Frederick Community College

Continuing Education & Workforce Development

Expert Job Training • **Essential** Industry Certifications • **Enlightening** Personal Enrichment Courses

Summer 2016 Class Schedule

Summer
Registration is Now Open

Continuing Education & Workforce Development (CEWD) is proud to present convenient and affordable career training as well as a rich variety of personal enrichment classes for students of all ages this summer. We look forward to seeing you on campus!

Browse Classes and Register Online:
Frederick.edu/QuickEnroll

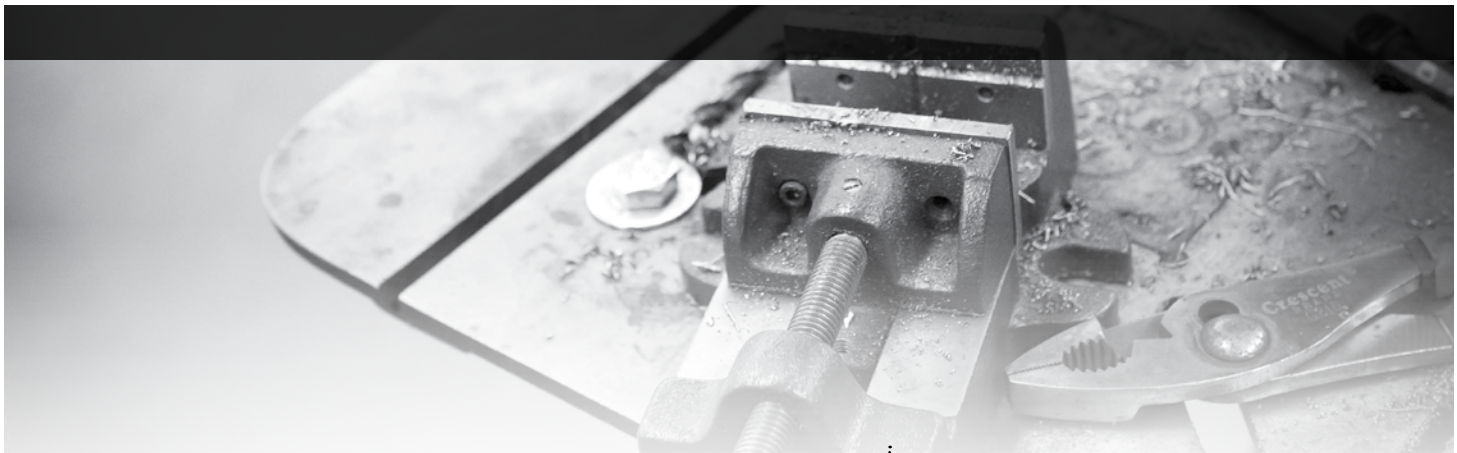
New! The Continuing Education and Workforce Development (CEWD) registration office is now located in the FCC Conference Center. With convenient hours and friendly, knowledgeable staff, we look forward to providing outstanding service to all of our students in our new location.

CEWD Registration Office • FCC Conference Center (E)
M-Th 8:30 a.m. – 8:00 p.m. • F 8:30 a.m. – 4:30 p.m. • 301.624.2888 • CEInfo@Frederick.edu

Please Note:

1. Courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information.
2. Please continue to visit Jefferson Hall for services including Admissions, Counseling & Advising, and Financial Aid.
3. 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: (Left): Natalia Young, a recent graduate of the Certified Nursing Assistant program, started at FCC in the Adult Education program. This summer, she is continuing her journey as a Phlebotomy student. "At FCC, I keep improving my education. I know I can reach my goals here!"
(Right): Therese Mieuheu is proud of her accomplishments in the ESL and CNA/GNA programs. "I am glad I came to FCC. Teachers welcome you and want you to do well."



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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.

All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, (ADA), and amendments.

Board of Trustees

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Register for Classes

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

Phone Numbers

- Registration Information 301.624.2888
- Student Accounts (cashier): 301.846.2658
- Bookstore: 301.846.2463
- Services for Students with Disabilities: 301.846.2408
- Testing Center: 301.846.2522

Register early!

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

Payment in full

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 62 for instructions.

Refunds

Applicable refunds are provided within 10–14 business days by check or electronic payment depending on initial payment method. See page 62 for details.

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Careers & Business

ACCOUNTING, BOOKKEEPING & FINANCE

Accounting Fundamentals

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

ONL223 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

5916	Online	4/8–6/10
5245	Online	7/1–8/12

Accounting Fundamentals II

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

ONL224 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

5919	Online	4/8–6/10
5246	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Online Course
SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See pages 62-64.

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. 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. Prerequisites: Basic computer skills and file management and some familiarity with accounting concepts.

Note: This course has textbook requirements.

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

INSTRUCTOR: **Bev Stitely**

5194	MW 5:30pm – 8:30pm	7/18–8/10	FCC/E100

Introduction to QuickBooks 2013

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

ONL162 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7923	Online	4/8–6/10
5242	Online	7/1–8/12

Frederick County Workforce Services
RECRUITMENT • RETRAINING • RETENTION

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

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

Contact us at 301.600.2255 or visit frederickworks.com.

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

Intermediate QuickBooks 2013

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

ONL167 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7921	Online	4/8-6/10
5243	Online	7/1–8/12

Performing Payroll in QuickBooks 2013

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

ONL163 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7924	Online	4/8-6/10

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 mid-sized 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.

ONL179 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

8375	Online	4/8–6/10
5288	Online	7/1–8/12

Intermediate QuickBooks 2014

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

ONL178 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7922	Online	4/8-6/10
5244	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

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 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

8376	Online	4/8–6/10
5289	Online	7/1–8/12

BUSINESS

Start Your Own Business

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

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

INSTRUCTOR: **Brett Kraimer**

5193	S 9:30am – 12:30pm	7/16–7/23	FCC/H204

How Resilient Will You Be Following a Cyber Attack?

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

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

INSTRUCTOR: **Eric Beasley**

7755	Th 5:30pm – 8:30pm	5/12	FCC/E106

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Fundamentals of Supervision and Management

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

ONL325 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7928	Online	4/8-6/10
5251	Online	7/1–8/12

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 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7929	Online	4/8-6/10

NEW! Understanding Workplace Talents and Personalities

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

MGT318 | **3.5 hours** | **$139** ($109 tuition + $30 fees) TV SW

INSTRUCTOR: **Antigoni Ladd**

7739	F 1pm – 4:30pm	5/6	Monroe Center/MC152

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 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7934	Online	4/8-6/10
5264	Online	7/1–8/12

Administrative Assistant Applications

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

ONL502 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7926	Online	4/8-6/10
5252	Online	7/1–8/12

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 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7925	Online	4/8-6/10
5247	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Advanced Grant Proposal Writing

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

ONL317 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

5248	Online	4/8–6/10
7927	Online	7/1-8/12

Get Grants!

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

ONL320 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7930	Online	4/8-6/10
5249	Online	7/1–8/12

Nonprofit Fundraising Essentials

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

ONL322 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7931	Online	4/8-6/10
5250	Online	7/1–8/12

PROJECT MANAGEMENT

Project Management Essentials

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

Note: A textbook is required for this course.

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

INSTRUCTOR: **Lisa Hammer / David Newman**

8257	WTh 8:30am – 4:30pm	6/8–6/16	Monroe Center/Room 155

Impactful Project Management

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

Note: A textbook is required for this course.

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

INSTRUCTOR: **Lisa Hammer / David Newman**

8258	WTh 8:30am – 4:30pm	6/22–6/23	Monroe Center/Room 151

Project Management Professional Exam Prep

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

Note: A textbook is required for this course.

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

INSTRUCTOR: **Lisa Hammer / David Newman**

8256	WTh 8:30am – 4:30pm	6/29–6/30	Monroe Center/Room 152

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: Textbook required for this class.

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

INSTRUCTOR: **Lisa Hammer / David Newman**

5212 MT 8:30am – 4:30pm 7/11–7/12 FCC/E100

PROFESSIONAL DEVELOPMENT

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.

CPD600 | **13 hours** | **$649** ($349 tuition + $300 fees)

INSTRUCTOR: **CE Instructor**

8324 TTh 6pm – 9pm; S 9am – 4pm 6/21–6/25 Monroe Center

Emergency Management

DISASTER PREPAREDNESS

Homeland Security and Emergency Preparedness - Summer Institute

The Summer Institute offers opportunities to high school educators to improve teaching content and methodology with presentations and activities that are discipline specific as well as a focus on improving classroom techniques. Participants have the opportunity to experience teaching utilizing case studies both as an academic review, and by studying the Baltimore Civil Unrest case study presented by Rick Carroll of the Maryland State Police. The program reviews the MSDE CTE Homeland Security and Emergency Preparedness program with an in-depth look at the new GIS Curriculum and updates to the Information/Communications Technology Pathway. Additional presentations on Mental Health/ Handling Crisis, Terrorist Threat Assessment and Survival strategies in an active shooter or disastrous event are planned. A working session on developing case studies for the classroom, along with field trips to areas of interest are included.

EMG150 | **40 hours** | **$749** ($650 tuition + $99 fees)

INSTRUCTOR: **Stephen Carter**

5000 M – F 8:30am – 4:30pm 7/25–7/29 FCC/H202

Certification & Licensure

CAREER & PROFESSIONAL CERTIFICATION PREPARATION

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** | **$144** ($119 tuition + $25 fees)

INSTRUCTOR: **CE Instructor**

8322 W 5pm – 7pm 6/8–6/29 FCC

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** | **$144** ($119 tuition + $25 fees)

INSTRUCTOR: **CE Instructor**

8323 TTh 5pm – 7pm 6/21–6/30 FCC

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. Please contact Jennifer Goodridge at 301-624-2756 to arrange a mutually agreeable time to meet the instructor. The tutoring sessions are based on 1 hour meetings and may be repeated for additional sessions.

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**

8384 2/26–6/30 FCC

5317 7/1–8/31 FCC

Praxis Core Preparation

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

ONL346 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7939	Online	4/8-6/10
5263	Online	7/1–8/12

PEST CONTROL

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

Pesticide Use and Safety

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

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

INSTRUCTOR: **CE Instructor**

7983	Online	4/8-6/30
5262	Online	7/1–8/12

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

Right of Way Pest Control

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

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

INSTRUCTOR: **CE Instructor**

7856	Online	4/8-6/30
5254	Online	7/1–8/12

Aquatic Pest (Weed) Management

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

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

INSTRUCTOR: **CE Instructor**

7859	Online	4/8-6/30
5255	Online	7/1–8/12

General/Structural and Rodent Pest Management

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

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

INSTRUCTOR: **CE Instructor**

7861	Online	4/8–6/30
5256	Online	7/1–8/12

Ornamental Exterior Landscape IPM

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

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

INSTRUCTOR: **CE Instructor**

7862	Online	4/8-6/30
5257	Online	7/1–8/12

Ornamental Interior - Greenhouse IPM

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

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

INSTRUCTOR: **CE Instructor**

7864	Online	4/8-6/30
5258	Online	7/1–8/12

Public Health/Mosquito Control

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

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

INSTRUCTOR: **CE Instructor**

7866	Online	4/8-6/30
5259	Online	7/1–8/12

Termites and Other Wood Destroying Organisms

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

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

INSTRUCTOR: **CE Instructor**

7871	Online	4/8-6/30
5260	Online	7/1–8/12

Turfgrass IPM

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

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

INSTRUCTOR: **CE Instructor**

7872	Online	4/8-6/30
5261	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

REAL ESTATE PRE-LICENSURE

Principles and Practices of Real Estate In Maryland

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

Note: A textbook is required for this class.

REA203 | **66 hours** | **$399** ($99 tuition + $300 fees) TV SW

INSTRUCTOR: **CE Instructor**

8262	TTh 6pm – 9pm	5/10–7/21	Monroe Center

REAL ESTATE PROFESSIONAL DEVELOPMENT

Maryland 2012-2014 Legislative Update

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

REA104 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

7893	W 9am – 12pm	5/4	Monroe Center/MC126
8259	W 6pm – 9pm	6/15	Monroe Center

Fair Housing

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

REA139 | **1.5 hours** | **$25 fee**

INSTRUCTOR: **CE Instructor**

7891	W 4pm – 5:30pm	5/4	Monroe Center/MC126
8260	W 4pm – 5:30pm	6/15	Monroe Center

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**

7895	W 1pm – 4pm	5/4	Monroe Center/MC126
5191	W 6pm – 9pm	8/10	Monroe Center

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**

5192	T 6pm – 9pm	8/16	Monroe Center

D/L Maryland Ethics and Predatory Lending

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

REA353 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

7941	Online	4/8-6/30
5266	Online	7/1–8/12

D/L Maryland Fair Housing

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

REA354 | **1.5 hours** | **$25 fee**

INSTRUCTOR: **CE Instructor**

7942	Online	4/8-6/30
5267	Online	7/1–8/12

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

D/L Maryland Legislative Update

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

REA355 | 3 hours | $35 fee

INSTRUCTOR: **CE Instructor**

7943	Online	4/8-6/30
5268	Online	7/1–8/12

D/L MREC Agency Residential

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

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

REA356 | 3 hours | $35 fee

INSTRUCTOR: **CE Instructor**

7944	Online	4/8-6/30
5269	Online	7/1–8/12

CHILD CARE CAREER PREP

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 | $304 fee

INSTRUCTOR: **CE Instructor**

5202	Online	7/15–9/2

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 (pro-posed) 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 | $304 fee

INSTRUCTOR: **CE Instructor**

8313	Online	6/29–8/10

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 | $304 fee

INSTRUCTOR: **CE Instructor**

8321	Online	6/27–8/15

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. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

CHI310 | 45 hours | $304 fee

INSTRUCTOR: **CE Instructor**

8117	Online	5/16–6/20
5203	Online	7/14–8/25

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 | $304 fee

INSTRUCTOR: **CE Instructor**

8118	Online	5/18–6/22
5204	Online	7/20–8/31

CHILD CARE PROFESSIONAL DEVELOPMENT

Sudden Infant Death Syndrome (SIDS)

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

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

CHI151 | 2 hours | $35 fee

INSTRUCTOR: **CE Instructor**

7670	Online	4/8–6/30
5201	Online	7/1–8/12

Supporting Breastfeeding in Child Care

This course is designed to provide child care and education professionals with an overview of the state regulation, guidelines, and resources to support the practice of breastfeeding and provide related resources for families within a child care program. Topics include: benefits of breastfeeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive information and resources. This course meets the Maryland State Department of Education/ Office of Child Care approved training program for child care professionals, contributing to certification and/or personnel qualification status.

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

CHI312 | 3 hours | $50 ($20 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

8411	Online	1/4– 6/30
5265	Online	7/1–8/12

Including All Children and the ADA

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

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

CHI331 | 3 hours | $50 fee

INSTRUCTOR: **CE Instructor**

7702	Online	4/8-6/30
5205	Online	7/1–8/12

Supporting Children With Disabilities

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

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

CHI333 | 3 hours | $50 fee

INSTRUCTOR: **CE Instructor**

7704	Online	4/8-6/30
5206	Online	7/1–8/12

Taking Learning Outside

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

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

CHI334 | 3 hours | $50 fee

INSTRUCTOR: **CE Instructor**

7705	Online	4/8-6/30
5207	Online	7/1–8/12

Computers & Technology

COMPUTER & SOFTWARE BASICS

Microsoft Windows 7 & 8: The Basics

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

Note: Textbook required for this course.

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

INSTRUCTOR: **Karen York-Levine**

8276 TTh 5:30pm – 8:30pm 6/7–6/16 FCC/E107

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.

ONL148 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7951 Online 4/8-6/10

5277 Online 7/1–8/12

Computer Fundamentals

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

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

INSTRUCTOR: **CE Instructor**

5230 Online 7/12–8/15

MS OFFICE SUITE WORKSHOPS

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

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

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

INSTRUCTOR: **Karen York-Levine**

8330 TTh 5:30pm – 8:30pm 6/7–7/14 See below for locations

The Ready to Work Series (CMS280) includes these courses:

1. **Microsoft Windows 7&8: The Basics**
   BAS117 TuTh 5:30-8:30 pm 6/7-6/16 FCC/E107
2. **Microsoft Word, Introduction**
   CMS255 TuTh 5:30-8:30 pm 6/21-6/28 FCC/E108
3. **Microsoft Excel, Introduction**
   CMS265 TuTh 5:30-8:30 pm 6/30-7/7 FCC/E100
4. **Microsoft PowerPoint**
   CMS157 TuTh 5:30-8:30 pm 7/12-714 FCC/E100

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

Microsoft Word, Introduction

Learn to create, edit, and format documents. Prerequisite: Completion of Windows or equivalent knowledge.

Note: Textbook required for this course.

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

INSTRUCTOR: **Karen York-Levine**

8327 TTh 5:30pm – 8:30pm 6/21–6/28 FCC/E108

Microsoft Word, Intermediate

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

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

INSTRUCTOR: **Elaine Davis**

7767 TTh 6pm – 9pm 5/3–5/10 FCC/E108

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

Microsoft Excel, Introduction

Learn the basic elements and features of Microsoft Excel, including how to design, create, maintain,and display worksheets and workbooks. Learn to create charts and graphs.

Note: Textbook is required for this course.

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

INSTRUCTOR: **Karen York-Levine**

8328	TTh 5:30pm – 8:30pm	6/30–7/7	FCC/E100

Microsoft Excel, Intermediate

Learn advanced formulas, charting, and other features.

Note: This course requires a textbook.

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

INSTRUCTOR: **Karen York-Levine**

INSTRUCTOR: **Elaine Davis**

7784	TTh 1pm – 4pm	5/3–5/10	FCC/E108
5210	TTh 5:30pm – 8:30pm	7/19–7/26	FCC/E100

Microsoft Excel 2013 Advanced

Is Excel doing all it can for you? Want to use Excel to the fullest to help you succeed at work and home? Conquer the more advanced features of Excel: lookup functions, pivot tables, creating and editing macros, formatting and analysis, sharing workbooks, integrating Excel with other Microsoft applications. Must have Excel Intermediate or equivalent experience to be successful in this class.

