanent, healthy eating modifications. Diets don't work—the vast majority of people who follow fad diets regain even more weight once they discontinue the diet. This course is designed to shift thinking away from diets to an awareness of our bodies, our environment and our food rules.

**HNU100** | **5 hours** | **$49** ($15 tuition + $34 fees) SW

INSTRUCTOR: **Adrienne Barbee**

**3530** F 12:30pm - 1:30pm 3/3–4/7* FCC/E104
**No class 3/31.*

## HISTORY AND CULTURES

### NEW! Egyptian Religion Through the Ages

The ancient Egyptian religion has always fascinated the mind. How did it develop and what connection does it have to the politics, economics, and landscape of Egypt? During this lively class you will explore the religion and religious architecture of ancient Egypt, from the Predynastic Period through the New Kingdom including the Amarna interlude and the heretic pharaoh Akenaton. Come ready to learn and to engage in discussion.

**HCS100** | **10 hours** | **$99** ($30 tuition + $69 fees) SW

INSTRUCTOR: **Lauren Lippiello**

**3524** Th 6pm - 8:30pm 2/2–2/23 FCC/E124A

### NEW! Introduction to Hieroglyphs

The word 'Hieroglyph' is actually made from two Greek words: 'hieros' which means holy, and 'glyphe' which means writing. So hieroglyph means 'holy writing'. In this course you will learn an introduction to the study of Middle Egyptian Hieroglyphs. Learn to recognize unilateral, bilateral, and trilateral signs and their transliterations, principles of grammar and syntax for non-verbal sentences. You will also be introduced to the ancient Egyptian culture and the history of the origin and development of Egyptian language.

**HCS102** | **10 hours** | **$99** ($30 tuition + $69 fees) SW

INSTRUCTOR: **Lauren Lippiello**

**3525** Th 6pm - 8:30pm 3/2–3/23 FCC/C119

### NEW! Frederick History Explorations: Prehistory of Frederick County

Documentary film-maker Chris Haugh bases this course on his documentary entitled "Monocacy: The pre-history of Frederick County, Maryland," taking students on a 1.2 billion year journey to better understand and appreciate the cataclysmic events that shaped our present day landscape. Explore the earliest life forms from marine organisms, dinosaurs to native-aboriginal man. Bite-sized portions of geology, meta-geography, biology, archeology, and anthropology will be introduced within a multi-media presentation of video excerpts, PowerPoint-lecture and touch object "show and tell."

**HCS101** | **6 hours** | **$69** ($20 tuition + $49 fees) SW

INSTRUCTOR: **Christopher Haugh**

**3533** M 6pm - 8pm 4/3–4/17 FCC/E124B

### NEW! The Secrets of Catoctin Mountain

Catoctin Mountain is best known because it is home to Camp David, the presidential retreat. That is just the tip of the iceberg, though. Learn the stories of the people and locations on Catoctin Mountain. Learn about the secret spy training camp located there during WWII and the county's largest moonshining operation during the Great Depression. From the 1700s to the 1960s, these stories will unveil the secrets of Catoctin Mountain.

**HCS103** | **6 hours** | **$89** ($30 tuition + $59 fees) SW

INSTRUCTOR: **James Rada**

**3523** Th 6:30pm - 8pm 4/6–4/27 TBA

## HOME & HOBBIES

### Gardening In Our Time and Place

Whether you want to grow vegetables or a beautiful sustainable garden, 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**

**3491** S 9am - 2pm 3/11 FCC/E124B

## PERSONAL FINANCE

### NEW! Script Your Future: Making Financial Decisions in Your 20's, 30's, 40's and Beyond

Life stages make a significant impact on how money is spent, saved and invested. Learn how the economic environment impacts finances and how to avoid common pitfalls. Develop personal financial goals and learn about the tools available to achieve them. Learn to prepare for the unexpected.

**FIN198** | **6 hours** | **$59** ($19 tuition + $40 fees) SW

INSTRUCTOR: **Paul Buck**

**3535** Tu, Th 7pm - 9pm 3/14–3/21 FCC/E106

# PHOTOGRAPHY

## 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.

**PHO100 | 6 hours | $89 fee**

INSTRUCTOR: **Robert McMillan**

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|---|---|---|---|
| **3537** | S 9am - 3:30pm | 2/4 | FCC/B105 |

## 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 and a fully charged battery, a clean memory card, your camera's manual, and a bagged lunch to class.

**PHO102 | 6 hours | $89 fee**

INSTRUCTOR: **Cam Miller**

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| **3543** | S 9am - 3:30pm | 4/8 | FCC/B105 |

## Introduction 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.

**PHO103 | 6 hours | $89** ($29 tuition + $60 fees) SW

INSTRUCTOR: **Robert McMillan**

| | | | |
|---|---|---|---|
| **3544** | S 9am - 3:30pm | 2/11 | FCC/B105 |

## 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.

**PHO101 | 6 hours | $89 fee**

INSTRUCTOR: **Cam Miller**

| | | | |
|---|---|---|---|
| **3539** | S 9am - 3:30pm | 5/20 | FCC/B105 |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

## Photoshop, Introduction

This class will familiarize students with the basics Photoshop tools and commands that allow them to properly adjust lightness, 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.

**PHO105 | 12 hours | $119** ($29 tuition + $90 fees) TL SW

INSTRUCTOR: **Vicky Nuttall**

| | | | |
|---|---|---|---|
| **3548** | M, W 6pm - 9pm | 2/27–3/8 | FCC/L116 |

## NEW! Lightroom 90%, Photoshop 10%

Students will learn to use the Adobe Creative Cloud Versions of Lightroom and Photoshop to maximize both their photo organizing and editing potential, using their own photos on their own laptops. The majority of the work will be done in Lightroom with Photoshop used as a supplementary tool. Students are required to being a laptop with Lightroom and Photoshop already installed prior to the first day of class. The instructor may contact you one week prior to the start of the class to discuss any issues with the software.

**PHO104 | 18 hours | $179** ($54 tuition + $125 fees) SW

INSTRUCTOR: **Cam Miller**

| | | | |
|---|---|---|---|
| **3456** | M 6pm - 9pm | 3/13–4/17 | FCC/L116 |

## Secrets of Better Photography

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.

**ONL153 | 24 hours | $119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3492** | Online | 1/18–2/24 |
| **3493** | Online | 2/15–3/24 |
| **3494** | Online | 3/15–4/21 |
| **3495** | Online | 4/12–5/19 |
| **3496** | Online | 5/17–6/23 |

# TECHNOLOGY BASICS

## Video Game Design

Video games are an emerging art form that combines writing, cinematography, painting and programming into one medium. Have you ever thought about designing your own video game? In this course you will work with the same software used to create some of the biggest selling and highest rated games on the market today. Students will become proficient at using the major tools in Unreal Engine 4. Learn how to navigate the game design software as well as use drag and drop programming known as blueprinting.

**TEC160 | 15 hours | $139** ($40 tuition + $99 fees) SW

INSTRUCTOR: **Nicholas Pingatore**

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|---|---|---|---|
| **3552** | W 6pm - 9pm | 2/1–3/1 | FCC/E107 |

# THE WRITER'S INSTITUTE

## NEW! Non-Fiction Book Success!

You have got a great idea for a nonfiction book—now you're ready to flesh out your idea and make sure it's properly positioned in the commercial marketplace. In this hands-on workshop, you'll have an opportunity to structure your book, build a marketing plan, craft the main parts of your proposal, and get feedback on your writing. Whether your project belongs in how-to, self-help, memoirs, or any other commercial nonfiction category, we'll equip you with the knowledge to find the right publisher, land a contract, and make your book a success!

**ENG228** | **18 hours** | **$179** ($54 tuition + $125 fees) SW

INSTRUCTOR: **Julie Castillo**

| | | | |
|---|---|---|---|
| **3551** | W 6pm - 9pm | 1/11–2/15 | FCC/L106 |

## 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) SW

INSTRUCTOR: **James Rada**

| | | | |
|---|---|---|---|
| **3513** | M 6pm - 8pm | 2/13–2/27 | FCC/L112 |

## 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** | **$59** ($19 tuition + $40 fees) SW

INSTRUCTOR: **Arlene Karidis**

| | | | |
|---|---|---|---|
| **3514** | Tu 6pm - 8pm | 2/14–2/28 | FCC/E125 |

## Beginner's Guide to Freelance Writing

Take your writing to a different level. This class will show you how to get started as a freelance writer taking on web and magazine articles, press releases, advertising copy and more. Find out how to identify the clients who need writers and approach them in a way that will increase your chances. Learn the differences between articles, press releases and advertisements and which type best fits your writing styles. Learn tips to get editors to come to you with work and increasing the number of projects you get. This is a great way to get practice your writing and possibly get published.

**ENG218** | **6 hours** | **$79** ($30 tuition + $49 fees) SW

INSTRUCTOR: **James Rada**

| | | | |
|---|---|---|---|
| **3497** | W 6pm - 8pm | 4/5–4/19 | FCC/E124B |

**ONL Note:** There are multiple sections available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

## Beginning Writer's Workshop

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.

**ONL469** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3498** | Online | 1/18–2/24 |
| **3499** | Online | 2/15–3/24 |
| **3500** | Online | 3/15–4/21 |
| **3501** | Online | 4/12–5/19 |
| **3502** | Online | 5/17–6/23 |

## Mystery Writing

This course will teach you the techniques you need to know if you want to become a best-selling mystery author. Mystery Writing begins by introducing the four story types and then explains how they relate to mysteries. It then reveals the three-act story structure, which is any story's key to success. Next, it shows you how to propel the action forward to a climax, followed by a catharsis in which your readers feel the release of tension that accompanies a great finish. And you'll write a complete scene from your story and learn the internal structure that makes every scene feel right. Finally, you'll delve into the special techniques that apply to mysteries, including crime scene description, MacGuffins, and the use of red herrings to misdirect your readers and create suspense. Follow the guidelines taught in this course, and you'll be well on your way to writing a successful mystery of your very own!

**ONL471** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3508** | Online | 1/18–2/24 |
| **3509** | Online | 2/15–3/24 |
| **3510** | Online | 3/15–4/21 |
| **3511** | Online | 4/12–5/19 |
| **3512** | Online | 5/17–6/23 |

## How to Make Money From Your Writing

Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here. In just six weeks, you will learn secrets, methods, and tips to help you generate income with your writing. You'll explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. You will also get facts on ghostwriting, collaboration, writing for the Web, and writing for new technologies, copywriting, article and essay writing, and novel and nonfiction book writing, plus tips for finding publishers and agents.

**ONL475** | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| | | |
|---|---|---|
| **3503** | Online | 1/18–2/24 |
| **3504** | Online | 2/15–3/24 |
| **3505** | Online | 3/15–4/21 |
| **3506** | Online | 4/12–5/19 |
| **3507** | Online | 5/17–6/23 |

# Music for Enrichment

**One-Hour Sessions: 13 hrs., Fee: $676**
**45-Minute Sessions: 9.75 hrs., Fee: $533**
**30-Minute Sessions: 6.5 hrs., Fee: $364**

The benefits of learning to play an instrument extend far beyond the classroom to include improved academic performance and increased social skills. Highly qualified teachers offer individual instruction to beginning, intermediate and professional musicians as well as two unique performance opportunities with experienced accompanists. Classes start Monday, February 6 and end Monday, May 8. Last day to register is Friday, February 10. To register for sessions go to frederick.edu/QuickEnroll.

**Cello**
Adam Gonzalez, 301.219.4826

**Clarinet/Saxophone**
Laura Armstrong, 443.615.1529

**Flute**
Jennifer Rundlett, 301.663.8213

**Guitar**
Mark Edwards, 334.538.0254
Michael Raitzyk, 410.243.5826

**Horn**
Jonathan Cresci, 410.823.6451

**Percussion**
Greg Herron, 410.663.9329

**Piano**
Alice Lee, 703.327.1535
Bob Sykes, 301.518.5926
John Wickelgren, 301.668.0355
Lynn Stainiger, 240.405.7382
Pat Franz, 301.663.6197
Suk–Yi Hyun, 240.421.7188
William Loy, 301.791.7730

**String Bass**
Lynn Fleming, 301.922.0398

**Trombone/Tuba/Euphonium**
Aaron Lovely, 703.401.8971

**Trumpet**
Jonathan Cresci, 410.823.6451

**Violin/Viola**
Fred Wilcox, 240.504.6974
Maryory Serrano, 540.664.4068

**Voice**
Lynn Stainiger, 240.405.7382
Mary Gresock, 301.879.2069
Paula Chipman, 301.846.2566
Sterling Scroggins, 301.846.2419
William Loy, 301.991.3354

## Individual Jazz Studies

**Clarinet**
Anita Thomas, 301.302.5945

**Piano**
Bob Sykes, 301.518.5926

**Saxophone**
Howard Burns, 301.788.3274

**Guitar**
Michael Raitzyk, 410.243.5826

Please contact instructors for availability and scheduling.