Note: This course requires a textbook.

CMS268 | **9 hours** | **$159** ($114 tuition + $45 fees)

INSTRUCTOR: **Elaine Davis**

8329	MW 5:30pm – 8:30pm **No class 5/30.*	5/23–6/1*	FCC/C203

INSTRUCTOR: **Karen York-Levine**

5211	TTh 5:30pm – 8:30pm	7/28–8/4	FCC/E100

Microsoft Excel Complete

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

Note: A textbook is required for this class.

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

INSTRUCTOR: **Dagmar Kolarik**

5209	TTh 9am – 4pm	7/19–7/28	FCC/E100

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Database Development with Microsoft Access I

Learn the basic skills to properly set up a well-functioning database. Create table structures, design forms and reports, and set up queries. Students will learn how to build databases that maintain customer information, inventory records, donor lists or other customized database.

Note: This course has a textbook requirement.

CMS184 | **7 hours** | **$109** ($55 tuition + $54 fees)

INSTRUCTOR: **Dagmar Kolarik**

8325	T 9am – 4pm	6/7	FCC/E100

Database Development with Microsoft Access II

Learn how to turn your database into an efficient data management system. Covers intermediate Microsoft Access skills. Topics covered include designing and modifying reports, updating databases and refining their design, working with subforms, creating calculated fields, creating and running queries, and more. Students will set up relational tables, create multi-table forms, reports and queries, automate with macros, and work with startup options.

Note: There is a textbook requirement for this course.

CMS185 | **14 hours** | **$199** ($119 tuition + $80 fees)

INSTRUCTOR: **Dagmar Kolarik**

8326	T 9am – 4pm	6/14–6/21	FCC/E100

Microsoft PowerPoint

Explore the basic components and learn to create presentations using templates and wizards.

Note: Textbook is required for this course.

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

INSTRUCTOR: **Karen York-Levine**

5208	TTh 5:30pm – 8:30pm	7/12–7/14	FCC/E100

Introduction to Microsoft Outlook 2010

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

ONL160 | **6 weeks** | **$109 fee**

INSTRUCTOR: **CE Instructor**

7960	Online	4/8-6/10
5282	Online	7/1–8/12

Introduction to Microsoft Outlook 2013

Want to learn Microsoft Outlook 2013 quickly? In this course, you'll get up and running with the most important aspects of the program, starting with mastering the Windows 8 style look and feel. From there, you'll quickly learn how to manage your email, calendar, and contacts, and how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps. The goal of this course is to teach you what you really need to know to be productive with Outlook 2013. Instead, you'll focus on the important things like sending, receiving, and managing your mail, and using tools such as the calendar, tasks, and to-dos so you can manage your schedule and get your work done. You'll also learn about the redesigned Contacts section of Outlook (now called People). and how Outlook can connect to your social networks. The course also shares tips about how to get the most from Outlook. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

ONL164 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7961	Online	4/8-6/10
5283	Online	7/1–8/12

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 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7959	Online	4/8-6/10
5284	Online	7/1–8/12

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 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7958	Online	4/8-6/10
5285	Online	7/1–8/12

Advanced Microsoft Excel 2010

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

ONL174 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7981	Online	4/8-6/10
5286	Online	7/1–8/12

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Introduction to Microsoft Excel 2013

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

ONL175 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7949	Online	4/8-6/10
5279	Online	7/1–8/12

PROGRAMMING

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, discover how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, learn how to reformat retrieved data with calculated fields and how to merge columns and create alternate names for columns, and learn how to gather significant statistics from data using aggregate functions. 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 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7950	Online	4/8-6/10
5276	Online	7/1–8/12

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. Next, you'll master advanced techniques for updating various types of data stored in your tables. In addition, you'll use advanced insertion techniques to add data to your tables and learn how to create, query, and modify temporary tables. You'll also see how to implement techniques to handle duplicate values stored in a table and how to use string functions to perform complicated searches on strings as well as, how to create queries that accept input from users. By the end of this course, you'll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

ONL157 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7946	Online	4/8-6/10
5278	Online	7/1–8/12

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 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7947	Online	4/8-6/10
5280	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

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! *Course Revised November 2013.*

ONL184 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7948	Online	4/8-6/10
5281	Online	7/1–8/12

Object Design and Programming

Covers basics of object-oriented programming, fundamentals of computer information systems, impact of information technology on the economic, political and cultural development of society, as well as the ethical, societal and legal aspects of information technology. Students will design, implement document, and debug object-oriented programs to solve problems by utilizing various data types and algorithms, control structure, encapsulation, and inheritance. Students will participate in structured walkthroughs and discussions, create Unified Modeling Language (UML) diagrams in designing solutions, and debug errors withing the designed solutions. Requires no prior programming experience. Also offered for credit as CIS106. See credit schedule at www.frederick.edu for more information. This course is the first step in your path toward certification as Certified Information Security Auditor (CISA) and/or Certified Information Systems Security Professional (CISSP) certification.

PRG137 | 37.5 hours | $401 ($348 tuition + $53 fees) TW SW

INSTRUCTOR: **CE Instructor**

7902	Th 6:45pm – 9:15pm	6/9–8/11	FCC/C211A

WEB DEVELOPMENT

WordPress, Level I

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

INT171 | 5 hours | $149 fee

INSTRUCTOR: **Jeannine Morber**

8253	F 9am – 2pm	6/3	FCC/E107

WordPress, Level II

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

INT172 | 7 hours | $199 fee

INSTRUCTOR: **Jeannine Morber**

8254	F 9am – 4pm	6/10	FCC/E107

WordPress, Level III

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

INT173 | 7 hours | $199 fee

INSTRUCTOR: **Jeannine Morber**

8255	F 9am – 4pm	6/17	FCC/E107

Creating Web Pages

Create and post your very own website 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 website, 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 | $109 fee

INSTRUCTOR: **CE Instructor**

7963	Online	4/8–6/10
5320	Online	7/1-8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

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.

ONL141 | 24 hours | $109 fee

INSTRUCTOR: **CE Instructor**

7962	Online	4/8–6/10
5319	Online	7/1–8/12

Write Effective Web Content

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

ONL186 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7964	Online	4/8-6/10
5287	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

IT CERTIFICATION PREPARATION

CCNA: Networking III

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, Inter-VLAN routing, and Spanning Tree Protocol in a converged network. In conjunction with the Cisco Networking Academy, students also develop the knowledge and skills necessary to implement a WLAN in a small to medium network. Most class lessons, materials, and labs are accessed via the web; however, students and instructor also will interact at scheduled times via online classroom and will require two Saturday meetings. Meeting dates and times will be scheduled by the instructor and enrollees. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. Students must take Networking II before registering into this course.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact Adrienne at 240-629-7987. Students must have A+ or equivalent experience either in class or work and have successfully completed CCNA II. At Your Own Pace–Web Based and Distance Learning Technologies Weekly online webinars.

CCO112 | 70 hours | $513 ($150 tuition + $363 fees) SW

INSTRUCTOR: **CE Instructor**

8277	Online	5/16–6/30

CCNA: Networking IV

This course covers the WAN technologies and network services required by converged applications in Enterprise Networks. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Natural Address Translation (NAT) and DHCP services are also covered. Most class lessons, materials, and labs are accessed via the web; however, students and instructor also will interact at scheduled times via online classroom and will require two Saturday meetings with the instructor. Meeting dates and times will be scheduled by the instructor and enrollees. Students must have a personal computer and Internet access (broadband is recommended) to complete online assignments and exams. Networking III must be successfully completed to enroll in the Networking 4 course.

Note: This course is not available for online registration. Registrations will be accepted at the Welcome and Registration Center at FCC's main campus, Jefferson Hall, 1st floor. For more information, contact Adrienne at 240-629-7987. Students must have A+ or equivalent experience either in class or work and have successfully completed CCNA III. At Your Own Pace–Web Based and Distance Learning Technologies Weekly online webinars.

CCO113 | 70 hours | $513 ($150 tuition + $363 fees) SW

INSTRUCTOR: **CE Instructor**

5200	Online	7/1–8/19

Basic CompTIA® A+ Certification Prep

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

ONL350 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7953	Online	4/8-6/10
5270	Online	7/1–8/12

Intermediate CompTIA® A+ Certification Prep

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

ONL351 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7957	Online	4/8-6/10
5271	Online	7/1–8/12

Advanced CompTIA® A+ Certification Prep

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

ONL352 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7952	Online	4/8-6/10
5272	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

CompTIA® Network+ Certification Prep

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

ONL358 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7954	Online	4/8-6/10
5273	Online	7/1–8/12

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. *Course Revised November 2014.*

ONL360 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7955	Online	4/8-6/10
5274	Online	7/1–8/12

CompTIA® Security+ Certification Prep 2

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

ONL361 | 6 weeks | $139 fee

INSTRUCTOR: **CE Instructor**

7956	Online	4/8-6/10
5275	Online	7/1–8/12

Health Care Careers

CERTIFIED NURSING ASSISTANT (CNA/GNA)

PREREQUISITE INFORMATION: This course is not available for online registration. Registrations will be accepted at FCC's main campus. For more information, contact FCC at 240-629-7904. Prerequisites & other requirements: Prerequisites: Placement into EN52 or ESL99 (Students will need to take placement tests in the college's Testing Center), provide proof of being 18 years of age or older at time of registration, CAH144–Introduction to Health Care Careers, and CAH143–Introduction to Allied Health Skills. In person or mail in registration will be required. Other program requirements PRIOR to Clinical: Provide evidence of a negative TB test or chest X-ray. Undergo a physical examination and provide proof of up-to-date immunizations. Current American Heart Association Health Care Provider CPR card or SAF112–Health Care Provider CPR. Provide proof of health insurance. Undergo a background investigation and fingerprinting. Fees for background check and fingerprinting are included in course fees. Students will receive paperwork for their physical exam, immunizations, fingerprinting and background check during the beginning of the CNA course, CAH132.

CAH 144 Intro to Health Care Careers

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

CAH 143 Intro to Allied Health Skills

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

CAH 132 Certified Nursing Assistant, Part 1

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.

CAH 133 Certified Nursing Assistant, Part II

Part 2 is a continuation of Part 1.

CAH 114 Certified Nursing Assistant—Clinicals

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 BOOTCAMP OPTION

CAH144	**24 hours**	**$299** ($150 tuition + $149 fees)		
8216	M-Th	9 am–4 pm	6/13–6/16	Monroe Center/MC120
CAH143	**24 hours**	**$399** ($175 tuition + $224 fees)		
8217	M-Th	9 am–4 pm	6/20–6/23	Monroe Center/MC120
CAH132	**60 hours**	**$854** ($300 tuition + $554 fees)		
8218	M-Th	9 am–4 pm	6/27–7/13*	Monroe Center/MC120
	**No class 7/4.*			
CAH133	**60 hours**	**$690** ($300 tuition + $390 fees)		
5163	M-Th	9 am–4 pm	7/14–8/1	Monroe Center/MC120
CAH114	**45 hours**	**$648** ($300 tuition + $348 fees)		
5164	MTWThF	9 am–2 pm	8/3–8/18	Glade Valley

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

PHLEBOTOMY TECHNICIAN

PREREQUISITE INFORMATION: This course is not available for online registration. Registrations will be accepted at FCC's main campus. For more information, contact FCC at 240-629-7904.

Prerequisites: Placement into EN52 or ESL 99 (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, CAH 144-Introduction to Health care Careers and CAH 143 – Introduction to Allied Health Skills. In person or mail in registration will be required. Other program requirements PRIOR to Clinical: provide evidence of a negative TB test or chest X-ray, undergo a physical examination and provide proof of up-to-date immunizations, current American Heart Association Health care Provider CPR card or SAF 112-Health care Provider CPR, provide proof of health insurance, undergo a background check 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 CAH 483.

CAH 144 Intro to Health Care Careers

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

CAH 143 Intro to Allied Health Skills

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

CAH 483 Phlebotomy Technician Preparation I: Theoretical Applications

In Part I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology and an overview of health care settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Part II: Practical Applications. The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take a national certification with the American Society for Clinical Pathology.

CAH 484 Phlebotomy Technician Preparation II: Practical Applications

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations clients. Special topics in specimen uses for testing in forensics, workplace and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and on-site clinical practice with experienced phlebotomists at local health care facilities to give students hand-on professional experience and prepares students to take a national certification with the American Society for Clinical Pathology. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course.

CAH 466 Phlebotomy Technician Clinical

Participate in 100 hours of supervised clinical rotations with experienced phlebotomists in local health care facilities. Students will perform 100 supervised venipunctures. Individual skills and execution will be evaluated daily. Clinical offers daytime hours only. Hours vary based on clinical location.

PHLEBOTOMY DAYTIME OPTION

CAH144 | **24 hours** | **$299** ($150 tuition + $149 fees) TV SW

8216	M-Th	9am–4pm	6/13–6/16	Monroe Center/MC120

CAH143 | **24 hours** | **$399** ($175 tuition + $224 fees) TV SW

8217	M-Th	9 am–4 pm	6/20–6/23	Monroe Center/MC120

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

8219	MTTh	9am–12pm	6/27–7/19*	Monroe Center/MC123

**No class 7/4.*

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

5165	MTTh	9am–12pm	7/21–8/23	Monroe Center/MC123

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

5166	M–F	7am–5pm	8/24–12/16*	TBA

**No class 9/5, 11/24, 11/25*

CONTINUING PROFESSIONAL DEVELOPMENT

Medical Assistant NCCT Certification Exam Prep and Review

This course is for medical assistants and medical assistant students preparing to take the National Certified Medical Assistant exam. The course provides review, practice and procedures in preparation for the exam using both online and interactive classroom methods. Review topics include medical terminology, patient exam and special populations, pharmacology, infection control, phlebotomy, anatomy and physiology, diagnostic testing, ECGs, bookkeeping, general office, insurance, laws, and ethics.

CAH485 | **9 hours** | **$139** ($119 tuition + $20 fees)

INSTRUCTOR: **CE Instructor**

5167	T 6pm – 9pm	8/2–8/16	FCC

Medicine Aide Update

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

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

MAH111 | **8.5 hours** | **$128** ($88 tuition + $40 fees)

INSTRUCTOR: **CE Instructor**

7535	S 8am – 4:30pm	5/7	MACC 114

Principles and Practices of IV Therapy

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

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

INSTRUCTOR: **CE Instructor**

7540	S 8am – 4:30pm	6/11	Carroll Community College

Online Course
Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

Advanced Principles and Practices of IV Therapy

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

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

INSTRUCTOR: **CE Instructor**

7541	S 8am – 4:30pm	6/18	Carroll Community College

MEDICAL BILLING & CODING

Basic Medical Terminology

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

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

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

INSTRUCTOR: **CE Instructor**

8222	T 9:30am – 10:45am	6/7–7/26	FCC/L110

Special Notice:
Mount Airy College Center
Health care Programs
Return to FCC Campus

The Mid-Maryland Health Care Consortium, consisting of Carroll, Frederick, and Howard community colleges, collaborated to open the Mount Airy College Center for Health Care Education in 2012 to bring health care education to students in one centralized location.

After serving more than 2,000 students, the center's academic programs will be returning to each respective home campus following the spring 2016 semester. While the center is closing, the Mid-Maryland Health Care Consortium remains strong, allowing students at each college to benefit from partnership agreements, and we continue our mission of providing pathways to student success.

Please refer to FCC schedules for current class offerings and registration information. If you have any questions, our friendly staff is ready to assist you.

FCC Academic Credit Admissions
(301) 624-2716 • Admissions@Frederick.edu • Frederick.edu

FCC Continuing Education & Workforce Development
(301) 624-2888 • CEInfo@Frederick.edu
Frederick.edu/QuickEnroll

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.

Note: This course is 24 hours of instruction online. Classes start the second Wednesday of each month. Students will receive and email with course access and log-in information. During registration students will be prompted to select a month they wish to enroll. Start dates include: 5/11/2016, 6/8/2016

ONL401 | **24 hours** | **$109 fee**

INSTRUCTOR: **CE Instructor**

8072	Online	5/11 or 6/8

Medical Billing and Coding:

Medical billing and coding is one of the fastest-growing careers in the health care industry today! The need for professionals who understand how to code health care 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 health care providers all depend on medical billing and coding for insurance carrier reimbursement. This billing and coding program delivers the skills students need to solve insurance billing and coding problems. This course is designed to prepare students to sit for various national certification exams including those from the American Academy of Professional Coders (AAPC) and the American Health Information Association (AHIMA). Prerequisite: Medical Terminology.

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

CAH244 | **80 hours** | **$1699** ($300 tuition + $1399 fees) TL SW

INSTRUCTOR: **CE Instructor**

7561	Online	5/16–11/30
5318	Online	7/27–12/16

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

CPR & FIRST AID

CPR: Health Care Provider

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

SAF112 | **6 hours** | **$85** ($40 tuition + $45 fees) TL SW

INSTRUCTOR: **CE Instructor**

7523	S 8:30am – 3pm	5/14	Monroe Center/MC152
7524	S 8:30am – 3pm	6/4	FCC/E125
8220	S 8:30am – 3pm	6/18	FCC/E124B
5168	F 9am – 3:30pm	7/15	Monroe Center
5169	S 8:30am – 3pm	7/30	FCC/H203
5170	S 8:30am – 3pm	8/13	Monroe Center

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) TL SW

INSTRUCTOR: **CE Instructor**

7528	S 8:30am – 4pm	5/14	Monroe Center/MC151
8221	S 8:30am – 4pm	6/11	Monroe Center
5171	S 8:30am – 4pm	7/9	Monroe Center

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.

Construction & Building Trades

ELECTRICAL

National Electric Code - NEC - Update-10 Hour

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

TRD265 | **10 hours** | **$165** ($149 tuition + $16 fees) TV SW

INSTRUCTOR: **Charles LoSchiavo**

5199	ThF 4pm – 9pm	8/4–8/5	Monroe Center/MC111

INDUSTRY TEST PREP

MD Stationary Engineer Exam Prep II

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

TRD190 | **45 hours** | **$259** ($239 tuition + $20 fees) TV SW

INSTRUCTOR: **CE Instructor**

7966	TTh 6pm – 9pm	5/17–7/5	Monroe Center/MC111

EPA 608/CFC Certification

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

TRD260 | **8.5 hours** | **$159** ($109 tuition + $50 fees) TV SW

INSTRUCTOR: **Charles LoSchiavo**

5198	W 9am – 5:30pm	8/3	Monroe Center

SAFETY

OSHA 10-Hour Construction Safety and Health Outreach Program

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

TRD205 | **14 hours** | **$81** ($65 tuition + $16 fees) TV SW

INSTRUCTOR: **Charles LoSchiavo**

5197	MT 9am – 4pm	8/1–8/2	Monroe Center

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: The class is in partnership with Hagerstown Community College.

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

INSTRUCTOR: **CE Instructor**

8272	S 9am – 1pm	5/14–5/21	Hagerstown Co
8273	S 9am – 1pm	6/11–6/18	Hagerstown Co

Allied Health ACADEMY

We are here to help you become a Certified Nursing Assistant (CNA) and Geriatric Nursing Assistant (GNA). The Allied Health Academy (AHA) provides consideration for financial assistance toward tuition, books, childcare, and transportation, plus free tutoring and support from a case manager. If you are a single parent or unemployed or underemployed, AHA might be right for you.

Classes starting soon. Contact us today!
Call for an appointment to determine eligibility.
FCC Office of Adult Services • 301.846.2483

Funding for the Allied Health Academy is provided by the Randall Family LLC, the Leiby-Cavalier Scholarship, and the Women's Giving Circle.

Personal Enrichment

ARTS

Basic Drawing

Some people think they can not draw a straight line, but everyone can learn to draw. Learn to draw 3-dimensional forms, and figure drawing. Learn about light and tone, negative and positive shapes, shading, perspective and measured drawing. Experiment with charcoal, pastel and colored pencil. You will gain confidence in drawing and complete several drawings. A supply list will be provided to registered students before class.

ACR523 | 12 hours | $129 tuition

INSTRUCTOR: **Dorothea Barrick**

8275 TTh 9:30am – 12:30pm 6/14–6/23 FCC/F131

Classic Drawing

Students who desire to achieve a high level of skill and excellence in realism, like that of the Old Masters, will thoroughly enjoy developing their technical skills in this course. Geared towards the beginner, the instructor will work closely with each student to assist in the accurate progression of each drawing. After completing one session, students will be able to center a composition, render the objects reasonably in proportion and prospective, and execute the four elements of shading. While still life will be the subject matter and graphite pencils will be the media, students will learn how to begin and complete one large detailed finished drawing. A supply list will be provided to the students during the first class.

ACR420 | 15 hours | $139 tuition

INSTRUCTOR: **Jennifer Littleton**

8270 M 6pm – 9pm 6/6–7/11* FCC/F130
**No class 7/4.*

Drawing for the Absolute Beginner

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL620 | 24 hours | $109 fee

INSTRUCTOR: **CE Instructor**

7967 Online 4/8-6/10

5290 Online 7/1–8/12

NEW! Recycled Art: Creating artwork with imagination

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

ACR427 | 8 hours | $79 fee

INSTRUCTOR: **Courtney Prahl**

8271 MW 6pm – 8pm 5/11–5/23 FCC/F130

Stained Glass, Beginning

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

ACR450 | 9 hours | $89 tuition

INSTRUCTOR: **Pat Stein**

8274 S 9am – 3pm & S 9am – 12pm 6/11–6/18 FCC/F118

Glass Fusing Jewelry: Pendants, Bracelets and Pins

Looking for that unique holiday gift? Create gorgeous, one-of-a-kind pendants, wine bottle stopper, bracelet, and/or pins to give as a holiday gift for someone or gift it to YOURSELF! Make your own holiday gifts and give one-of-a-kind gifts to the special people in your life. Create unique and beautiful glass pendants, a bracelet, pins, a wine bottle stopper and MORE using fusible glass, dichroic glass, frit, and mosaic pieces. Students will learn the basics of fusing, learn how to cut and grind glass, clean pieces, and assemble their pieces. Students will be able to make as many pieces as possible during the three hour session. Finished items will be fused in a kiln and returned the following week for pick up. Supply fee of $25 is payable to the instructor which includes glass and some jewelry findings. NO GLASS CUTTING EXPERIENCE REQUIRED!

ACR326 | 3 hours | $39 tuition

INSTRUCTOR: **Pat Stein**

8413 S 1pm – 4pm 6/18 FCC/F118

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Introduction to Digital Scrapbooking

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images—the tools are all available to you. *Course Revised November 2014.*

ONL155 | 24 hours | $109 fee

INSTRUCTOR: **CE Instructor**

7996	Online	4/8-6/10
5304	Online	7/1–8/12

Introduction to Interior Design

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

ONL560 | 24 hours | $109 fee

INSTRUCTOR: **CE Instructor**

7975	Online	4/8-6/10
5300	Online	7/1–8/12

NEW! Design and Sew: Totes, Bags and Bag Making Basics

We all carry a tote bag for something and to go somewhere - to work, to the beach, to the store, you name it, a tote bag is downright useful. In this class you will design and create a unique tote bag that you can be extremely proud of, use almost every day, or give as a gift (Mother's Day)! Using your imagination, colorful fabrics and basic sewing skills, craft a bag that will have your friends and family asking, "Where did you get that bag!" Basic sewing skills and previous sewing machine experience are encouraged. We will send you a materials list after you register!

HOM157 | 4 hours | $79 tuition

INSTRUCTOR: **Deborah Parsons**

8250	TTh 6pm – 8pm	5/3–5/5	FCC/E106
5189	TTh 6pm – 8pm	7/26–7/28	FCC/E125

PERFORMING ARTS

NEW! Tap Dance: For the beginner

Ever wanted to learn how to tap dance? This class is designed for those with the desire but no experience to step into tap and have some fun. We will work on basic tap steps and combinations that will increase rhythm and coordination. This class is designed to be an enjoyable and artistic activity for the adult student. Jazz Tap shoes are preferred.

FIT143 | 4 hours | $69 tuition

INSTRUCTOR: **CE Instructor**

8244	W 6pm – 7pm	5/18–6/8	FCC/D129

NEW! Tap: Get Your Feet Back

Have a pair of tap shoes gathering dust? Brush them off and the steps will start coming back! This class consists of technique and combination work for the experienced tap student with emphasis on rhythm style. We will work on historic rhythm tap choreography along with polyrhythms and improvisational skills. Don't be afraid, tap dancing is great exercise and your feet will remember with some help!

FIT144 | 4 hours | $69 tuition

INSTRUCTOR: **CE Instructor**

8245	W 7pm – 8pm	5/18–6/8	FCC/D129

Voiceovers: Introduction - Online

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? This fun and empowering 90 minute Introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. Your instructor will coach you 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.

Note: Please email chenman@frederick.edu or call (301) 846-2421 to let us know when you would like to start your class. This class is set up on an individual basis.

ONL561 | 1.5 hours | $49 fee

INSTRUCTOR: **CE Instructor**

8368	Online	4/8–6/30
5321	Online	7/1–12/31

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

Music for Enrichment

Individual instruction is available for students ages 6 through adult at any level of advancement in 30–minute, 45–minute, or 60–minute sessions. Students under age 6 may study with permission of instructor. Students supplying their own instrument may register by contacting the instructor to discuss availability and scheduling details. Please contact Jennifer Rundlett, FCC Music Program Manager, to discuss music curriculum at 301.846.2642 or jrundlett@frederick.edu.

Sessions begin the week of June 1, 2016 and continue through July 17, 2016. The last day to register is June 6, 2016. **No sessions on July 4, 2016.*

60-MINUTE SESSIONS

7 Sessions • 7 hours • Fees: $345
Please contact the instructor for scheduling.

YMP703 – Cello

8280	Adam Gonzalez	301-219-4826	agonzalez@frederick.edu

YMP741 – Double Bass/Electric Bass

8318	Vivian Fleming	301-922-0398	vfleming@frederick.edu

YMP709 – Flute

8290	Jennifer Rundlett	240-675-0866	jrundlett@frederick.edu

YMP704 – Guitar

8281	Mark Edwards	334-538-0254	medwards@frederick.edu

YMP706 – Percussion

8283	Gregory Herron	410-663-9329	gherron@frederick.edu

YMP707 – Piano

8284	Alice Lee	703-327-1535	alee@frederick.edu
8285	Patricia Franz	301-663-6197	pfranz@frederick.edu
8286	Suk Yi Hyun	240-421-7188	shyun@frederick.edu
8287	William Loy	301-991-3354	wloy@frederick.edu

YMP705 – Trumpet

8282	Jonathan Cresci	301-624-2844	jcresci@frederick.edu

YMP702 – Violin/Viola

8278	Flor Serrano Prada	540-664-4068	fprada@frederick.edu
8279	Fred Wilcox	240-504-6974	fwilicox@frederick.edu

YMP708 – Voice

8288	Paula Chipman	301-846-2566	pchipman@frederick.edu
8289	William Loy	301-991-3354	wloy@frederick.edu

45-MINUTE SESSIONS

7 Sessions • 5.25 hours • Fees: $270
Please contact the instructor for scheduling.

YMP723 – Cello

8306	Adam Gonzalez	301-219-4826	agonzalez@frederick.edu

YMP761 – Double Bass/Electric Bass

8320	Vivian Fleming	301-922-0398	vfleming@frederick.edu

YMP729 – Flute

8317	Jennifer Rundlett	240-675-0866	jrundlett@frederick.edu

YMP724 – Guitar

8307	Mark Edwards	334-538-0254	medwards@frederick.edu

YMP726 – Percussion

8309	Gregory Herron	410-663-9329	gherron@frederick.edu

YMP727 – Piano

8310	Alice Lee	703-327-1535	alee@frederick.edu
8311	Patricia Franz	301-663-6197	pfranz@frederick.edu
8312	Suk Yi Hyun	240-421-7188	shyun@frederick.edu
8314	William Loy	301-991-3354	wloy@frederick.edu

YMP725 – Trumpet

8308	Jonathan Cresci	301-624-2844	jcresci@frederick.edu

YMP722 – Violin/Viola

8304	Flor Serrano Prada	540-664-4068	fprada@frederick.edu
8305	Fred Wilcox	240-504-6974	fwilicox@frederick.edu

YMP728 – Voice

8315	Paula Chipman	301-846-2566	pchipman@frederick.edu
8316	William Loy	301-991-3354	wloy@frederick.edu

30-MINUTE SESSIONS

7 Sessions • 3.5 hours • Fees: $173
Please contact the instructor for scheduling.

YMP713 – Cello

8293	Adam Gonzalez	301-219-4826	agonzalez@frederick.edu

YMP751 – Double Bass/Electric Bass

8319	Vivian Fleming	301-922-0398	vfleming@frederick.edu

YMP719 – Flute

8303	Jennifer Rundlett	240-675-0866	jrundlett@frederick.edu

YMP714 – Guitar

8294	Mark Edwards	334-538-0254	medwards@frederick.edu

YMP716 – Percussion

8296	Gregory Herron	410-663-9329	gherron@frederick.edu

YMP717 – Piano

8297	Alice Lee	703-327-1535	alee@frederick.edu
8298	Patricia Franz	301-663-6197	pfranz@frederick.edu
8299	Suk Yi Hyun	240-421-7188	shyun@frederick.edu
8300	William Loy	301-991-3354	wloy@frederick.edu

YMP715 – Trumpet

8295	Jonathan Cresci	301-624-2844	jcresci@frederick.edu

YMP712 – Violin/Viola

8291	Flor Serrano Prada	540-664-4068	fprada@frederick.edu
8292	Fred Wilcox	240-504-6974	fwilicox@frederick.edu

YMP718 – Voice

8301	Paula Chipman	301-846-2566	pchipman@frederick.edu
8302	William Loy	301-991-3354	wloy@frederick.edu

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.

ACR145 | 6.5 hours | $89 fee

INSTRUCTOR: **Robert McMillan**

8268	S 9am – 3:30pm	6/4	FCC/E104

Flower Photography

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

ACR108 | 6.5 hours | $89 fee

INSTRUCTOR: **Carolyn Miller**

7563	S 9am – 3:30pm	5/7	FCC/E108

Photographing People With Your Digital Camera

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become a people photographer. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we'll move onto portrait and formal group shots, where you'll learn how to organize people, which angles to use, and which to avoid. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL621 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8370	Online	4/8–6/10
5306	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Secrets of Better Photography

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL153 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7977	Online	4/8-6/10
5303	Online	7/1–8/12

Introduction to Photoshop CS6

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL143 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7976	Online	4/8-6/10
5302	Online	7/1–8/12

Intermediate Photoshop CS6

Photoshop is one of the most amazing software programs ever developed. It's a fun and creative way to alter photos and prepare them for print or the Web. In this course, you can take your Photoshop skills to the next level by exploring more advanced features in Photoshop that let you easily re-edit projects long after they were originally created (and long after the Photoshop "undo" command has expired). These techniques, called non-destructive editing, let you work faster and reuse parts of images over and over again. If you like scrapbooking or want to make page layouts that you can fill with different graphics, you'll learn how to create reusable templates. You'll see how to use Smart Objects, so that even if you crop or resize an image. Whether you're a photographer who wants to use Photoshop to edit photos, a scrapbooker, or an artist, this course will teach you the building blocks you need to unleash your creativity. It's also a lot of fun!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL165 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7999	Online	4/8-6/10
5305	Online	7/1–8/12

NEW! Using Your Smart Phone for a Camera

Do you have a vacation, graduation or event this summer but you don't want to lug an expensive camera with you? No-worries - bring your smart phone! Today's smartphone cameras take excellent quality photos that rival your point and shoot camera. In fact, with the great photo taking and additional photo enhanced features on your phone, you may not need to carry an additional camera. Your phone is right at hand when you need it. In this class you will learn to explore how the camera interfaces with other apps on the phone. Topics include: taking photos with the smartphone, how to enhance and share photos, apps to modify photos and printing photos from your phone. You might be surprised just what your smartphone camera can do!

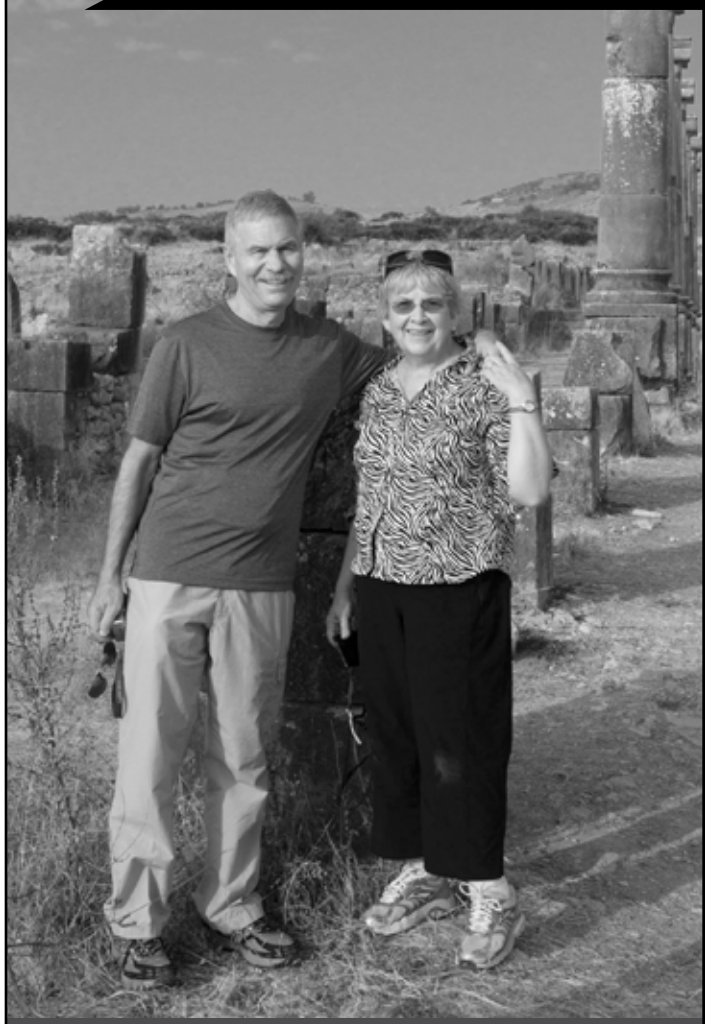
TEC142 | 4 hours | $59 fee

INSTRUCTOR: **William O'Neal**

8267	MT 6pm – 8pm	5/16–5/17	FCC/E104
5196	TTh 6pm – 8pm	8/9–8/11	FCC/B113

ILR Lifelong Learning
FOR ADULTS 55+

SUMMER SCHEDULE AVAILABLE
MAY 2016



ILR's casual classes, field trips, special events and travel opportunities enrich your life and keep you active!

Sue Adams • ILR Program Manager
301.624.2732 • sadams@frederick.edu

www.ilratfcc.com

FOREIGN LANGUAGES & ASL

French for the Traveler

Are you planning to travel to France? If so, than this class is a must. In this class you will learn basic French grammar and vocabulary, while focusing on traveler's needs. You will fine tune oral and conversational skills through both guided and spontaneous dialogues. Also, you will develop linguistic capacity and insight into French culture, history, thought, and expression. Learning important French phrases will enhance your experience while visiting the beautiful country of France! Profitez-en!