*Notes: Lessons are designed for ages 6 through adult; students under age 6 may study with permission of instructor. Students supply practice instruments.*

# FCC Music Ensembles

## JOIN AN ENSEMBLE

Participating in an ensemble is a unique and valuable opportunity. Using and expanding upon techniques learned in private lessons, players of all ages gain a special sense of motivation, camaraderie, and accomplishment while preparing for and then performing in an on-campus community concert.

### FCC Jazz Ensemble

Join FCC's Jazz Ensemble and perform the best in big-band jazz. (Some prior experience in ensemble playing necessary.) Guest artists jam with the group and outside engagements bring additional chances to perform.

**MUS100 | 32.5 hours | $159 fee**

INSTRUCTOR: **Howard Burns**

**3443** W 7:45–10:10pm 2/8–5/10* FCC/F109
**No class 3/29.*

### FCC Flute Ensemble

An FCC favorite, this ensemble has been producing memorable concerts for over 15 years. This group enjoys playing a variety of styles from classical favorites to jazz and world folk music, incorporating a full range of voices from piccolo to alto and bass flutes. Join us, as we celebrate our flute community. The class is open to both young musicians and adults at intermediate to advanced levels.

**MUS118 | 19.5 hours | $145 fee**

INSTRUCTOR: **Jennifer Rundlett**

**3440** W 7:45–9:15pm 2/8–5/10* FCC/F105
**No class 3/29.*

### FCC Wind Ensemble

Join FCC 's Wind Ensemble and play great original concert band music by leading composers, and transcriptions of classics and standards. The class is open to college and community players with previous experience in high school or college/ university bands, and to high school band players, with the director's permission. Solo opportunities are available to qualified players. Even if you haven't played recently, join the band and improve along with us!

**MUS123 | 32.5 hours | $159 fee**

INSTRUCTOR: **Aaron Lovely**

3445 W 6:30–9pm 2/8–5/10* FCC/F145
**No class 3/29.*

### FCC Percussion Ensemble

FCC's Percussion Ensemble takes full advantage of FCC's Percussion Studio and its vast array of instruments. The Ensemble is open to all musicians with a love of percussion. In addition to performing standard percussion repertoire and transcriptions of rock, jazz, and popular music, the group explores percussion music from around the world. Ability to read music required. Previous ensemble experience on drums, keyboard, or auxiliary percussion recommended, but not required.

**MUS126 | 19.5 hours | $145 fee**

INSTRUCTOR: **Gregory Herron**

**3332** M 6:30–8pm 2/6–5/19 FCC/F146

### 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 duets, trios, quartets, and larger groups. This course is designed for students with some note reading experience, playing in first position, and reading basic rhythmic patterns. Students must provide their own instrument.

**MUS131 | 19.5 hours | $145 fee**

INSTRUCTOR: **Mark Edwards**

**3449** F 5:30–7pm 2/10–5/12* FCC/F109
**No class 3/31.*

### 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. Prior participation in a music ensemble (choir or instrumental group) is required; music reading skills are also required, especially the ability to count and read rhythms. The group will explore several bell and choir chime techniques through a wide variety of music from different time periods. Performance in on campus recital and other appearances in the community.

**MUS132 | 19.5 hours | $145 fee**

INSTRUCTOR: **Barbara Scheffter**

**3441** W 5:30–7:00pm 2/8–5/10* FCC/F105
**No class 3/29.*

### 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 application on your instrument. All instrumentalists welcome—any instrument you like to groove on!

**MUS133 | 26 hours | $159 fee**

INSTRUCTOR: **Anita Thomas**

**3331** M 7:30–9:30pm 2/6–5/8* FCC/F145
**No class 3/27.*

### 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. All instrumentalists welcome—any instrument you like to groove on!

**MUS134 | 26 hours | $159 fee**

INSTRUCTOR: **Anita Thomas**

**3330** M 5–7pm 2/6–5/8* FCC/F145
**No class 3/27.*

# 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. Limited enrollment to ensure small student to teacher ratio.

**EDP145 | 8 hours | $149 fee**

INSTRUCTOR: **Anamaria Prensky**

| | | | |
|---|---|---|---|
| **3384** | M, W 4pm - 6pm | 2/20–3/1 | FCC/C212 |
| **3385** | Tu, Th 4pm - 6pm | 2/21–3/2 | FCC/H251 |
| **3386** | M, W 4pm - 6pm | 4/17–4/26 | FCC/C212 |
| **3387** | Tu, Th 4pm - 6pm | 4/18–4/27 | FCC/H251 |
| **3388** | M, W 4pm - 6pm | 5/15–5/24 | FCC/C212 |
| **3389** | Tu, Th 4pm - 6pm | 5/16–5/25 | FCC/H251 |

### 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. Limited enrollment to ensure small student to teacher ratio.

**EDP146 | 8 hours | $149 fee**

INSTRUCTOR: **Chanin Storm**

| | | | |
|---|---|---|---|
| **3451** | M, W 6:15pm - 8:15pm | 2/20–3/1 | FCC/C212 |
| **3452** | Tu, Th 6:15pm - 8:15pm | 2/21–3/2 | FCC/H261 |
| **3453** | M, W 6:15pm - 8:15pm | 4/17–4/26 | FCC/C212 |
| **3454** | Tu, Th 6:15pm - 8:15pm | 4/18–4/27 | FCC/H261 |
| **3455** | M, W 6:15pm - 8:15pm | 5/15–5/24 | FCC/C212 |
| **3456** | Tu, Th 6:15pm - 8:15pm | 5/16–5/25 | FCC/H261 |

### Study Skills and Test Taking Strategies for High School Students

Studying and a good night's sleep are only a part of getting good results on an exam. In this class, students will explore different strategies and techniques that will enable them to score well on essay, multiple choice, quantitative/math, true/false or open book. Note taking tips, how to reduce anxiety, study skills and tips, and last minute topic review (cramming techniques) will be covered. Slow down, breathe deep, and take this class. It is designed to help students learn study skills that will provide them with the necessary skills to be successful in high school and college.

**EDP147 | 8 hours | $99 fee**

INSTRUCTOR: **CE Instructor**

| | | | |
|---|---|---|---|
| **3382** | Tu, Th 6pm - 8pm | 1/31–2/9 | FCC/H251 |

### 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: **CE Instructor**

| | | | |
|---|---|---|---|
| **3383** | M, W 6pm - 8pm | 1/30–2/8 | FCC/C212 |

Kids On Campus TEENS ON-CAMPUS

## Youth Program Guidelines

### Emergency Contact Form

Required for all courses and must be completed before a child can participate in a program, this form is completed online as a part of the registration process. If, for any reason a form is not on file for your child, one will be provided at the beginning of the first day of class to be completed and signed by an authorized guardian.

### CLASSES: Pick Up/Drop Off Procedures

Students may be signed in and dropped off no more than 10 minutes before class begins. Students must be picked up promptly at the end of class.

### Students ages 4 to 12

- Children must be signed in and out from their classroom by an authorized adult.
- The college will only release your child to those listed as "authorized" on the Parental Consent Agreement.

### Teen Students age 13 and over

- With a signed Pick-Up Authorization Form on file, teens may sign themselves out.
- Pick-Up Authorization Forms are available by contacting Kidsoncampus@frederick.edu or calling 301.846.2661.
- Without a signed Pick-up Authorization Form on file, teens must be signed out of class by an authorized adult.

### Marketing/Campus Photography

As Frederick Community College is a public institution, students, employees and visitors may be photographed and appear in marketing materials without prior permission. To that degree, children may be photographed or videotaped while at FCC. If you wish to have your child(ren) excluded from these activities, please indicate this request on the KOC/TOC Emergency Contact Form.

# HOMESCHOOL ENRICHMENT

## ARTS

### NEW! American Folk Art for Homeschool Students

From tin punch to quilt patterns, barn hex signs to Colonial weather vanes, it is time to discover folk art! Students will discover a variety of aspects of folk art, including its historical beginnings in America, patriotic symbolism as well as functional decorative items. Using painting, design and drawing skills, create representations of this beloved art form from Colonial to Civil War times.

**AGES 10–14**

**HSE205 | 12 hours | $119 fee**

INSTRUCTOR: **Jeanne McDermott**

**3313** F 12pm - 2pm 1/13–2/17 FCC/F131

### NEW! Illustrated Art History for Homeschool Students

This class is sure to inspire as you learn about famous artists and art movements throughout history. Starting with ancient cave paintings and traveling through history, discover Greek and Roman structures, Egyptian cartouche designs, Celtic spiral prints, medieval castles and coats of arms, French Impressionism and Spanish abstract art. Students will design, draw and paint projects that portray these time periods and cultures. At the end of class, students will take home a portfolio that reflects examples of historical art.

**AGES 12–16**

**HSE206 | 12 hours | $119 fee**

INSTRUCTOR: **Jeanne McDermott**

**3359** F 12pm - 2pm 3/3–4/14* FCC/F131
**No class 3/31.*

## HISTORY, LITERATURE, WRITING & LANGUAGE

### NEW! Colonial America: History and Literature for Homeschool

This unit focuses on the early years of American settlement prior to the Revolutionary War. From Roanoke to the eve of revolution, the class will explore the life and times of the 13 colonies. Participants should be prepared to read two middle grade historic fiction novels independently. Class will include book discussion and a mix of complementary activities. For information and book title, please contact instructor at abarbee@frederick.edu. Additional materials will be provided.

**AGES 11–15**

**HSE353 | 12 hours | $119 fee**

INSTRUCTOR: **Adrienne Barbee**

**3314** F 10am - 12pm 1/13–2/17 FCC/E125

### Creative Writing for Homeschool Students

Spark your creative fire as you discover the science of how the brain reacts to stories, how to hook readers from the very first page and how to keep them enthralled long past the end of the story. While exploring short stories, poetry and creative non-fiction, learn tricks to mastering the essentials of good story composition. Through games and activities, explore great writing fundamentals such as premise, character, theme, inner and outer conflict, and outline. Weave these together with elements of style and form, fundamental vocabulary and basic skills and you'll create the perfect masterpiece.

**AGES 9–14**

**HSE110 | 12 hours | $119 fee**

INSTRUCTOR: **Jay Wilcox**

**3315** F 2pm - 4pm 3/10–4/21* FCC/E125
**No class 3/31.*

### Fall in Love with Shakespeare: A Midsummer Night's Dream

Maybe you think the old-fashioned language is boring, or too hard, or just plain stupid. Maybe you don't see any relevance to modern life in the wacky doings of some fusty old Englishman's fictional goofballs. Surprise! Let Suz introduce you to the Bard and his works, which are just as vibrantly alive, thrilling, exciting, horrifying, surprising and hysterically funny as they were to their original Elizabethan audiences. Meet a royal court of Faeries, an ancient Greek hero and a sweetly endearing group of dimwits, not to mention a quartet of love-struck teenagers, all stumbling about the woods on a moonlit midsummer night. You will come away utterly enchanted.

**AGES 13–16**

**HSE184 | 9 hours | $99 fee**

INSTRUCTOR: **Suzanne Thackston**

**3355** F 10:30am - 12pm 3/17–4/28* FCC/E104
**No class 3/31.*

### NEW! Revolutionary War: History and Literature for Homeschool

This unit focuses on the Revolutionary War. A tumultuous time period, the class will look at the birth of our nation. Participants should be prepared to read two middle grade historic fiction novels independently. Class will include book discussion and a mix of complementary activities. For information and book title, please contact instructor at abarbee@frederick.edu. Additional materials will be provided.

**AGES 11–15**

**HSE354 | 12 hours | $119 fee**

INSTRUCTOR: **Adrienne Barbee**

**3360** F 10am - 12pm 3/3–4/14* FCC/E125
**No class 3/31.*

## SCIENCE & MATH

### NEW! Dissection Science for Homeschool Students

Discover the exciting world of dissection. Students will perform both hands-on and virtual dissections in order to learn the various techniques of dissection, as well as learn the anatomy of different large-size animals. Students will dissect the following specimens: frog, perch, crayfish, grasshopper, earthworm, clam and starfish. Fees include tools and specimens for dissection.