FOR402 | 14 hours | $159 fee

INSTRUCTOR: **CE Instructor**

8247	TTh 6pm – 8pm	6/7–6/28	FCC/B112

Introductory Arabic I

Covers the fundamentals of the Arabic language both written and spoken pertinent to the first semester. Offers a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Offers insights into Arabic culture and customs. This class is also offered for credit as LAR101. For more information see the credit schedule. Noncredit students will complete all classroom activities and assignments and can opt out of tests.

FOR415 | 37.5 hours | $401 ($348 tuition + $53 fees) SW

INSTRUCTOR: **CE Instructor**

8248	TWTh 11am – 1:45pm	6/7–7/7	FCC/L211

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!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL449 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7968	Online	4/8-6/10
5291	Online	7/1–8/12

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!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL451 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7971	Online	4/8-6/10
5292	Online	7/1–8/12

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.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL452 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7972	Online	4/8-6/10
5293	Online	7/1–8/12

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!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL454 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7973	Online	4/8-6/10
5294	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

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.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL456 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7970	Online	4/8-6/10
5295	Online	7/1–8/12

Discover Sign Language

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL457 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7969	Online	4/8-6/10
5296	Online	7/1-8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

THE WRITER'S INSTITUTE

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.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL420 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7979	Online	4/8-6/10
5310	Online	7/1–8/12

Beginning Writer's Workshop

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL469 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7978	Online	4/8-6/10
5311	Online	7/1–8/12

Writing Essentials

Master the essentials of writing! In this course, you'll hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. You'll improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Then you'll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. Finally, you'll discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to use right away.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL324 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8372	Online	4/8–6/10
5309	Online	7/1–8/12

How to Write Historical Fiction

Is it history or is it fiction? Only the author really knows... In this class you will learn how to create historical settings in your writing, such as a believable wild west setting or 1888, when "Jack the Ripper" terrorized the Whitechapel district in London. How do you write both the people and language correctly for the time period? Or should modern opinions influence your book? You will also learn when it works to alter past events to fit your unique storyline. And most important, you will discuss the difference between historical fiction and narrative non-fiction.

ENG221 | 6 hours | $69 ($30 tuition + $39 fees) SW

INSTRUCTOR: **James Rada**

8241	M 6pm – 8pm	5/9–5/23	FCC/E106

Mystery Writing

What makes a mystery? If you consider the books you've read most recently, you may be surprised to discover that many—if not all—are mysteries. From Dan Brown to Dennis Lehane, mysteries are hot items on today's best-seller lists. 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!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL471 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

6015	Online	4/8-6/10
5312	Online	7/1–8/12

NEW! Self-Publishing Your Book

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

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

INSTRUCTOR: **James Rada**

5179	MW 6pm – 8pm	7/18–7/25	FCC/H205

Advanced Fiction Writing

Do you have a manuscript, or parts of a manuscript, and need to know how to polish it for publication? Are you a published author who wants to learn techniques to write more effectively and efficiently? If you answered yes to any of these questions, then Advanced Fiction Writing is for you! In this course, you'll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. Each lesson includes an assignment that will help you develop or polish your manuscript. And in the Discussion Area, you'll have an opportunity to share your work with classmates to obtain their feedback. Through this step by step process, you will have the tools to turn your story idea into a published book. Join us for the next six weeks, and you'll never look at fiction writing the same way again!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL474 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8373	Online	4/8–6/10
5314	Online	7/1–8/12

How to Make Money From Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here. 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. A fulfilling (and lucrative) writing work is waiting for you!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL475 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8374	Online	4/8–6/10
5315	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Introduction to Internet Writing Markets

The Internet provides unlimited opportunities if you're a writer, whether you just have a few hours a week to blog or want a full-time publishing career or just plan to promote your books or business on the Web. There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you'll have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals. You'll learn the secrets of how to be successful in publishing online. That includes things like search skills, website traffic evaluation, identifying your own expertise and gathering it into a CV, research strategies, RSS feeds, online interview tips, crowdfunding large projects, and more. Markets are different on the Internet, so you'll take an in-depth look at them too. From paying publications to setting up a passive income earning stream, you'll go from the familiar, like online magazines, to the little known, like freelance marketplaces, along with different types of online jobs for writers. Every wondered if it would be better to start a WordPress blog or a Twitter microblog? Whether it's legal to publish fan fiction or not? How you can make some extra money if you also take photos or make videos? This course will answer all your questions about publishing on the Internet. *Course Revised June 2015.*

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL472 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7980	Online	4/8-6/10
5313	Online	7/1–8/12

PERSONAL FINANCE

Math Refresher - Online

This course will show you how to use math to your advantage. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You'll find out some very interesting things about how calculators work, and then you'll discover how best to get a handle on your income and expenses. You'll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you'll become more skilled at handling money and comparing investment opportunities. You'll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans. You'll discover a handy method for converting one type of measurement to another, and you'll be able to calculate areas correctly so you don't overspend on your next home improvement project.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL421 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8369	Online	4/8–6/10
5301	Online	7/1–8/12

HEALTH & FITNESS

NEW! Metabolism: Eating to Fuel Performance

This interactive class will explain how metabolism functions and its role in muscle gain and fat loss. Learn how to eat to burn fat and gain muscle by focusing on macronutrients instead of counting calories. You will leave class with a greater understanding of how your body works, and armed with tools you need to start making lasting changes that will lead to a strong and healthy body. Join instructor John Robinson, NASM Certified Personal Trainer and NASM Fitness Nutrition Specialist to help you start your journey to better health!

HEA210 | 4 hours | $49 fee

INSTRUCTOR: **John Robinson**

5187	F 9am – 1pm	7/15	FCC/E123
5188	TTh 7pm – 9pm	8/9–8/11	FCC/B223

NEW! Lyme Disease: Valuable Information Session

Lyme disease is a real health issue. If you plan to spend time outside this summer, do yourself a favor and learn what you can do to stay healthy. This course provides students with a basic understanding of what Lyme disease is, how to recognize symptoms, different modalities of treatment and how to prevent getting sick.

HEA209 | 2.5 hours | $29 fee

INSTRUCTOR: **Christina Murphy**

8249	T 6pm – 8:30pm	5/17	FCC/E123
5186	F 10am – 12:30pm	7/22	FCC/E123

NEW! Yoga & Meditation for Stress Relief

Feeling stressed and anxious has become the norm in our non-stop culture. Yoga & meditation are well known for providing effective solutions for reducing anxiety and stress immediately AND helping you create habits to minimize anxiety over the course of your life. Join our experienced yoga & meditation teachers to initiate a change in your life now. Learn yoga, develop breathing techniques and receive an introduction to meditation in this 4 part course that meets in our Frederick studio every OTHER Thursday.

FIT145 | 6 hours | $69 fee

INSTRUCTOR: **CE Instructor**

8367	Th 6:45pm – 8:15pm	4/28–6/9	Sol Yoga Studios

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Online Course
SW Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See pages 62-64.

Yoga

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

FIT106 | 7.5 hours | $75 fee

INSTRUCTOR: **CE Instructor**

8242	Th 7pm – 8:15pm	6/2–7/7	Sol Yoga Studios
5180	Th 7pm – 8:15pm	7/14–8/18	Sol Yoga Studios

Yoga; Warm Flow Yoga

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

FIT106 | 7.5 hours | $75 fee

INSTRUCTOR: **CE Instructor**

8243	W 9:30am – 10:45am	6/1–7/6	Sol Yoga Studios
5181	W 9:30am – 10:45am	7/13–8/17	Sol Yoga Studios

Intro to Tai Chi

Learn and practice standardized postures and Tai Chi forms to improve your health and well being. Age or physical condition is no barrier to the practice of Tai Chi. Instructor Rob Johnson has studied martial arts for more than 35 years with the last 12 specializing in Tai Chi, Ba Gua, Xing-Yi Chuan and Qi Gong. Wear loose comfortable clothing and flat sole shoes.

FIT107 | 12.5 hours | $134 ($116 tuition + $18 fees)

INSTRUCTOR: **CE Instructor**

5182	TTh 2pm – 3:15pm	7/12–8/11	FCC/D129

Pilates

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

FIT117 | 12.5 hours | $134 ($116 tuition + $18 fees)

INSTRUCTOR: **CE Instructor**

5183	TTh 9:30am – 10:45am	7/12–8/11	FCC/D129

NEW! Stress Management Techniques

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

FIT139 | 12.5 hours | $134 ($116 tuition + $18 fees) SW

INSTRUCTOR: **CE Instructor**

5184	F 9:30am – 12pm	7/15–8/12	FCC/L109

Introduction to Natural Health and Healing

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL559 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7974	Online	4/8-6/10
5297	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Lose Weight and Keep It Off

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. Naturally, we'll begin with a discussion of the role of food in weight loss and weight maintenance. But we'll talk about far more than calories. From understanding food composition, portion sizes, and preparation methods, to meal composition and meal timing, you'll learn food basics—and beyond! You'll discover how to eat out without jeopardizing your weight loss or disappointing your taste buds. We'll also discuss the basics of planning and preparing meals at home, and uncover tips and tricks for navigating the social elements of eating. You may already appreciate that exercise is part of successful weight loss and weight maintenance. You may even know the differences between cardiorespiratory exercise, strength training, and lifestyle activity. We'll review these terms, and more important, discuss how to find exercise and activity that's enjoyable and helps you meet your weight-loss and weight-maintenance goals. You'll also discover how to take exercise to the next level and uncover thought patterns that negatively affect exercise and activity. Then we'll identify ways to overcome the challenges to regular exercise and activity. We'll determine the role of hydration in weight loss and explore how to overcome obstacles to good hydration. You'll see how your thoughts affect your weight and evaluate the role of body image, emotional eating, and more in your own life. We'll examine how important sleep is in weight loss, and you'll learn how to get better sleep and cope effectively with sleeplessness. We'll also probe the effects of stress on the body relative to weight and how to apply stress management techniques for weight loss and weight maintenance. You'll determine how other factors affect weight, like genetics, pregnancy, menopause, aging, and cravings.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL600 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8001	Online	4/8-6/10
5298	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Luscious, Low-Fat, Lightning-Quick Meals

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You'll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You'll also learn a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. You'll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL601 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8002	Online	4/8-6/10
5299	Online	7/1–8/12

THE GREAT OUTDOORS

Golf

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

REC223 | 12.5 hours | $134 ($116 tuition + $18 fees)

INSTRUCTOR: **CE Instructor**

8263	T 5:30pm – 8:05pm	6/7–7/5	FCC/D100

Tennis I

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

REC224 | 12.5 hours | $134 ($116 tuition + $18 fees)

INSTRUCTOR: **CE Instructor**

8264	TTh 9am – 10:15am	6/7–7/7	FCC/D100

TECHNOLOGY BASICS

Drones: Why all the Buzz?

If you are interested in purchasing a Drone or learning more about the one you have, then start with this class! Join certified flight instructor, Christopher Lawler, who will provide an overview of Drone/UAV for recreational and commercial use. Topics include current and upcoming important FAA rules and regulations, types of drones, a discussion on "No Fly Zones" and the future of drone technology.

HOM600 | 2 hours | $49 fee

INSTRUCTOR: **Christopher Lawler**

8252	S 10am – 12pm	5/21	FCC/B223
8251	S 10am – 12pm	6/18	FCC/B223
5190	S 10am – 12pm	8/13	FCC/B223

How to Get Started in Game Development

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You'll start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you'll learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You'll learn why many games fail and how to ensure your games are positioned for success. During the course, you'll gain hands-on experience in many of the game development processes. By the end of the course, you'll have the experience and confidence to start developing your own game. Finally, we'll go behind the scenes of the game design industry to see how it started and where it's headed. You'll learn about the various roles in game development and how to pursue a career in the industry. When you complete the course, you'll be ready to start developing games right away!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL323 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

8371	Online	4/8–6/10
5316	Online	7/1–8/12

Intro to the iPad

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

TEC139 | 3 hours | $49 tuition

INSTRUCTOR: **William O'Neal**

8265	W 6pm – 9pm	6/1	FCC/B223
5195	F 9am – 12pm	7/22	FCC/B223

iPad: Intermediate User

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

TEC141 | 3 hours | $49 tuition

INSTRUCTOR: **William O'Neal**

8266	M 6pm – 9pm	6/20	FCC/E123

Using Your Smart Phone for a Camera

Do you have a vacation, graduation or event this summer but you don't want to lug an expensive camera with you? No-worries - bring your smart phone! Today's smartphone cameras take excellent quality photos that rival your point and shoot camera. In fact, with the great photo taking and additional photo enhanced features on your phone, you may not need to carry an additional camera. Your phone is right at hand when you need it. In this class you will learn to explore how the camera interfaces with other apps on the phone. Topics include: taking photos with the smartphone, how to enhance and share photos, apps to modify photos and printing photos from your phone. You might be surprised just what your smartphone camera can do!

TEC142 | 4 hours | $59 fee

INSTRUCTOR: **William O'Neal**

8267	MT 6pm – 8pm	5/16–5/17	FCC/E104
5196	TTh 6pm – 8pm	8/9–8/11	FCC/B113

Mac, iPhone, and iPad Programming

The fastest-growing software market today involves mobile applications (or apps). In this course, you'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple's App Store, reaching millions of potential customers around the world. You'll start with the basic steps to writing any program, then progress to using Xcode—the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you'll explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. Even if you're new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own apps. By the end of this course, you'll know how to find your way around Xcode and write Objective-C commands, so you'll be ready to start creating your very own Mac, iPhone, or iPad programs!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL158 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7997	Online	4/8-6/10
5307	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

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.

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL159 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7998	Online	4/8-6/10
5308	Online	7/1–8/12

Introduction to Photoshop CS6

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

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL143 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7976	Online	4/8-6/10
5302	Online	7/1–8/12

Note: *ONL classes start the Wednesday of the second full week of each month. During the registration process you will select the month to begin the class. Students will have six (6) weeks from the class start date to complete the class.*

Intermediate Photoshop CS6

Photoshop is one of the most amazing software programs ever developed. It's a fun and creative way to alter photos and prepare them for print or the Web. In this course, you can take your Photoshop skills to the next level by exploring more advanced features in Photoshop that let you easily re-edit projects long after they were originally created (and long after the Photoshop "undo" command has expired). These techniques, called non-destructive editing, let you work faster and reuse parts of images over and over again. If you like scrapbooking or want to make page layouts that you can fill with different graphics, you'll learn how to create reusable templates. You'll see how to use Smart Objects, so that even if you crop or resize an image. Whether you're a photographer who wants to use Photoshop to edit photos, a scrapbooker, or an artist, this course will teach you the building blocks you need to unleash your creativity. It's also a lot of fun!

After you register, you will receive an email with instructions on how to set up your password to enter into your online class.

ONL165 | 6 weeks | $109 fee

INSTRUCTOR: **CE Instructor**

7999	Online	4/8-6/10
5305	Online	7/1–8/12

Adobe Illustrator, Intro

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

Note: Book Required. Available in Bookstore.

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

INSTRUCTOR: **Vicky Nuttall**

7581	MW 6pm – 9pm	5/2–5/16	FCC/E109

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider

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

Note: When registering for this class, please make sure you enter an email address that you check often. A letter with a coupon code will be emailed to you the week before your class. This is important and you will need the code to enter the online portion of this class.

DRI200 | 21 hours | $289 fee

INSTRUCTOR: **CE Instructor**

All classes meet Wed/Thurs 5:30-9pm and Sat/Sun 7:30am-2:30pm

7774	5/4–5/8	FCC/E123
7773	5/11–5/15	FCC/E123
7775	6/1–6/5	FCC/E123
7776	6/8–6/12	FCC/E123
7777	6/15–6/19	FCC/E123
5214	7/6–7/10	FCC/E123
5215	7/13–7/17	FCC/E123
5216	7/20–7/24	FCC/E123
5217	8/3–8/7	FCC/E123
5218	8/10–8/14	FCC/E123
5219	8/17–8/21	FCC/E123
5220	9/14–9/18	FCC/E123
5221	9/28–10/2	FCC/E123
5222	10/5–10/9	FCC/E123
5223	10/12–10/16	FCC/E123

Motorcycle Safety: Alternate Basic Rider Course (ABRC)

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

DRI203 | 7 hours | $269 fee

INSTRUCTOR: **CE Instructor**

All classes meet Saturdays 7:30am-2:30pm

7582	5/21	FCC/E123
7583	6/25	FCC/E123
5224	7/30	FCC/E123
5225	8/27	FCC/E123
5226	9/24	FCC/E123

Motorcycle Safety: Basic Rider Course 2

This course is for the licensed rider who wants to improve or refresh their skills or has recently completed the Basic Rider Course and wants additional practice on their personal motorcycle. The course consists of eight riding exercises contained in the Basic Rider Course plus one new exercise. Topics include: responsible riding; selecting proper riding gear; basic riding skills; defensive strategies; handling a variety of riding situations; turning; shifting; and crash avoidance. Individuals enrolling in this course must have a valid Class M motorcycle license.

DRI206 | 7 hours | $150 fee

INSTRUCTOR: **CE Instructor**

8331	S 7:30am – 2:30pm	6/25	Location TBA
5227	S 7:30am – 2:30pm	8/27	Location TBA

English as a Second Language

TARGETED ENGLISH LANGUAGE PROGRAM

Listening & Speaking Level 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 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8351	MW 12:30pm – 2pm **No class 5/30.*	5/2–6/27*	Location TBA
8352	MW 7:45pm – 9:15pm **No class 5/30.*	5/2–6/27*	Location TBA
8363	TTh 12:30pm – 2pm **No class 5/31.*	5/3–6/28*	Location TBA
5233	MW 6pm – 8:30pm	7/11–8/10	Location TBA
5235	MW 12:30pm – 3pm	7/11–8/10	Location TBA

Listening and Speaking Level 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 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8353	MW 12:30pm – 2pm **No class 5/30.*	5/2–6/27*	Location TBA
8354	MW 7:45pm – 9:15pm **No class 5/30.*	5/2–6/27*	Location TBA
5238	MW 6pm – 8:30pm	7/11–8/10	Location TBA
5239	MW 12:30pm – 3pm	7/11–8/10	Location TBA

English Grammar 1

In this grammar course, students will develop and practice the proper use of English verb tenses and apply sentence structure rules when speaking and writing.

AEL330 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8356	TTh 12:30pm – 2pm **No class 5/31.*	5/3–6/28*	Location TBA
8357	TTh 7:45pm – 9:15pm **No class 5/31.*	5/3–6/28*	Location TBA
5240	TTh 12:30pm – 3pm	7/12–8/11	Location TBA
5241	TTh 6pm – 8:30pm	7/12–8/11	Location TBA

English Grammar 2

In this grammar course, students will develop and practice the proper use of English verb tenses and apply sentence structure rules when speaking and writing.

AEL350 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8347	TTh 12:30pm – 2pm **No class 5/31.*	5/3–6/28*	Location TBA
8348	TTh 7:45pm – 9:15pm **No class 5/31.*	5/3–6/28*	Location TBA
5231	TTh 12:30pm – 3pm	7/12–8/11	Location TBA
5232	TTh 6pm – 8:30pm	7/12–8/11	Location TBA

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 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8349	MW 10:30am – 12pm **No class 5/30.*	5/2–6/27*	Location TBA
8350	MW 6pm – 7:30pm **No class 5/30.*	5/2–6/27*	Location TBA
5236	MW 9:30am – 12pm	7/11–8/10	Location 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 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8355	MW 10:30am – 12pm **No class 5/30.*	5/2–6/27*	Location TBA
8343	MW 6pm – 7:30pm **No class 5/30.*	5/2–6/27*	Location TBA
5237	MW 9:30am – 12pm	7/11–8/10	Location TBA

Note: *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.*

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 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8337	TTh 10:30am – 12pm **No class 5/31.*	5/3–6/28*	Location TBA
8338	TTh 6pm – 7:30pm **No class 5/31.*	5/3–6/28*	Location TBA
5228	TTh 9:30am – 12pm	7/12–8/11	Location 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, parapraph writing, and be introduced to three-paragraph essays.

AEL430 | 25 hours | $149 tuition SW

INSTRUCTOR: **CE Instructor**

8344	TTh 10:30am – 12pm **No class 5/31.*	5/3–6/28*	Location TBA
8345	TTh 6pm – 7:30pm **No class 5/31.*	5/3–6/28*	Location TBA
5229	TTh 9:30am – 12pm	7/12–8/11	Location TBA

Fundamentals of Writing

This class is designed for students who are interested in improving their academic writing in a short-term, project-based course. The class is especially helpful for students working on earning their high school diploma through GED Prep or the National External Diploma Program. Each week, students will learn the fundamental features of writing a paragraph.

AEL515 | 12 hours | $39 tuition SW

INSTRUCTOR: **CE Instructor**

8339	M 6:30pm – 9:30pm	5/2–5/23	Location TBA
8342	F 9am – 12pm	5/6–6/3	Location TBA
8340	M 6:30pm – 9:30pm	6/6–6/27	Location TBA
8341	F 9am – 12pm	6/10–7/1	Location TBA

Note: *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.*

LEARN TO RIDE Motorcycle Safety Courses

SUMMER

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

Motorcycle Safety: Basic Rider

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

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

4 digit #	Dates	4 digit #	Dates
7770	4/6–4/10	5215	7/13–7/17
7771	4/20–4/24	5216	7/20–7/24
7772	4/27–5/1	5217	8/03–8/07
7774	5/4–5/8	5218	8/10–8/14
7773	5/11–5/15	5219	8/17–8/21
7775	6/1–6/5	5220	9/14–9/18
7776	6/8–6/12	5221	9/28–10/2
7777	6/15–6/19	5222	10/05–10/9
5214	7/06–7/10	5223	10/12–10/16

Alternate Basic Rider Course (ABRC)

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

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

4 digit #	Date	4 digit #	Date
7582	5/21	5525	8/27
7583	6/25	5526	9/24
5224	7/30		

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

Kids On Campus

TEENS ON CAMPUS

Frederick Community College SUMMER 2016 YOUTH PROGRAMS

FCC offers an exciting variety of fun-filled week-long morning and afternoon classes this summer. Be sure to sign up for Lunch Bunch for all day programming at FCC. Register early—popular programs fill quickly!

Kids on Campus

Exciting, interactive educational enrichment programs, designed especially for children from 4 to 11 years of age. Here's just a sample of what's happening:

- Adventures with American Girls
- Bugs, Lizards & Things that Fly
- Clay-Mation Movie Magic
- How to Build a PC
- Kids Take Over the Kitchen
- LEGOs! Animation, Robotics & More
- May the Force Be with You
- Music for Munchkins
- Rock on Dinosaurs!
- Space Exploration: Create & Explore (with LEGOS!)
- The Magic of Science

Teens on Campus

A cool selection of hands-on programs encourage tweens and teens to learn fundamental concepts while exploring new ideas and making new friends including:

- Black Light Illumination Theatre
- CAD (Computer Aided Design)
- Comic Book Creations
- Computer Animation
- Fencing Academy
- Fine Art Classes
- Improvising Rock Guitar
- Mud Loving Teens
- Safe Sitter Babysitting Training
- Study Skills Classes
- Video Game Design: All Levels

See our complete summer schedule on pages 45-60 and register today! Frederick.edu/QuickEnroll

Frederick Community College

Karen Freeman • Program Manager • kfreeman@frederick.edu
7932 Opossumtown Pike, Frederick, MD 21702 • 301.846.2661

Kids On Campus TEENS ON CAMPUS

PROGRAM GUIDELINES

Thank you for your interest in youth programs at FCC. Please note, an Emergency Contact Form, completed during registration, is required before a child participates in a program. As FCC is a public institution, students and visitors may be photographed and appear in marketing materials without prior permission. To have your child(ren) excluded from these photographs, indicate your request on the Emergency Contact Form. Questions? Call 301.846.2661.

Little Guys & Gals

Spanish for Kids

Explore Spanish language and Mexican culture with a Fiesta theme. Play, sing, laugh, and learn through movement games, arts and crafts, music, and dance. Learn basic phrases and conversations and the alphabet. Sample Mexican food (no peanut products) and cultural activities each day. Party on the last day (parents are invited) as you perform songs and dances, share arts and crafts projects, and enjoy some cultural treats. Classes will be taught by native or near-native speakers. Class size is limited to 12 students.

AGES 4-6

KOC164 | 15 hours | $109

5086	M-F	7/25–7/29	1 p.m.-4 p.m.	E106	Doherty

Language Sampler

Let Senor Chris and his friends introduce you to five different languages in one week! Each day will focus on one particular language and will utilize themes, songs, crafts and games specific to that language. The languages include Spanish, Braille, French, American Sign Language (ASL), and Chinese. By the end of the week you'll have an introductory exposure to the languages and cultures, be able to identify basic colors, count to ten, speak greetings and farewells and, in the cases of Chinese and ASL, write or spell your name using special characters. Our multi-cultural party on the last day (parents are invited) will be a performance of songs and dances, sharing of arts and crafts projects and some tasty treats from all our countries. Classes will be taught by native or near-native speakers. Class size is limited to 12 students.

AGES 4-6

KOC166 | 15 hours | $109

5087	M-F	7/11–7/15	1 p.m.-4 p.m.	E106	Doherty

Please Tell Me a Story

Join in the fun with a different book each day. Listen to stories by Maurice Sendak, Shel Silverstein, Eric Carle, the whimsical Dr. Seuss and others and then spend time celebrating the story through games, story theatre and arts and crafts. You might even create some of your very own snacks. Each day will focus on a different story and promises to be filled with silliness and fun.

AGES 4-6

KOC311 | 12 hours | $89

5143	T-F	7/5–7/8	1 p.m.-4 p.m.	E106	Bonanno

KOC311 | 15 hours | $109

5144	M-F	8/1–8/5	1 p.m.-4 p.m.	E106	Bonanno

Tiny Travelers – A Global Magic Carpet Ride!

Travel to a different part of the world each day and experience the diversity of the earth. Take a Safari ride on the Serengeti to see elephants and giraffes or float down the slow waters of the Amazon River. The world is a big, magical place and through games, music, stories and art, you'll have the experience of a life time without leaving the classroom, except in your imagination!

AGES 4-6

KOC547 | 15 hours | $109

8181	M-F	6/27–7/1	9 a.m.-12 p.m.	E106	Pruett
5085	M-F	7/25–7/29	9 a.m.-12 p.m.	E106	Pruett

Bugs, Lizards, and Things That Fly

Learn about bugs, butterflies, lizards, and owls. Well read stories, share pet pictures and our stuffed animals, explore the lives of animals and their habitats, even dissect owl pellets to find out what owls eat. We'll get creative and write our own animal story and craft a bookmark, paint a food chain or habitat, create chromatographic butterflies and even build LEGO® critters and label all their parts! And don't forget the snacks! We'll chow down like the Very Hungry Caterpillar and maybe you'll try something you've never tasted before!

AGES 4-6

KOC578 | 15 hours | $109

5056	M-F	7/18–7/22	1 p.m.-4 p.m.	E106	Barber
5057	M-F	8/1–8/5	9 a.m.-12 p.m.	E106	Barber

Lunch Bunch
SIGNUP

Remember! When spending the whole day at FCC, Lunch Bunch is required!
See page 60 for more information.

Let's Get Growing

Get your hands dirty in this hands-on science class that explores the importance of plants and how they help people and animals by producing food and oxygen. Through science activities, art, stories, music and movement you'll discover how plants are the seeds for a lifelong relationship with the earth. Colorful creations, delightful projects, and whimsical activities will ensure an enchanting experience into the world of plants as you learn what it takes for a plant to sprout and bloom and what important roles the sun and rain play in the growth of these amazing living things.

AGES 4-6

KOC341 | 12 hours | $99

5066	T-F	7/5–7/8	9 a.m.-12 p.m.	E106	Meiners

NEW! Gnomes, Fairies & Magical Creatures

Gnomes are usually whimsical bearded earth dwellers from Scandinavian folklore who like to play tricks on people. Fairies are wee folk who look like humans but have magical powers. Explore the history of these magical creatures through stories, games, art and crafts. Using your imagination and some cool earthy materials, create a fairy garden that will invite even the most skeptical to believe in these pixies and their enchanted friends.

AGES 4-6

KOC475 | 15 hours | $119

5099	M-F	7/11–7/15	9 a.m.-12 p.m.	E106	Kinna
5098	M-F	8/8–8/12	1 p.m.-4 p.m.	E106	KOC Instructor

Weather Bugs

Why are clouds white? How many colors are in a rainbow? What causes the wind to blow? Is it just air in a hurry? Through games, activities and crafts we'll learn about rain, tornadoes, hurricanes, lightning and wind in this class that explores the fascinating world of weather. Make a tornado in a bottle, create crystal snowflakes and experiment with balloons and hot air to learn what happens when temperatures rise. Don't be under the weather, be all about it!

AGES 4-6

KOC613 | 15 hours | $109

5084	M-F	7/18–7/22	9 a.m.-12 p.m.	E106	McKenzie
5083	M-F	8/8–8/12	9 a.m.-12 p.m.	E106	McKenzie

Lunch Bunch
SIGNUP
Remember! When spending the whole day at FCC, Lunch Bunch is required!
See page 60 for more information.

Music for Munchkins

Creativity will be encouraged in this cool musical experience. Music will be explored through singing, movement, games, crafts, discovering instruments and making some of their own. Through musical play, students will be encouraged to explore in a safe and non-threatening atmosphere and develop an appreciation for the many facets of music, which are so important in providing opportunities and positive experiences in the future. Students will learn so much in this class and they will have fun while doing it!

AGES 5-6

KOC680 | 15 hours | $109

8182	M-F	6/27–7/1	1 p.m.-4 p.m.	E106	Fowle

Arts, Music & Culinary Delights

Creating Comics

Do you dream about monsters and aliens? Does your imagination work overtime creating dialogue for your characters and setting up action scenes? Can you picture yourself as a cartoonist? Learn to develop your characters, giving them personality and life. Have fun creating superheroes, monsters, aliens, or just regular kooky characters. Learn techniques in basic perspective, anatomy, facial expressions, panel composition, lettering, penciling, and inking. Understand how to lay out panels and get your ideas to flow. By the end of the week, you'll design, write, and draw your characters into one of many comic formats.

AGES 8-11

KOC391 | 15 hours | $119

8167	M-F	6/27–7/1	1 p.m.-4 p.m.	E125	Tholen

Advanced Comic Book Creation

In this class for the more serious student you'll explore the various tools that a professional artist uses when drawing comic book characters and how to think through and plan a story concept. Learn about creating logos and how to design covers to pique the curiosity and get the attention of your target audience. In addition you'll have fun creating superheroes, monsters, aliens and kooky characters. Learn techniques in basic perspective, anatomy, facial expressions, panel composition, lettering, penciling and inking from a professional artist and by the end of the week, you'll design, write and draw your characters into one of many comic formats.

AGES 12-15

TOC750 | 15 hours | $119

5002	M-F	8/8–8/12	1 p.m.-4 p.m.	E125	Tholen

Batik for Beginners

Who could "resist" this class? Batik, both an art and a craft, is a wonderfully creative medium. You'll create designs on fabric and then add melted wax to prevent dye from penetrating the fabric, leaving "blank" areas in the dyed fabric. The process, wax resist then dye, can be repeated over and over to create complex multicolored designs. Make a scarf, pillow, canvas art or even an article of clothing.

AGES 11-14

TOC370 | 15 hours | $119

5009 M-F 8/8–8/12 9 a.m.-12 p.m. F118 Shaw

Easels on Campus

Discover landscape art! This is your chance to enjoy art in the outdoors. Learn techniques for creating a landscape through different mediums. You will be introduced to landscapes with a photo reference study. Later, we will set up easels near gardens and trees around campus for some real life experience. Through the use of graphite, charcoal, and soft pastels, you will learn how to compose a landscape as well as various techniques to apply each medium.

AGES 10-15

KOC556 | 15 hours | $119

5022 M-F 7/11–7/15 9 a.m.-12 p.m. F118 Clay

Fine Art: Printmaking

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

AGES 13-16

TOC197 | 15 hours | $119

5156 M-F 7/18–7/22 9 a.m.-12 p.m. F118 Eggink

NEW! From Trash to Treasures: Recycled Art

As Grandma always says, "Don't throw that away!" Explore different ways to repurpose everyday items for fun and functional use. There will be a small "junkyard" for each student to forage through, as well as plenty of mixed media materials to embellish your new and improved creations. Bring your own recyclable treasures if you'd like and create amazing collages, jewelry, masks, sculptures and more. This class allows you to experiment, have fun and save the planet in one fun-filled and sensational week!

AGES 7-11

KOC173 | 15 hours | $119

5024 M-F 7/18–7/22 1 p.m.-4 p.m. F141 Shaw

Mixed Media Mania

Join us for an adventure in 2-Dimensional mixed media art! You will be introduced to famous collage artists of the past and present. Experiment with layering different media options. Compose your masterpiece with torn paper, yarn, fabric, and paint or an endless list of colorful materials. Through still life and photo reference studies, you will learn to compose a subject with a variety of mediums at your fingertips. Mixed media lends itself to creativity and self-expression so you will have a chance to create from your imagination as well. Join us and tap into your creativity. The world is your oyster with collage!

AGES 8-12

KOC293 | 15 hours | $119

5030 M-F 7/25–7/29 9 a.m.-12 p.m. F118 Eggink

Sketching and Drawing for Beginners

Using Pencils, charcoal and sketch pads we will begin by using simple line techniques in order to create a realistic pencil drawing. We will gain inspiration by learning about famous sketch artists from past to present. Each student should bring a sketch book to class.

AGES 8-12

KOC366 | 12 hours | $99

5033 T-F 7/5–7/8 9 a.m.-12 p.m. F118 Shaw

Duct Tape Art

Uses of Duct Tape: fix a window ... fix a broken pipe ... sculpt a giant monster insect, create a dragon and a Samurai sword ... Surprised by the last three? That's not all! See how amazing and versatile a simple roll of duct tape can be! In this class we can sculpt anything from a practical wallet to a bouquet of flowers to a top hat, all with colorful duct tape. Each day will focus on a different project beginning with simple construction and progressing to more complex forms later in the week. Study the basics of sculpting - internal structure, proportion, and spatial connections, which can easily be translated into other sculpting mediums. And of course, you'll be using loads of imagination and creativity!

AGES 8-12

KOC555 | 12 hours | $105

5020 T-F 7/5–7/8 9 a.m.-12 p.m. F141 Clay

KOC555 | 15 hours | $129

5021 M-F 8/8–8/12 1 p.m.-4 p.m. F145 KOC Instructor

Advanced Duct Tape Art

Take Duct Tape creations to the next level as you construct larger and more advanced projects including backpacks, purses, lunch bags or large animal creatures. (Imagine a striped and colorful Big Foot!) This class is for experienced students who have already completed Duct Tape Art and are ready to progress to more complex forms. The basics of sculpting - internal structure, proportion, and spatial connections will be reviewed, but please bring your imagination to this class!

AGES 11-14

TOC558 | 15 hours | $129

5003	M-F	7/25–7/29	9 a.m.-12 p.m.	F109	Cooney

Clay-Mation Movie Magic

Claymation has been used in films and television shows for years and this is your chance to create a bit of that same cinematic magic of your own! Students will write their own short stories, capture them through clay modeling and photography, and finally create their own digital claymation film to share with friends and family! Lights, Camera, CLAYMATION!