**AGES 13–17**

**HSE303 | 12 hours | $139 fee**

INSTRUCTOR: **Lisa Duckworth**

**3316** F 1:30pm - 3:30pm 1/13–2/17 FCC/C237

### High School Chemistry for Homeschool Students – Part C

Must be currently taking or have completed Algebra 1. This course will provide an overview of the basics needed to provide depth of understanding in chemistry. The course is divided into nine week trimesters, Parts A, B and C. Combined, the trimesters are intended to provide the student with a full year of credit in high school chemistry. Each class will meet for three hours per day. Part C will cover the following units: Atomic Theory & Structure; Chemical Binding; Gas Law; Electrochemistry. The course will consist of lecture, laboratory work in a chemistry lab equipped with gas jets and a fume hood, class activities and required homework. Students are expected to complete all assignments and be prepared for class each week. Attendance in class is extremely important and it is the student's responsibility to make up any missed work. Access to a computer outside of class is necessary for online classroom accessibility. Students will receive grades and will be based on the following: Labs and Minilabs 50%, Quizzes and Tests 25%, Classwork and Homework 25%. Required Text: Prentice Hall Chemistry by Antony C. Wilbraham,2005 edition ISBN: 0131152629. Required Lab Manual: Prentice Hall Chemistry by Antony C. Wilbraham ISBN: 0131903594. Required: Lab Apron and Goggles; All students must wear closed toe shoes to class.

**AGES 15–17**

**HSE302 | 27 hours | $212 fee**

INSTRUCTOR: **Lisa Duckworth**

**3358** F 9am - 12pm 3/10–5/12* FCC/C237
**No class 3/31.*

### NEW! Science Art for Homeschool Students

Students will discover science through art and art through science as they explore basic science concepts while creating amazing art projects. Projects include Pendulum Painting, Marbleizing Paper with Shaving Cream, the Science of Color Chromatography and Tie Dye, and Explosive Art.

**AGES 7–9**

**HSE304 | 6 hours | $75 fee**

INSTRUCTOR: **Lisa Duckworth**

**3361** F 1:30pm - 3:30pm 3/10–3/24 FCC/C237

### NEW! Fairy Tale STEM for Homeschool Students

Students will design and create engineering and building projects based on fairy tale themed problems. Build a parachute to help Jack escape the giant, construct a toothpick house for the Three Little Pigs, design a wind-powered coach for Cinderella to get to the ball and create a raft for the Billy Goats Gruff to cross the river.

**AGES 7–9**

**HSE305 | 8 hours | $89 fee**

INSTRUCTOR: **Lisa Duckworth**

**3317** F 1:30pm - 3:30pm 4/7–4/28 FCC/C237

## SATURDAY YOUTH CLASSES

### 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**

**YOS249 | 12 hours | $109 fee**

INSTRUCTOR: **Deborah Parsons**

**3312** S 9am - 12pm 2/4–2/25 FCC/E106

### NEW! Design and Sew: Tote-ally Cool Tote Bags

Using your imagination, colorful fabrics and basic sewing skills, design and create tote bags that will have your friends and family calling you an old sew-&-sew…and you'll love it! Basic sewing skills and previous sewing machine experience are encouraged.

**AGES 8–12**

**YOS250 | 6 hours | $59 fee**

INSTRUCTOR: **Deborah Parsons**

**3363** S 9am - 12pm 5/6–5/13 FCC/E106

### T-Shirt Transformations

Re-use, restyle and re-love your old and worn T-shirts when you transform them into wonderful additions to your wardrobe or home. We will provide an assortment of T-shirts but feel free to bring your own as well. Once more with feeling!

**AGES 8–12**

**YOS251 | 6 hours | $59 fee**

INSTRUCTOR: **Deborah Parsons**

**3378** S 9am - 12pm 3/18–3/25 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**

**YOS635 | 6.5 hours | $75 fee**

INSTRUCTOR: **Justin Gruber**

| | | | |
|---|---|---|---|
| **3375** | S 9am - 4pm | 2/4 | FCC/E124B |
| **3372** | S 9am - 4pm | 3/4 | FCC/E124A |

### 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**

**YOS642 | 15 hours | $139 fee**

INSTRUCTOR: **Nicholas Pingatore**

| | | | |
|---|---|---|---|
| **3366** | S 9am - 12pm | 1/21–2/18 | FCC/E123 |

### Video Game Design II: Blueprinting

This is a continuation of the Video Game Design I course. Students will expand upon their knowledge of video game design through the use of drag and drop coding known as blueprinting. Learn how to program levels and characters as well as learn advanced features within the game engine. Students should be proficient with the techniques taught in Video Game Design I: Level Design.

**AGES 9–14**

**YOS511 | 15 hours | $139 fee**

INSTRUCTOR: **Michael Moss**

| | | | |
|---|---|---|---|
| **3380** | S 9am - 12pm | 1/21–2/18 | FCC/E107 |

### NEW! 3-D Modeling: Digital Art on the Computer

(Ages 8-12) Explore a new dimension of creativity when you enter the world of 3-D modeling. Using current market software, students will render and digitally model objects in a 3-D space and build 3-D digital artwork for use in animation and video game design.

**AGES 8–12**

**YOS105 | 15 hours | $139 fee**

INSTRUCTOR: **Nicholas Pingatore**

| | | | |
|---|---|---|---|
| **3379** | S 9am - 12pm | 3/4–4/8* | FCC/E107 |

**No class 4/1.*

### Minecraft: Architecture – Seven Wonders Of The World

Combining the open world of Minecraft and the versatility of Lego, students will learn about various types of architectural wonder. From the Great Wall of China to the Empire State Building, students will study about the architects who helped to create these masterpieces of craftsmanship and then build their own. Students will begin by exploring building designs and then use the computer to recreate them using Minecraft and Legos. Combining what they have learned with their imaginations, they will create their own architectural marvels, focusing on their own Wonder of the World.