AGES 8-12

KOC543 | 15 hours | $119

8166	M-F	6/27–7/1	1 p.m.-4 p.m.	F141	KOC Instructor
5011	M-F	7/11–7/15	9 a.m.-12 p.m.	F145	KOC Instructor

Adventures in Clay

Use handbuilding techniques to create dishes, sculptures, and numerous cool things out of clay. While focusing on handbuilding in this popular class, you'll learn the techniques of slab, coil and pinch pot methods that have been used for centuries in the creation of functional and decorative objects. Using your imagination along with the tools and materials provided, you'll create one-of-a-kind pieces of art that will be cherished by you and your family. Items will be fired and ready for pick up two to three weeks after the end of class.

AGES 8-10

KOC575 | 15 hours | $129

8165	M-F	6/27–7/1	1 p.m.-4 p.m.	F118	Goad
5007	M-F	7/11–7/15	1 p.m.-4 p.m.	F118	Goad

AGES 10-12

8164	M-F	6/27–7/1	9 a.m.-12 p.m.	F118	Goad
5005	M-F	7/18–7/22	1 p.m.-4 p.m.	F118	Goad

Mudloving Teens

With the focus on handbuilding in this class, you'll learn the ancient techniques of slab, coil and pinch pot methods to create one-of-a-kind functional and decorative pieces. Using your imagination and the tools and materials provided, you'll build three-dimensional projects like bowls, vases, sculpture creatures and Ugly Jars. Students will be encouraged to work at their own pace in this class that focuses on student talent and interest.

AGES 12-15

TOC586 | 15 hours | $129

5031	M-F	7/25–7/29	1 p.m.-4 p.m.	F118	Goad

Digital Photography

Are you interested in how digital photography works? This class will teach you. You will also learn how to compose better pictures, download photographs and edit them. You will take pictures around campus to fulfill specific photography assignments. Later, you'll edit those images on the computer and create a decorative way to display your art work. Students must bring their own digital camera with empty memory cards, card reader and batteries to all classes.

AGES 11-14

TOC507 | 15 hours | $119

8168	M-F	6/27–7/1	9 a.m.-12 p.m.	E109	Miller

Flashion

Combining fashion and photography, students will be challenged to design and construct garments from materials provided by the instructor. Using their own creativity, students will make wearable art out of newspapers, dry-cleaning bags, balloons, grocery bags, you name it! Each day will focus on a different fashion "material" and all creations will be photographed a la runway techniques. Students should bring a camera and media card to class every day.

AGES 11-14

TOC508 | 15 hours | $119

5023	M-F	7/11–7/15	9 a.m.-12 p.m.	E109	Miller

STOMP! ... Your Way to Fun!

What kind of sound emits from a trash can lid when struck with a piece of garden hose or from a traffic cone when it comes in contact with a water bottle? Combine junk percussion instruments and unique objects to build your own instruments and use those creations to make awesome music! Through music, movement and energizing beats, you'll turn a rehearsal room into an electrifying and inventive rhythm experience. This is an awesome class for the music enthusiast who isn't looking for a typical musical experience. Ear plugs NOT included, but fun is!

AGES 7-11

KOC684 | 12 hours | $119

5034	T-F	7/5–7/8	9 a.m.-12 p.m.	F142	Fowle

Sing Big or Go Home! The Bel Canto Way

Ever wonder how your favorite singing stars do it? In this fun filled class you'll learn to focus on getting to your biggest, best voice, and develop great song practicing technique. Learn how to breathe and shape vowels to better sing any style of music. In this non-threatening group class you'll learn as you sing with and for each other. You'll vocalize together with the piano and have group song practice (over original artist's versions) and a performance in an "all for one, one for all" environment.

AGES 8-12

KOC681 | 15 hours | $119

5032	M-F	7/18–7/22	9 a.m.-12 p.m.	F142	Newman

Improvising Rock Guitar

Learn time-tested solid rock guitar playing technique! Discover how to shake those strings to wring the most out of your rock scales, and in the process learn a little something about music too! This is an interactive class where you'll jam in groups and all together. Through demo and discussion about amps, effects pedals, and electric guitar tricks of the trade, discover what makes for great guitar sounds. Solid rhythm playing will be covered as well to insure a rounded out experience so you can be the best overall rock guitarist possible! (*electric guitars and small practice amps not provided! Please contact Kids on Campus at 301.846.2661 for questions concerning equipment.)

AGES 12-16

TOC682 | 15 hours | $119

5027	M-F	7/11–7/15	9 a.m.-12 p.m.	F142	Newman

Black Light Illumination Theatre

Students will explore the many facets of black lights as they create a magical world in which light, art and rhythm are synchronized with movement and sound. They will discover the enchanting world of Black Light Illumination Theatre when music, storytelling and theatrical imagery are combined with neon and UV reactive materials and media, like paint, props and costume pieces, to produce a delightful and colorful story to share at the end of the week.

AGES 10-15

TOC527 | 15 hours | $139

5010	M-F	7/11–7/15	1 p.m.-4 p.m.	F142	Kemp

Lunch Bunch
SIGNUP
Remember! When spending the whole day at FCC, Lunch Bunch is required!
See page 60 for more information.

NEW! T-Shirt Transformations

From sandals to plant holders to small rugs, this class demonstrates the best in recycling and upcycling. Using T-shirts that may have seen better days, create masterpieces including fashionable accessories, whimsical produce bags, trendy vests and delightful framed artwork. 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 12-15

KOC320 | 12 hours | $99

5035	T-F	7/5–7/8	1 p.m.-4 p.m.	F118	KOC Instructor

AGES 8-12

KOC320 | 15 hours | $119

5036	M-F	8/8–8/12	1 p.m.-4 p.m.	F118	KOC Instructor

Design And Sew Like A Professional

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

AGES 8-12

KOC249 | 15 hours | $119

5013	M-F	7/18–7/22	9 a.m.-12 p.m.	E125	Parsons
5014	M-F	7/25–7/29	1 p.m.-4 p.m.	E125	Parsons

Creative Quilting - Design and Sew a Quilt by Machine

The basic skills of using a sewing machine are required. The students will learn how to make an easy, colorful, eye catching quilt. Step by step instructions will include rotary cutting techniques, color placement, patterns to use, and sewing the quilt together by machine. The fun begins immediately when you will design your quilt with lots of colorful material. Have fun, be creative and learn something new that is really something very old!

AGES 8-12

KOC413 | 15 hours | $119

5012	M-F	7/18–7/22	1 p.m.-4 p.m.	E125	Parsons

Design and Sew: American Girl Doll Creations

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

AGES 8-12

KOC549 | 15 hours | $119

5015	M-F	7/25–7/29	9 a.m.-12 p.m.	E125	Parsons
5016	M-F	8/1–8/5	1 p.m.-4 p.m.	E125	Parsons

NEW! Design and Sew: Totes, Bags and Bag Making Basics

There are many ways to carry your stuff. In this class you'll design and create various tote bags, sacks and cases for your water bottle, Mom's make-up and Grandpa's eyeglasses. Using your imagination, colorful fabrics and basic sewing skills, craft 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

KOC369 | 15 hours | $119

5017	M-F	8/1–8/5	9 a.m.-12 p.m.	E125	Parsons

Kids Take Over the Kitchen

Cook up delicious from-scratch recipes you can try for breakfast, lunch or dinner. Measure and mix ingredients using a variety of cooking tools as you learn the basics of "kitchenology." A variety of items will be prepared and each week we'll bake cupcakes and learn simple techniques of cake decoration. Learning to cook is so sweet! All levels of cooking experience are welcome.

AGES 6-10

KOC214 | 15 hours | $139

8169	M-F	6/27–7/1	1 p.m.-4 p.m.	E126C	Gordon/Steinhaus
5028	M-F	7/25–7/29	1 p.m.-4 p.m.	E126C	Gordon/Steinhaus

AGES 10-14

8170	M-F	6/27–7/1	9 a.m.-12 p.m.	E126C	Gordon/Steinhaus
5029	M-F	7/11–7/15	9 a.m.-12 p.m.	E126C	Gordon/Steinhaus

Gluten Free Cooking: Around the World

Whether you have an actual gluten intolerance or allergy such as Celiac's Disease, or you just feel like eating a bit healthier, this class is for you. Students will be sautéing, simmering, and baking their way into some amazing dishes from all over the world, each dish with a gluten free flare. Make sure to bring your appetite as well as your passport because you will be jet setting our taste buds to Asia, Europe, and beyond!

AGES 6-10

KOC542 | 12 hours | $115

5025	T-F	7/5–7/8	1 p.m.-4 p.m.	E126C	Gordon

AGES 10-14

KOC542 | 12 hours | $115

5026	T-F	7/5–7/8	9 a.m.-12 p.m.	E126C	Gordon

NEW! Awesome Appetizers and Sensational Snacks

Move over main course dishes! Healthy and delicious appetizers and snacks are what it's all about. From dips and homemade chips to eye catching hors d'oeuvres, craft delightful finger foods and wholesome midnight snacks. Taste sensation plus presentation combine to create a treat for your eyes and taste buds in this fun filled cooking class.

AGES 6-10

KOC347 | 15 hours | $139

5159	M-F	7/18–7/22	9 a.m.-12 p.m.	E126C	Gordon

AGES 10-14

5158	M-F	7/18–7/22	1 p.m.-4 p.m.	E126C	Gordon

Dessert Circus

If you have a sweet tooth, this class is for you! Learn how to make everything from pies, cakes, and custard, to monkey bread and cobbler. Desserts are not only delicious, they are fun to make! Learn to use kitchen tools and basic dessert-making ingredients and techniques. Then you can prepare for you and your friends a dessert circus anytime.

AGES 6-10

KOC537 | 15 hours | $139

5019	M-F	8/1–8/5	1 p.m.-4 p.m.	E126C	Roberts/Gordon

AGES 10-14

KOC537 | 15 hours | $139

5018	M-F	8/1-8/5	9 a.m.-12 p.m.	E126C	Roberts/Gordon

NEW! Teens Take Over the Kitchen

This class will bring out your inner chef as you learn more advanced cooking skills and techniques. In addition to creating vibrant and healthy dishes, you'll learn about good nutrition, tasteful presentation, food preparation and safety in the kitchen. Homemade pizza dough, breakfast burritos, eggs benedict and spaghetti sauce made from scratch are just a few of the recipes you'll create in this creative and engaging class.

AGES 14-17

TOC165 | 15 hours | $139

5037	M-F	7/11–7/15	1 p.m.-4 p.m.	E126C	Gordon/Roberts
5038	M-F	7/25–7/29	9 a.m.-12 p.m.	E126C	Gordon/Roberts

Business & Finance for Entrepreneurial Kids

Money Smart Tweens

Experience the world as a millionaire. Explore strategies on saving, spending, investing and sharing. In this class, you will learn what it takes to become a millionaire and develop a financial plan for your future.

AGES 7-11

KOC731 | 15 hours | $119

5040	M-F	7/25–7/29	9 a.m.-12 p.m.	F141	Russell

Business Planning for Teens & Tweens

Have a great idea that would be a good business venture? Ever consider starting a business? Join us for an opportunity to learn how to create a real business. Young entrepreneurs know how to manage money, design a product or service and market the business. You can learn how to develop your idea into a successful business.

AGES 11+

TOC729 | 15 hours | $119

5039	M-F	7/25–7/29	1 p.m.-4 p.m.	F141	Russell

Health, Fitness & Safety

Fencing Academy

This class teaches basic instruction in foil fencing techniques including simple attacks and parries. Bouting, scoring, and match judging are included in this active and fun class. Mask, jacket, foil, and glove are provided.

AGES 8+

KOC333 | 7.5 hours | $99

5043	M-F	7/11–7/15	10:30 a.m.-12 p.m.	D100	Sholes
5042	M-F	7/11–7/15	1 p.m.-2:30 p.m.	D100	Sholes

Hoops for Fitness and Fun

Hoops have been associated with exercise and play from as early as the 5th century in ancient Greece to being used in storytelling by Native American dancers. Make your own modern Hoolah Hoops and learn to twirl and toss them in this active and educational class. Explore exercise, cooperation, movement and play, as you learn and master basic Hooping, Hoop Games, Hoop tricks. The class wraps up with a showcase at the end of the week. Hoop making materials are included in the class. Be sure to bring a water bottle and wear comfortable, natural fiber clothing that allows freedom of movement.

AGES 6-9

KOC700 | 15 hours | $129

8171	M-F	6/27–7/1	9 a.m.-12 p.m.	F142	Kemp

Survive!

You are stranded in a remote location - no shelter, no heat, no transportation, unsafe water and scarce amounts of food. Your goal is to SURVIVE! Your objective will be to prioritize your needs, build a shelter that will protect you from the environment, devise a way to collect drinking water, design and build a solar cooker and signal for help. If you've got a sense of adventure, then take this hands-on class. You'll learn how to achieve these goals through the use of your imagination, common sense, critical thinking and group collaboration. Good luck!

AGES 11-14

TOC612 | 15 hours | $119

5047	M-F	7/18–7/22	1 p.m.-4 p.m.	F142	Witt
5048	M-F	8/1–8/5	9 a.m.-12 p.m.	F145	Witt

Safe Sitter Babysitting Training

Good babysitters are always in demand! Safe Sitters gain the skills needed to do the job well and earn parents' trust. Students who complete the medically-accurate, up-to-date program gain confidence and learn how, why and where injuries can happen so they can be prevented. They are taught how a child's age affects how to care for them and how to deal with problem behavior. Students also learn how to perform infant and child choking rescue and they even learn CPR. Included are pointers on safety for the sitter as well, and to how to deal with uncomfortable and potentially dangerous situations. Certificate awarded at the conclusion of class.

AGES 11-15

KOC583 | 15 hours | $125

8173	M-F	6/27–7/1	9 a.m.-12 p.m.	F109	Shaw/Bendler
5044	M-F	7/18–7/22	9 a.m.-12 p.m.	F109	Shaw/Gruber
5045	M-F	8/1–8/5	1 p.m.-4 p.m.	F109	Bendler/Gruber
5046	M-F	8/8–8/12	1 p.m.-4 p.m.	F109	Bendler/Gruber

Winter Wonderland: Skate and Cool Crafts

It's mighty hot outside, but you don't have to be! Spend the day sliding, gliding, swiveling and playing games on the ice. Learning to skate is easy when you're having fun. You'll be introduced to the fundamentals of skating: safety, balance, forward stroking, snowplow stops, and swivels. After your morning skate session, you'll share lunch with your skate mates and spend the afternoon in a mix of free-skate time and making crafts. Winter Wonderland-themed crafts will be a welcome breeze of cool air in the middle of summer. We'll provide the rental skates and a morning and afternoon snack; you bring the lunch.

AGES 6-11

KOC140 | 35 hours | $259

8174	M-F	6/27–7/1	9 a.m.-4 p.m.	Skate Frederick	KOC Instructor
5049	M-F	7/11–7/15	9 a.m.-4 p.m.	Skate Frederick	KOC Instructor
5050	M-F	8/8–8/12	9 a.m.-4 p.m.	Skate Frederick	KOC Instructor

LEGO®, Technology, Robotics & MORE!

We Do Robotics

LEGOS® + Robots + Computers = Education, the LEGO® Way! In this program for younger LEGO® builders, you will build LEGO® models featuring working motors and sensors, learn simple programming techniques to make models perform simple tasks and explore a series of cross-curricular, theme based activities, all while developing skills in science, technology, engineering, mathematics, language and literacy. Translation? Fun! LEGO® soccer players kick the ball, cranes lift creatures, motorized bridges open up, all created and programmed by you! Simply said, by using drag and drop software, you will learn how to program robots made from LEGOS®.

AGES 6-9

KOC234 | 12 hours | $105

5107	T-F	7/5–7/8	9 a.m.-12 p.m.	E126A	Langowski

KOC234 | 15 hours | $129

5106	M-F	7/11–7/15	1 p.m.-4 p.m.	E126A	Langowski
5105	M-F	7/18–7/22	9 a.m.-12 p.m.	E126A	Langowski
5104	M-F	7/25–7/29	9 a.m.-12 p.m.	E126A	Langowski
5103	M-F	8/1–8/5	1 p.m.-4 p.m.	E126A	Hahn

Lunch Bunch
SIGNUP
Remember! When spending the whole day at FCC, Lunch Bunch is required!
See page 60 for more information.

Robotic Creations with Motorized Kits

Join us as we set out for a week of exploring and building robots. Students will work in pairs to use LEGO® Mindstorms Robotics. Build a robot that will follow your commands and modify and test various robot creations. Using a computer and an infrared transmitter, students will program their robots to meet various challenges we put in place. Bring along your enthusiasm and imagination - we'll have a blast with robotics fun!

AGES 8-12

KOC224 | 15 hours | $129

8197	M-F	6/27–7/1	9 a.m.-12 p.m.	E126A	Hahn
5147	M-F	7/18–7/22	1 p.m.-4 p.m.	E126A	Shearer
5149	M-F	8/8–8/12	9 a.m.-12 p.m.	E126A	Hahn

KOC224 | 12 hours | $105

5148	T-F	7/5–7/8	1 p.m.-4 p.m.	E126A	Hahn

Advanced Robotic Creations

The next step in programming and building robots! Students will use their existing knowledge of LEGO® Mindstorms to tackle tougher challenges and learn how to use all new sensors. Build a robot that will follow your commands and control wind turbines and solar power cells. Students must have taken LEGO® Mindstorms: Robotic Fun at least twice or have a vast knowledge of the NXT software as well as the base Mindstorms kit. Students who take this course will be tasked to complete the most difficult of robotic challenges!

AGES 8-12

KOC652 | 15 hours | $129

5152	M-F	7/18–7/22	9 a.m.-12 p.m.	F145	Hahn

Robotic Creations for Middle School Students

Middle school students set out for a week of exploring and building robots. Students will use LEGO® Mindstorms Robotics and Renewable Energy kits to build a robot that will follow your commands and control wind turbines and solar power cells. Use five different sensors and motors to make your robot interact with its environment, create wind and solar power energy, take on obstacle courses, and battle other robots! Bring along your enthusiasm and imagination - we'll have a blast with robotics fun!

AGES 11-14

TOC651 | 15 hours | $129

5120	M-F	7/25–7/29	9 a.m.-12 p.m.	F145	Shearer
5119	M-F	8/1–8/5	1 p.m.-4 p.m.	F145	Shearer

Computer Animation with Action Figures and More!

Using LEGOs®, action figures, lights, cameras and computers you'll create action! Explore the world of animation, from zoetropes and flipbooks to object animation. Learn the basics of stop-motion animation. Then, using a variety of LEGO® kits or popular action figures, build and create a storyboard, script, scenery and special effects. Once you've established aspects of the story, film your animated mini-movie.

AGES 8+

KOC524 | 15 hours | $139

8175	M-F	6/27–7/1	1 p.m.-4 p.m.	E107	Cooney
5059	M-F	7/11–7/15	1 p.m.-4 p.m.	E107	KOC Instructor
5060	M-F	8/1–8/5	9 a.m.-12 p.m.	E109	Cooney

Advanced Computer Animation

If you've tried stop motion animation with LEGOs® or clay, you know how magical the process is. This class is for students interested in pursuing advanced stop-motion animation techniques to a higher degree using LEGOs® and action figures. Learn and practice more complex processes, such as making a lightsaber glow or editing a spaceship so that it looks like it's flying. Crop your own photographs to use as background and to increase the illusion of motion. Each student will create a short video, individually or as part of team. This is a fast-paced class. Students should be familiar with the basics of stop-motion (there will be a review at the start of class).

AGES 9-14

KOC523 | 15 hours | $139.99

5155	M-F	7/11–7/15	9 a.m.-12 p.m.	E107	Cooney
5154	M-F	7/18–7/22	1 p.m.-4 p.m.	E107	Cooney

Expert Level Computer Animation *(2 Week Class)*

Step up your abilities when you learn how to create more realistic special effects and green screening techniques in this high level computer animation class.

AGES 10-15

TOC213 | 30 hours | $229

5136	M-F	7/25–8/5	1 p.m.-4 p.m.	E107	Cooney

Minecraft: Architecture - Seven Wonders Of The World

Combining the open world of Minecraft and the versatility of LEGO®s, 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 LEGO®s. 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

KOC634 | 15 hours | $139

8194	M-F	6/27–7/1	9 a.m.-12 p.m.	E107	Cooney

KOC634 | 12 hours | $115

5121	T-F	7/5–7/8	1 p.m.-4 p.m.	E107	Cooney

Minecraft: Architecture and Automation

Challenge yourself with more complex architectural wonders such as Notre Dame, The Eiffel Tower, The Temple of Artemis, amusement parks and structures from the world of fiction. Learn how Hogwarts, The Mines of Moria, Cair Paravel and The Death Star were influenced by real world structures. In addition you'll look at the mechanical side of the modern world including factories and farms and then build your own machines that will help the Minecraft world to run itself. Previous experience in Minecraft will be beneficial for success in this class.

AGES 7-11

KOC637 | 15 hours | $139

5157	M-F	8/8–8/12	9 a.m.-12 p.m.	E107	KOC Instructor

NEW! Advanced Level Minecraft

Would you like to challenge yourself in Minecraft and tackle something more complicated than a simple house or castle? How would you like to recreate Neuschwanstein Castle in 1:1 scale? No? Is that not difficult enough? How about creating the Titanic to scale? These and other ancient and modern wonders of the world will be examined and recreated in this advanced version of Minecraft Architecture. At the end of the week you will take a tour through, around and inside the structures that have been recreated. Previous Minecraft experience is necessary to join this class.

AGES 12-15

TOC216 | 15 hours | $139

5153	M-F	7/18–7/22	9 a.m.-12 p.m.	E107	Cooney

NEW! Space Exploration: Create and Explore!

Travel across the planet in a Mars Rover, take a rocket ship to Pluto or travel through space beyond the Milky Way Galaxy, all made possible by creations built with LEGO®S! Each day we'll learn about a different planet, cosmic body or energy and then construct the appropriate vehicle used to travel through, towards or beyond. Learn, create, go-Space travel has never been so much fun!

AGES 7-11

KOC322 | 15 hours | $129

5116	M-F	7/11–7/15	9 a.m.-12 p.m.	E126A	Hahn
5115	M-F	8/1–8/5	9 a.m.-12 p.m.	E126A	Hahn
5117	M-F	8/8–8/12	1 p.m.-4 p.m.	E126A	KOC Instructor

NEW! May the Force Be With You: Faraway Empires, Starfighters and Wookiees

Students will become familiar with the characters and history of the Star Wars series as they build vehicles and structures using LEGO® kits. Working in small groups, students will develop their fine motor skills, think in three dimension, problem solve and develop lateral thinking skills as they build from various Star Wars LEGO® kits including the Imperial Shuttle Tydirium, AT-AT and the Imperial Assault Carrier. Explore the world of Star Wars!

AGES 7-11

KOC321 | 15 hours | $129

8195	M-F	6/27–7/1	1 p.m.-4 p.m.	E126A	Hahn
5125	M-F	7/25–7/29	1 p.m.-4 p.m.	E126A	Hahn

Video Game Design

Do you love to play video games? Have you ever thought about designing your own game? In this course you will get a chance to work with the premier game engines that the pros use. Video games are an emerging art form that combines writing, cinematography, painting and programming into one medium. Learn how to design fun and efficient game levels as well as techniques for properly pacing a story line for a game. Design any type of game you want, from racing, action and puzzle games to old school side scrolling games. If playing games is not enough for you, then video game design just may be your calling!

AGES 9-14

KOC509 | 15 hours | $139

8183	M-F	6/27–7/1	1 p.m.-4 p.m.	E108	Moss
5113	M-F	7/11–7/15	1 p.m.-4 p.m.	E108	Moss
5110	M-F	7/18–7/22	9 a.m.-12 p.m.	E109	Pingatore
5109	M-F	7/25–7/29	1 p.m.-4 p.m.	E109	Pingatore
5108	M-F	8/1–8/5	1 p.m.-4 p.m.	E109	Pingatore
5112	M-F	8/8–8/12	9 a.m.-12 p.m.	E108	Moss

KOC509 | 12 hours | $119

5114	T-F	7/5–7/8	9 a.m.-12 p.m.	E108	Moss
5111	T-F	7/5–7/8	1 p.m.-4 p.m.	E109	Pingatore

Advanced Video Game Design

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

AGES 9-14

TOC212 | 15 hours | $139

8198	M-F	6/27–7/1	1 p.m.-4 p.m.	E109	Pingatore
5145	M-F	7/11–7/15	1 p.m.-4 p.m.	E109	Pingatore
5151	M-F	7/25–7/29	1 p.m.-4 p.m.	E108	Moss
5150	M-F	8/8–8/12	1 p.m.-4 p.m.	E108	Moss

TOC212 | 12 hours | $119

5146	T-F	7/5–7/8	9 a.m.-12 p.m.	E109	Pingatore

Expert Level Video Game Design

The third course in video game design will have students exploring the most advanced features of game engines. This advanced level course focuses on artificial intelligence programming, landscape modeling, and level scripting. This is the class that brings it all together. A pre-requisite for this class is Advanced Video Game Design, TOC212.

AGES 11-15

TOC214 | 15 hours | $139

5130	M-F	8/1–8/5	9 a.m.-12 p.m.	E108	Pingatore

TOC214 | 15 hours | $139

5134	M-F	7/18–7/22	1 p.m.-4 p.m.	E109	Pingatore
5132	M-F	7/25–7/29	9 a.m.-12 p.m.	E109	Pingatore
5128	M-F	8/8–8/12	1 p.m.-4 p.m.	E109	Pingatore

NEW! Design and Fly: An Introduction to Drone Technology

Beginning with the use of a tried and true paper airplane, students will learn about technology and aerodynamics. Then the standard paper airplane will be outfitted with a controller that will allow the student to fly the airplane, or unmanned aerial vehicle, with their smart phone. The course will focus on how a plane flies, how it is controlled and basic aircraft design. Students will begin with a proven design and be tasked with designing their own airplane by the end of the week. Student's designs will be showcased during the last class with a student show and tell and a friendly race! **Students are required to bring a smart phone to class each day. Class fee includes a power up Drone kit complete with a control module, motor and heavy duty paper that goes home with the student at the conclusion of the class.**

AGES 12-14

TOC202 | 15 hours | $205

8180	M-F	6/27–7/1	1 p.m.-4 p.m.	F109	Lawler

NEW! Design and Fly: Drone Technology for Teens

Students will learn about technology and aerodynamics when they outfit a paper airplane with a controller that will allow them to fly the airplane, or unmanned aerial vehicle, with their smart phone. The course will focus on how a plane flies, how it is controlled and basic aircraft design. Students will begin with a proven design and be tasked with designing their own airplane by the end of the week. Student's designs will be showcased during the last class with a student show and tell and a friendly race! **Students are required to bring a smart phone to class each day. Class fee includes a power up Drone kit complete with a control module, motor and heavy duty paper that goes home with the student at the conclusion of the class.**

AGES 14-17

TOC203 | 15 hours | $205

5160	M-F	7/25–7/29	1 p.m.-4 p.m.	F145	Lawler

NEW! How to Build a PC

Building your own PC can be a cost effective and rewarding experience for anybody. In this hands-on class students will not only learn to repair and troubleshoot PC issues, but they will also learn how to build a PC from the ground up as well as how to maintain and install Windows. Overclocking CPUs and GPUs will be performed for gaming enthusiasts. Computer components and tools will be provided.

AGES 9-14

KOC642 | 15 hours | $139

8176	M-F	6/27–7/1	9 a.m.-12 p.m.	E125	Pingatore
5063	M-F	7/11–7/15	9 a.m.-12 p.m.	E125	Pingatore

KOC642 | 15 hours | $139

5064	M-F	8/8–8/12	9 a.m.-12 p.m.	E125	Pingatore

Lunch Bunch
SIGNUP
Remember! When spending the whole day at FCC, Lunch Bunch is required!
See page 60 for more information.

Literary, Cultural & Writing Adventures

Around the World Art, Fun and Games Galore!

Discover cultures around the world through art, fun and games. Travel to Australia to learn about the dot paintings of the Aboriginal peoples. Visit Russia to design and paint eggs and then travel to Japan to practice the paper folding techniques of Origami. Experience the Indonesian version of "Rock, Paper, Scissors" known as "Ant, Man, Elephant" and play different styles of tag (from Argentina, Japan and Nigeria), with your friends. Let's play!

AGES 7-11

KOC397 | 15 hours | $119

5008	M-F	7/25–7/29	9 a.m.-12 p.m.	E104	Meiners

Adventures with American Girls

In this hands-on class, you'll experience the magical world of an American Girl. Learn about the historical significance of some of the dolls as you discover their stories and share in the adventure of their lives. Travel through history as you explore different time periods and cultures. Make doll accessories, clothing, or crafts and have fun learning to play games from the different eras. You will love the projects you take home and cherish the friendships you make. Bring your doll if you'd like.

AGES 7-11

KOC574 | 12 hours | $99

5102	T-F	7/5–7/8	1 p.m.-4 p.m.	E104	McKenzie

KOC574 | 15 hours | $119

5101	M-F	8/1–8/5	9 a.m.-12 p.m.	F141	McKenzie

Great Book Explorations

What is so powerful it can change the world, inspire people and shape the future? Magic or Superpowers? Nope. How about classic books? You'll explore the works of Dickens, Hugo, Austen, Lewis, Tolkien, Twain and Shakespeare and discover how magic, superpowers and classic books are quite similar! No droning allowed from dusty tomes in this class! These classics will be brought to life through acting, reading aloud, rapid fire games, contests and writing. Future authors (because that's what you'll become!) will leave the class with a personally customized binder filled with their own versions of the essential ingredients shared by all literature.

AGES 8-12

EDP241 | 15 hours | $119

5097	M-F	7/11–7/15	1 p.m.-4 p.m.	E104	Cooney

Writing Magic

Characters, setting, and plot - mix them together and what do you get? Magic! In this fast paced class you'll make your own magic. Dive into writing through the lens of young adult fiction - and look at popular series like Harry Potter, Narnia, Percy Jackson and Pendragon. Then, using examples from the stories, you'll create crafts from the worlds of the novels and a special writing journal to imagine fantastic original stories that challenge your imagination. Students should have basic keyboarding knowledge.

AGES 8-12

KOC180 | 15 hours | $119

5088	M-F	7/18–7/22	9 a.m.-12 p.m.	E104	Storm

AGES 12-15

KOC180 | 12 hours | $99

5089	T-F	7/5–7/8	9 a.m.-12 p.m.	E104	Storm

NEW! Games of the Realm

Take a step back in time as you travel through the magical, mystical world of Lord of the Rings. Since there were no video games or television sets for entertainment, days and nights were filled with the excitement of magic, the splendor of wild and wonderful creatures and the mysteries of Middle Earth. Join your friends for a game of bowling or jump through hoops as they roll along the path. Beat your best friend at a game of marbles or prove your strength in a spirited game of tug-of-war. There was never a dull moment in the city of Gondor and you won't find a dull moment in this class either!

AGES 7-11

KOC323 | 15 hours | $119

5100	M-F	7/25–7/29	1 p.m.-4 p.m.	F142	Kinna

NEW! Panda-monium! Chinese Cultural Experience

Explore China through story-telling, role playing, singing and games. Create colorful lanterns and dragons with paper and other craft materials. Throughout the week you will explore the culture and learn the language of China in this multi-sensory learning environment. Students will be introduced to Chinese characters, the artistic heart of the Chinese written language, and simple conversational phrases. Immerse yourself in this ancient and colorful culture!

AGES 7-11

KOC325 | 15 hours | $119

5096	M-F	8/1–8/5	9 a.m.-12 p.m.	E104	Hong

NEW! The Magic of Maps

Maps can be historical, scientific, fictional, whimsical, artful, creative or serious. They can also be a window into the past or a pathway towards the future. This class is all about exploring the different kinds of maps, using maps to create works of art, and creating brand new maps. Flat, dimensional, personal, inspirational – which one helps you find your place in the world?

AGES 8-12

KOC326 | 15 hours | $119

5092	M-F	7/11–7/15	1 p.m.-4 p.m.	E125	Prahl
5093	M-F	7/25–7/29	1 p.m.-4 p.m.	E104	Prahl

Touch, Type and Create

Do you use the "hunt and peck" method to send an instant message or an email to your friends? Learn how to type at a rate of 15 - 25 words per minute without making a lot of mistakes. Use Microsoft Office Word to become skilled at basic word processing, formatting, correcting errors, and proofreading your work. Practice cutting and pasting, changing fonts, underlining, using italics, and bolding. This interactive class will keep your fingers flying across your keyboard.

AGES 8-11

KOC519 | 12 hours | $89

5091	T-F	7/5–7/8	9 a.m.-12 p.m.	E107	Shearer

KOC519 | 15 hours | $109

5090	M-F	8/8–8/12	9 a.m.-12 p.m.	E109	Shearer

Preparing for Writing Classes: Middle School

This class will refresh student knowledge and reinforce the use of the essential building blocks in writing. Emphasis in this course is placed upon five traits of writing, including organization, vocabulary, sentence fluency, voice and ideas.

AGES 11-14

KOC118 | 15 hours | $119

5094	M-F	8/1–8/5	9 a.m.-12 p.m.	F109	Markowitz

Preparing for Writing Classes: High School

This class will refresh student knowledge and reinforce the use of the essential building blocks in writing. Emphasis in this course is placed upon five traits of writing, including organization, vocabulary, sentence fluency, voice and ideas.

AGES 14-16

TOC273 | 15 hours | $119

5095	M-F	8/8–8/12	9 a.m.-12 p.m.	F109	Storm

Science, Math & STEM

Did the Butler Do It? - The Science of Crime Solving

Be part of the investigative team that uses science to solve mysteries and crimes. Learn how to examine fingerprints and simulate blood typing techniques to solve a crime. Use your powers of observation and critical thinking to examine and process a crime scene, look for clues and collect evidence as you try to figure who the culprit might be.

AGES 7-11

KOC571 | 12 hours | $99

5082	T-F	7/5–7/8	1 p.m.-4 p.m.	F141	Roberts

KOC571 | 15 hours | $119

5081	M-F	8/8–8/12	1 p.m.-4 p.m.	F141	Roberts

The Magic of Science

Perform amazing magic tricks while you learn about energy, chemistry and physics. Find out the secret behind making bubbles that bounce and balance a drinking glass in a way that seems to defy gravity and the laws of physics. Weave popsicle sticks together and release them in an explosion of kinetic energy. If your mind is full of the wonder of science and you love to discover and explore, this is the class for you!

AGES 7-11

KOC268 | 15 hours | $119

8178	M-F	6/27–7/1	9 a.m.-12 p.m.	F141	Meiners
5070	M-F	7/11–7/15	1 p.m.-4 p.m.	F141	Meiners
5069	M-F	8/8–8/12	9 a.m.-12 p.m.	F141	Meiners

NEW! Kids Go Green

Kids can make a difference when it comes to green living and in this eco-friendly class you'll discover simple, fun and creative ways to help the environment. Make your own recycled paper and crayons or create a bowling game using plastic bottles. Discover ways to help the wild animals and plants that live near us. Become environmentally aware and choose conscious living. Going green can be loads of fun! "Unless someone like you cares a whole awful lot, nothing is going to get better, it's not." – Dr. Seuss-

AGES 7-11

KOC327 | 15 hours | $119

5078	M-F	7/18–7/22	9 a.m.-12 p.m.	F141	Meiners
5077	M-F	8/1–8/5	1 p.m.-4 p.m.	F141	Meiners

Tasty Science

What do science and the things you eat have in common? In this class you'll explore the chemistry of chocolate as you create chocolate slime, learn why some things taste good dipped in chocolate while others do not! Discover the chemical secrets to creating delicious treats like bubble gum and ice cream, as well as explore the science behind what makes soft drinks fizz and cause you to burp! Learn basic chemistry as you place Mentos in liquid to make an explosion, ferment your own root beer and tackle even more edible experiments!