**AGES 7–11**

**YOS634 | 15 hours | $139 fee**

INSTRUCTOR: **Michael Moss**

| | | | |
|---|---|---|---|
| **3381** | S 9am - 12pm | 3/4–4/8* | FCC/E108 |

**No class 4/1.*

## KIDS 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.

**AGES 4–5**

**KOC135 | 4 hours | $105 fee**

INSTRUCTOR: **Skate Frederick**

| | | | |
|---|---|---|---|
| **3415** | W 5:30pm - 6pm | 1/11–3/1 | Skate Frederick |
| **3421** | S 9:30am - 10am | 1/14–3/4 | Skate Frederick |
| **3429** | W 5:30pm - 6pm | 3/8–4/26 | Skate Frederick |
| **3446** | S 9:30am - 10am | 3/11–4/29 | Skate Frederick |

**AGES 6-7**

| | | | |
|---|---|---|---|
| **3417** | W 5:30pm - 6pm | 1/11–3/1 | Skate Frederick |
| **3424** | S 9:30am - 10am | 1/14–3/4 | Skate Frederick |
| **3442** | W 5:30pm - 6pm | 3/8–4/26 | Skate Frederick |
| **3448** | S 9:30am - 10am | 3/11–4/29 | Skate Frederick |

**AGES 8+**

| | | | |
|---|---|---|---|
| **3418** | W 6pm - 6:30pm | 1/11–3/1 | Skate Frederick |
| **3427** | S 10am - 10:30am | 1/14–3/4 | Skate Frederick |
| **3444** | W 6pm - 6:30pm | 3/8–4/26 | Skate Frederick |
| **3450** | S 10am - 10:30am | 3/11–4/29 | Skate Frederick |

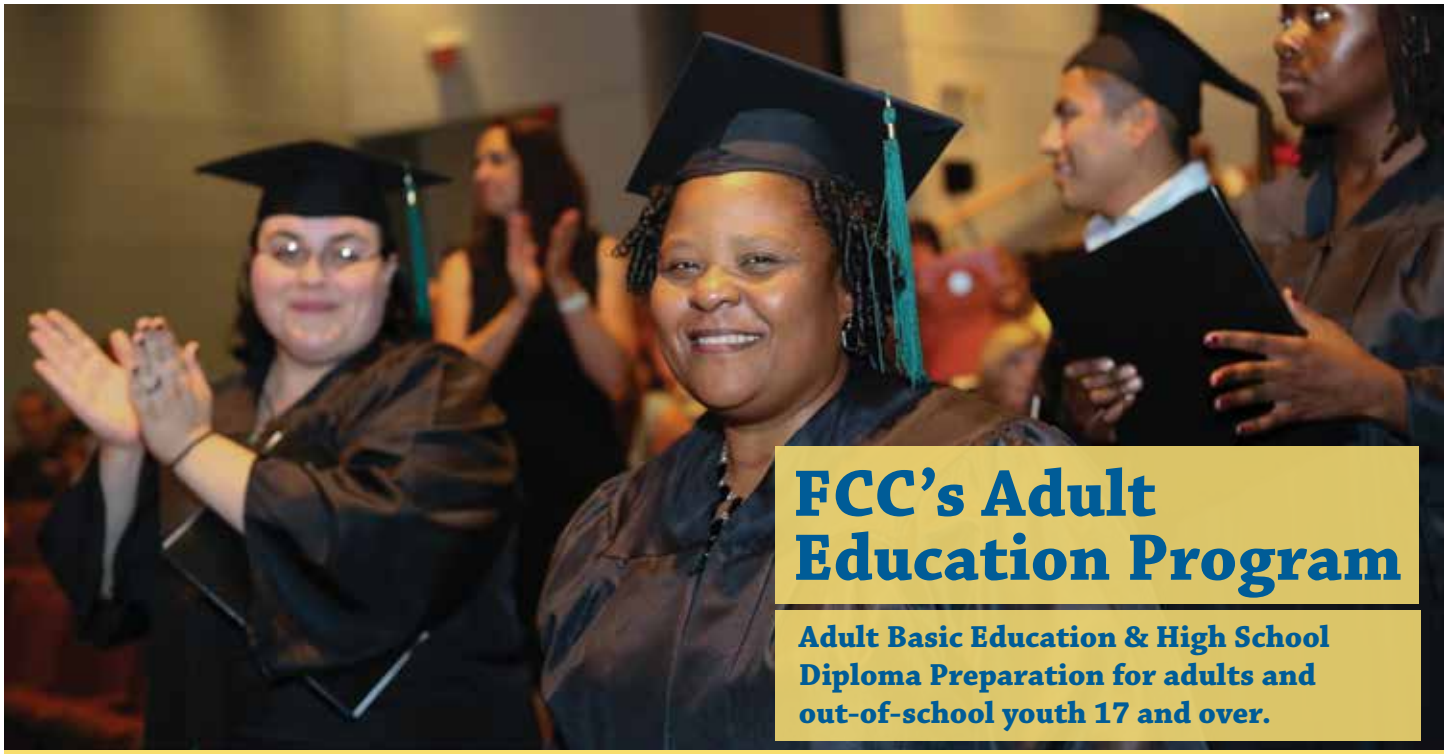
# When FCPS is closed, FCC Kids on Campus is open!

## January 23 • February 20-21 • April 18-21

Create, build, and race LEGO® robots, design a custom video game, or dive in to creative arts classes at FCC. Designed especially for children ages 7-11, Kids on Campus programs offer exciting hands-on learning in a safe, educational environment. Morning (8:30am-12pm) and afternoon (1-4:30pm) classes are available. Add Lunch Bunch (12-1pm) for a full day of fun.

**Frederick.edu/QuickEnroll**

**Karen Freeman • Program Manager • kfreeman@frederick.edu • 301.846.2661**



# FCC's Adult Education Program

**Adult Basic Education & High School Diploma Preparation for adults and out-of-school youth 17 and over.**

## 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

Take the first step by attending a free high school diploma orientation session.

| Date | Time | Location |
|---|---|---|
| 1/2/17 | 6:30pm | FCC, E124A |
| 1/4/17 | 9am | FCC, E124B |
| 1/10/17 | 6:30pm | FCC, E124A |
| 2/4/17 | 8am | FCC, A102D |
| 2/22/17 | 9am | FCC, B215 |
| 3/2/17 | 6:30pm | FCC, E124A |
| 3/3/17 | 9am | FCC, E124B |
| 3/6/17 | 6:30pm | FCC, E124A |
| 4/4/17 | 9am | FCC, E124B |
| 4/5/17 | 6:30pm | FCC, E126B |
| 4/6/17 | 6:30pm | FCC, E126B |

**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 8:30am - 8:00pm
Friday 8:30am - 4:30pm

# 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!**

## 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.

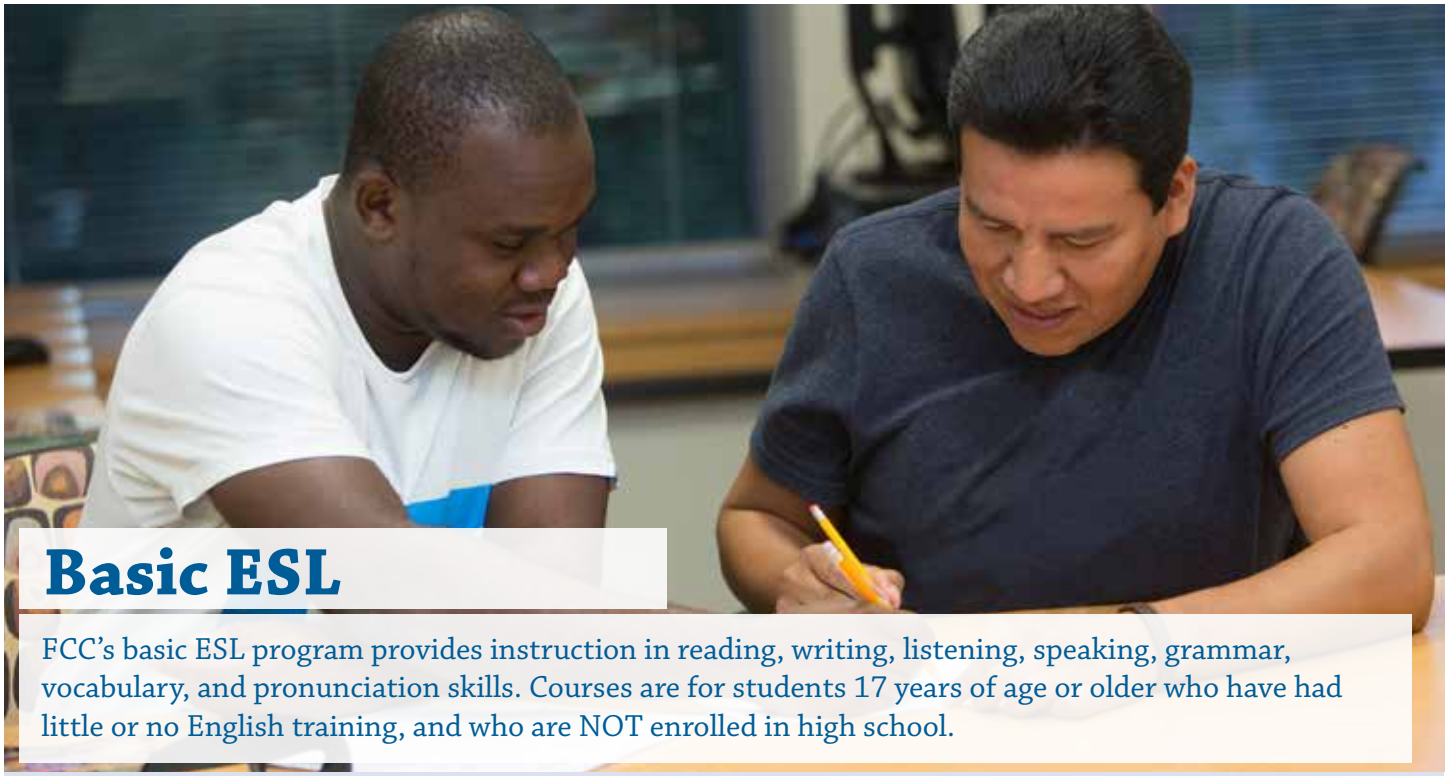
## Targeted ESL

- 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 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.

## 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

New classes begin about every 10 weeks. All Basic ESL classes are free.

### Contact Us

Basic ESL
Adult Education
240.629.7962
adulted@frederick.edu

## Orientation Schedule

Take the first step by attending a free orientation session.

| Date | Time | Location |
|---|---|---|
| 1/3/17 | 9am | FCC/E107 |
| 1/4/17 | 6:30pm | FCC/L115 |
| 1/5/17 | 6:30am | Frederick High School |
| 1/7/17 | 9am | FCC/E108 |
| 1/30/17 | 6:30pm | Frederick High School |
| 2/1/17 | 9am | FCC/E108 |
| 2/4/17 | 9am | FCC/H250 |
| 2/6/17 | 6:30pm | Frederick High School |
| 2/7/17 | 6:30pm | FCC/H261 |
| 2/13/17 | 6:30pm | Frederick High School |
| 2/16/17 | 9am | FCC/C209 |
| 2/22/17 | 6:30pm | FCC/E109 |
| 4/5/17 | 9am | FCC/E107 |
| 4/6/17 | 6:30pm | FCC/H261 |
| 4/11/17 | 9am | FCC/C209 |
| 4/12/17 | 6:30pm | FCC/L115 |

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.)

## REGISTER ONLINE

### Frederick.edu/QuickEnroll

- **Sign In** or create a new student profile*
- **Browse** by category or use the search feature. Click on class titles for descriptions and details.
- **Register** by clicking "Add to Cart", then "View Cart" and select "Check Out" to submit payment. Two separate emails will then confirm payment has been received and registration is complete.
- **Online Classes** After registering for an online class, a third communication will arrive (up to 48 hours prior to the class start date) with details and steps to access your online classroom.

### Important Notes

- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- To pay for classes by cash, check, or money order, please register in person in our new Registration Office in the Conference Center.

**If you registered for a class since June 2014, an online profile is reserved in your name. Please do not create a new profile and call 301.624.2888 to complete the set-up process. Thank you.*

## REGISTER IN PERSON

### CEWD Registration Office - Conference Center - E Building

The Continuing Education & Workforce Development Registration Office is located in the Conference Center (E-113). Visit us for assistance with online registration and to register in person.

M-Th 8:30am - 7pm • F 8:30am - 4:30pm
301.624.2888 • CEInfo@Frederick.edu

*Please continue to visit Jefferson Hall (J Building) for student services including Admissions, Counseling & Advising, and Financial Aid. Learn more at frederick.edu (keyword: admissions).*

## FEES

**Registration Fee** - An $8 one-time-per-year, non-refundable registration fee is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

### Out-of-County Tuition

**Tuition** - Maryland students residing outside of Frederick County are charged an additional $5 per class. Non-Maryland residents are charged an additional $10 per class.

## REGISTER FOR ONLINE CLASSES

Continuing Education & 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 courses below 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.

- AutoCAD: DRF104, DRF124
- Building Trades: ELC167, ELC168 , ELC166, ELC169, HVC121, HVC126, HVC128, HVC127
- Business: SMB114
- Child Care: CHI113, CHI114, CHI131, CHI148
- Hospitality: HCT101, HCT102

## ADDITIONAL ONLINE COURSES

Students registering for the online courses below 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: CPD381 - CPD390
- Child Care: CHI151 and CHI300-CHI336
- Medical Billing & Coding: CAH244
- Real Estate: REA353 - REA356

## DROPPING A CLASS

Students who choose to drop a CEWD class will receive a full refund, excluding registration fee, provided that they initiate the drop at least one business day before the beginning date of the class, with the exception of Kids on Campus/Teens on Campus classes which require students to drop two business days prior to class start date. Students electing to drop a class can do so by completing the CEWD Drop/Transfer form available at https://frederick.augusoft.net/Customers/Frederick/files/CEWD_2016_Drop_Transfer_Form.pdf. This form must be submitted to the CEWD Registration Office located in the FCC Conference Center, Building E, by email to CERequest@frederick.edu, or by fax at 301.624.2749. Students may choose to transfer their funds toward an alternate class.

*Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.*

## COURSE REFUND POLICY

If FCC cancels a class, all applicable tuition and fees are refunded to students. If a student wants to withdraw from a class and receive a refund, please see the "Dropping a Class" section. Online payments made by credit and debit card are refunded directly to student's credit or debit card account. Refund for payments made by credit cards (other than online payments), cash, check, or a money order will be mailed to the student.

*Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.*

## 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. Please contact FCC Student Accounts at 301.846.2658 for assistance or additional information.

## DISABLED AND RETIRED STUDENTS

Permanently disabled Maryland residents out of the workforce are exempt from payment of tuition for classes designed to assist in securing employment as defined in Section 16-106 Education Article, Annotated Code of Maryland. Eligible individuals may take up to 12 credits per semester when enrolled in a degree or certificate program designed to lead to employment. Otherwise, individuals may enroll in classes equating to 6 credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

- Provide certification of total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or Federal Office of Personnel Management.
- Submit payment of course fees (required to hold classes).

For additional information and assistance, contact us at 301.846.2480 or visit frederick.edu (keyword: Continuing Education Payment Options).

## TUITION PAYMENT PLAN

Students in select Continuing Education & Workforce Development programs (noted below) may enroll in an interest-free Tuition Payment Plan whereby participants authorize FCC to collect a pre-determined monthly payment from a checking account, debit card or credit card. A $25 non-refundable enrollment fee is required to participate.

Tuition Payment Plan Programs include:

- Certified Nursing Assistant (CNA)
- Commercial Driver's License - CDL Class B Training
- Dental Assisting
- FastTrac NewVenture
- Frontline Leadership
- Home Inspection Pre-Licensure
- Medical Billing & Coding
- Pharmacy Technician
- Personal Trainer
- Phlebotomy

For additional information and assistance, contact us at 301.624.2888, by email at CEInfo@frederick.edu, or visit frederick.edu (keyword: Tuition & Fees).

## 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 ENROLLMENT – REGISTER EARLY!

Maximum enrollment – Every class has a maximum number of students that may enroll and popular classes fill quickly.

Minimum enrollment – Low enrollment may result in a class cancellation. These decisions are typically made three business days prior to the class start date.

## COURSE CHANGES

The college reserves the right to make changes in any course or class 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 ..... 8:30am - 7pm
Friday ..... 8:30am - 1pm

## 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 email 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 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 main campus, at the Monroe Center, online and offsite at various locations throughout the county.

### Campus Locations

FCC/A–Annapolis Hall
FCC/B–Braddock Hall
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

### Off Campus Locations

**Hagerstown Community College**–11400 Robinwood Drive
Hagerstown, MD 21742 • 240.500.2000

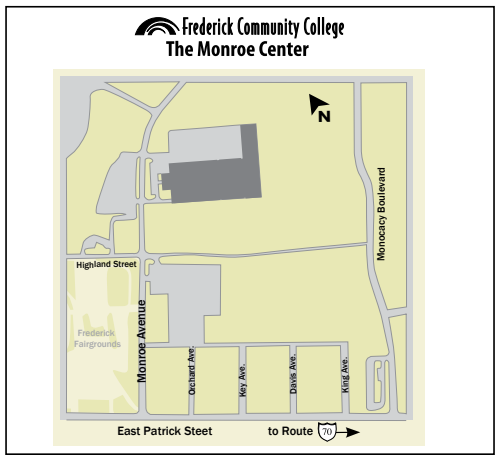
**Monocacy Middle School (MMS)**–8009 Opossumtown Pike
Frederick, MD 21702 • 240.236.4700

**The 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

**Visit frederick.edu for complete directions.**



# Career Training
# Free Information Session

If you are looking to advance your current career or transition to a new career, explore your options at FCC. We offer a broad scope of flexible, affordable, career-focused programs in popular occupational sectors. Select training programs may be completed in less than a year.

## Join us for an Information Session

**Discover how training can prepare you for an entry-level job as well as state and national certification and long-term career success. Join us to learn more about professional workforce training programs at Frederick Community College during an upcoming free information session. Meet our highly-qualified program staff, learn how to get started, review course options and register for classes!**

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## January 11, 2017 • 6pm

***(Session lasts approximately one hour)*** **• FCC Conference Center** ***(E building)***

*Bring a friend! There is no charge to attend this event and registration is not required. We look forward to seeing you there.*

Frederick Community College

**frederick.edu • 301.846.2400 • 7932 Opossumtown Pike, Frederick, MD 21702**

Frederick Community College
**Continuing Education**
7932 Opossumtown Pike
Frederick, Maryland 21702

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ORGANIZATION
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# *Business Solutions for Your Company*

A workforce is a company's most valuable asset. Protect it with high-quality employee training. As Frederick County's premiere corporate training partner, FCC delivers customized training to fit the exact needs and unique processes of your business.

**frederick.edu/BusinessSolutions**

Stephanie Hurd • Business Development Manager • shurd@frederick.edu • 240.629.7982