AGES 7-11

KOC295 | 15 hours | $119

5071	M-F	7/11–7/15	9 a.m.-12 p.m.	F141	Hagan

Rock On Dinosaurs! Crystals, Geodes and More!

Dig into the past and explore the land before time as you discover dinosaurs, fossils, rocks and minerals. As a junior paleontologist, (better known as a "dino-lover"), you'll build a dinosaur model, break open a geode, grow amazing crystals, and construct an erupting volcano, all in one sensational week.

AGES 6-9

KOC239 | 15 hours | $119

5074	M-F	8/1–8/5	9 a.m.-12 p.m.	F118	Rutten
5075	M-F	8/1–8/5	1 p.m.-4 p.m.	F118	Rutten

Windmills, Whirligigs and Whirlwinds

Science and art collide in this class as you learn about the science of wind-power through the creation of whimsical whirligigs and colorful windmills. You can't see the wind but you can feel it and see where it's been. Wind is moving air and its power is used to sail ships, dry laundry and fly kites. Learn how the shape of an object affects how it moves in space and how to use the power of wind to make pinwheels spin and whirligigs twist and dance.

AGES 7-11

KOC529 | 15 hours | $119

8199	M-F	6/27–7/1	1 p.m.-4 p.m.	E104	Roberts

Exploring Science through Sports

What do sports and science have in common? More than you can imagine! Explore the scientific theories that relate to sports, such as why some balls are more aerodynamic than others. Does a bowling ball curve on the floor for the same reason a baseball curves in the air? Can you design a helmet for the Helmet Challenge that withstands impact with a wall or dropped from ten feet off the ground? Through the study of science and sports, develop a greater understanding on how the human body reacts to exercise, training, different environments and many other stimuli.

AGES 7-11

KOC544 | 15 hours | $119

5041	M-F	7/18–7/22	1 p.m.-4 p.m.	F145	Hahn

NEW! Rube Goldberg Machine: A Crazy Solution to a Simple Task

Who is Rube Goldberg? What are Simple Machines? This class is all about the wonderfully wacky inspirations of Rube Goldberg- an inventor, cartoonist and engineer of wild motion machines named after him. The sole purpose of these machines is to accomplish a simple job through multiple bizarre steps. Student inventors will work in small teams to design and create their own Rube Goldberg-style inventions which will sharpen their skills in physics, creativity and humor. Students will be challenged to create Rube Goldberg inventions (a series of simple machines that accomplish a simple task) using familiar and found objects such as ramps, rope, tubes, weights, balls, funnels, recyclables and most importantly, lots of Duct tape. This class is dedicated to exploration, design and fun with activities including the construction of massive domino chains, creating your own machines, and trying to build a better mousetrap. If you like drawing, art, engineering and antics, this is the class that will keep your imagination in perpetual motion.

AGES 11-14

KOC331 | 15 hours | $129

8179	M-F	6/27–7/1	9 a.m.-12 p.m.	F145	Duckworth

AGES 8-11

5073	M-F	8/1–8/5	9 a.m.-12 p.m.	F142	Duckworth

Structural Engineering

Learn what it takes to become a junior engineer. Plan and construct complex projects and structures using simple household materials. Design and build bridges, towers and domes out of drinking straws, toothpicks, Popsicle sticks and balsa wood. Students compete against each other in a friendly competition to see who can design and build the strongest structures.

AGES 8-12

KOC636 | 15 hours | $129

5072	M-F	8/8–8/12	9 a.m.-12 p.m.	F145	KOC Instructor

Rocketry

Learn what it takes to become a junior rocket scientist as you study the history and principles of rocketry before creating your own missile masterpiece. Not only will you get to design and build a solid fuel rocket and a bottle rocket, but you'll also design a parachute system that can safely land an egg back on earth. Newton's Law of Motion? You got this!

AGES 11-14

TOC201 | 15 hours | $129

5118	M-F	7/11–7/15	1 p.m.-4 p.m.	F145	KOC Instructor

NEW! World Conservation Game: Protecting our Oceans

Since the earth is two thirds water, what would happen if that water became toxic? It would affect much more than the quality of the water. It would affect all plant, animal and human life. What if people got together to find solutions to the problem? Not just on a local level, but on a global scale because it would be a global problem. Join a team of peers who care about the oceans and want to find new solutions to what could easily become a world crisis in the near future. In this class you'll not only tackle a better understanding of the issues, but through hands-on activities and games, lively discussions and thought provoking conversation, you'll work towards new solutions and strive to end the problems facing our oceans today.

AGES 8-12

KOC334 | 15 hours | $119

8177	M-F	6/27–7/1	9 a.m.-12 p.m.	E104	Storm

NEW! World Conservation Game: Natural Resources

What would happen if the earth suddenly ran out of oil and gas? Viable options for energy include sun, wind and water, but are there others as well? Explore the world of natural renewable resources and discover the efficiency of each. Can each resource work on a local as well as global level? Join a team of your peers who want to find solutions to the natural resource dilemma. You'll not only tackle a better understanding of the issues, but through hands-on activities and games, lively discussions and thought provoking conversation, you'll figure out new and better solutions to the problems that don't include depleting the earth of her natural resources.

AGES 8-12

KOC332 | 15 hours | $119

5067	M-F	8/1–8/5	1 p.m.-4 p.m.	E104	Storm

Trading Card Games– Create and Play

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

AGES 8-12

KOC548 | 12 hours | $99

5068	T-F	7/5–7/8	9 a.m.-12 p.m.	E125	Cooney

NEW! Zany Brainy Fun with Math

Have fun with math through games and play! Expand your knowledge and practice your math skills in an entertaining and interactive way. Using dice, LEGO® bricks, puzzles and board games, have a blast and learn at the same time. No pencils and paper found here... just fun!

AGES 7-10

KOC338 | 12 hours | $99

5062	T-F	7/5–7/8	1 p.m.-4 p.m.	E125	Prahl

KOC338 | 15 hours | $119

5065	M-F	7/18–7/22	1 p.m.-4 p.m.	E104	Prahl

Middle School Math

Middle school is right around the corner and this is your chance to get a jump start on 6th or 7th grade math. Be two steps ahead or more, who's counting, (well, you are) after you take advantage of this enjoyable and practice-filled math experience that will prepare you for the upcoming year in math class. Through math games, group activities and individual study, learn about rational numbers, ratios and proportions, statistics and probability, expressions, equations and more. This class helps prepare for the new common core curriculum for FCPS students, but is beneficial for home school students as well. Please note: This class is intended for students going into 5th grade accelerated math or 6th or 7th grade math classes and is not intended for elementary students who are not going into accelerated math.

AGES: SEE COURSE DESCRIPTION

TOC148 | 15 hours | $119

5076	M-F	7/11–7/15	1 p.m.-4 p.m.	F109	Nosoff

Get Ready for Algebra

Prepare for the common core curriculum and become competitive with students nationally by taking this class taught by an FCPS math instructor. Depending upon your math experience, in this class you'll either get a great review of what you've already learned or catch a preview and start to grasp hold of the FCPS Algebra curriculum. This class will be divided equally between math games, group activities and individual study in an entertaining atmosphere. Learn about equations, linear relationships, patterns and functions, quadratic functions, exponential functions and more. This is not your typical math class experience ... so much better, so much more fun! This class is designed for students entering 8th grade Accelerated Math or 9th grade students entering Algebra, and is not designed for elementary students.

AGES: SEE COURSE DESCRIPTION

TOC152 | 15 hours | $119

5079	M-F	7/18–7/22	1 p.m.-4 p.m.	F109	Nosoff

NEW! Eighth Grade Math, We're Coming for You!

High School is coming fast and here is your chance to get a great review of material you've already learned or catch a preview of 8th grade math. This exciting math class will cover expressions, equations, linear relationships, patterns and functions, real numbers, Pythagorean Theorem and more! In this class you will learn skills through math games, group activities, projects and individual studies. Take advantage of this stimulating class taught by an FCPS math instructor. This class is designed for students entering 7th grade accelerated math, 8th grade math, or for students entering 9th grade who are looking for a review.

AGES: SEE COURSE DESCRIPTION

TOC151 | 15 hours | $119

5080	M-F	7/25–7/29	1 p.m.-4 p.m.	F109	Nosoff

CAD

In this Computer Aided Design class, you'll become a junior architect and learn how to build 3D computer models. Learn what it takes to design, plan and model a 3D house and how to create everything that goes inside. Design your own house in 3D from scratch. How cool is that?

AGES 8-12

KOC675 | 15 hours | $139

5051	M-F	7/25–7/29	9 a.m.-12 p.m.	E107	McKenzie
5161	M-F	8/1–8/5	9 a.m.-12 p.m.	E107	McKenzie
5052	M-F	8/8–8/12	1 p.m.-4 p.m.	E107	KOC Instructor

Computer Programming – Translating the Code

Students will explore computer programming, learn how to write code and develop an understanding of how popular apps work as they design fun and functional computer programs. Using animated games and interactive art, they will create and share their very own computer programs.

AGES 8-12

KOC640 | 15 hours | $139

8196	M-F	6/27–7/1	9 a.m.-12 p.m.	E108	Moss
5138	M-F	7/18–7/22	1 p.m.-4 p.m.	E108	Moss
5137	M-F	7/25–7/29	9 a.m.-12 p.m.	E108	Moss

KOC640 | 12 hours | $119

5140	T-F	7/5–7/8	1 p.m.-4 p.m.	E108	Moss

NEW! Advanced Computer Programming – Translating the Code

Step deeper into the world of code and learn how to write your own computer programs. Students will explore programming languages and will work to strengthen their understanding of how coding works. A pre-requisite for this class is KOC640 Computer Programming-Translating the Code.

AGES 8-12

KOC641 | 15 hours | $139

5053	M-F	7/11–7/15	9 a.m.-12 p.m.	E108	Moss
5054	M-F	7/18–7/22	9 a.m.-12 p.m.	E108	Moss
5055	M-F	8/1–8/5	1 p.m.-4 p.m.	E108	Moss

Study Skills & Test Preparation

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.

AGES 11-14

TOC150 | 15 hours | $119

5058	M-F	7/11–7/15	9 a.m.-12 p.m.	F109	Storm
5061	M-F	8/8–8/12	9 a.m.-12 p.m.	E104	Markowitz

THE LUNCH BUNCH

All-day students must register for either Lunch Bunch or Lunch Bunch PLUS. Students must be registered in advance. All lunch sessions are from 12:00-1:00 p.m. Supervised by KOC staff, students will have the chance to visit with friends or maybe sit back and relax with a good book in the FCC Cougar Grille, Building 'H'. **Kids & Teens on Campus is nut-free so please NO NUTS and NO PEANUT BUTTER.**

Lunch Bunch: You Provide Lunch

4 hours | $14

5122	T-F	7/5–7/8

5 hours | $17

8192	M-F	6/27–7/1
5123	M-F	7/11–7/15
5124	M-F	7/18–7/22
5126	M-F	7/25–7/29
5127	M-F	8/1–8/5
5129	M-F	8/8–8/12

Lunch Bunch Plus: We Provide Lunch

5 hours | $31

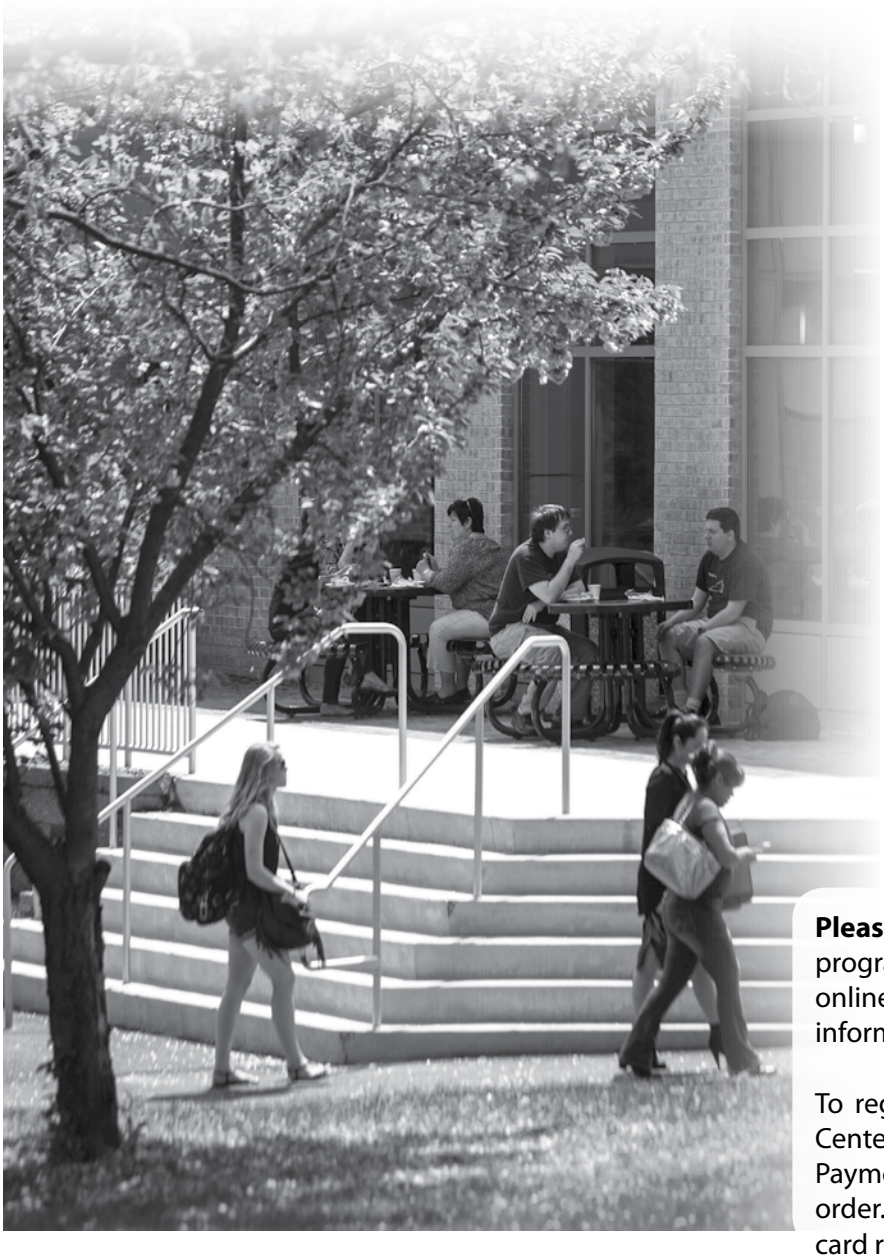
5131	T-F	7/5–7/8

5 hours | $41

8193	M-F	6/27–7/1
5133	M-F	7/11–7/15
5135	M-F	7/18–7/22
5139	M-F	7/25–7/29
5141	M-F	8/1–8/5
5142	M-F	8/8–8/12

Register Online!
Frederick.edu/QuickEnroll

Our online class registration system is a simple and easy way to browse and register for classes anytime.



Register Today!

www.frederick.edu/QuickEnroll

It's quick and convenient!

1. Sign up, or log in, to your free online account
2. Browse hundreds of courses anytime
3. Register for classes and receive immediate confirmations

With a variety of Continuing Education and Workforce Development programs offering a wide selection of education and training opportunities, FCC welcomes students to expert-led classes, workshops, and seminars on campus, at the Monroe Center, and online.

Please note: courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information and registration guidelines.

To register in person at FCC, visit the Conference Center (E-Building) to complete a registration form. Payment may be made by cash, check or money order. A self-serve kiosk is available to accept credit card registrations.

Frederick Community College • Continuing Education and Workforce Development
7932 Opossumtown Pike • Frederick, MD 21702 • (301) 624-2888 • CEInfo@Frederick.edu

REGISTER ONLINE

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

New! The Continuing Education and Workforce Development Registration Office is now located in the Conference Center (E Building). Visit us for assistance with online registration and to register in person.

M-Th 8:30 a.m. - 8:00 p.m. • F 8:30 a.m. - 4:30 p.m.
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 www.frederick.edu (keyword: admissions).

REGISTRATION FEES

Registration Fee - A $5 per-term* registration fee is due at the time of registration. Subject to change, this fee is only refundable when FCC cancels a class or a student drops a class at least one business day prior to class start AND the canceled/dropped course is the only class the student has enrolled in during the designated term.

Out-of-County Fee - Maryland students residing outside of Frederick County are charged an additional $5 per class per term*.

Out-of-State Fee - Non-Maryland residents are charged an additional $10 per class per term*.

**Terms are defined as January 1 through June 30 and July 1 through December 31.*

DROPPING A CLASS

Students may drop a class for a refund at least one business day prior to the class start date by completing the drop section of a CEWD registration form (available at frederick.edu, keyword: registration form) and submitting the form to staff in the CEWD Registration Office (Conference Center E-Building), by email to CERequest@frederick.edu, or by fax at 301.624.2749.

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. Payments made by credit and debit card are refunded directly to student's credit or debit card account. Refund for payments made by cash, check, or a money order will be mailed to the student usually within 10 to 14 business days.

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 SW

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 www.frederick.edu (keyword: Tuition & Fees).

DEFERRED TUITION PAYMENT PLAN

Students in select Continuing Education & Workforce Development programs (noted below) may enroll in an interest-free Deferred Tuition Payment Plan whereby participants authorize FCC to withdraw a pre-determined monthly payment from a checking account, debit card or credit card. A $25 non-refundable enrollment fee is required to participate.

Deferred Tuition Payment Plan Programs

- Certified Nursing Assistant (CNA)
- Phlebotomy
- Medical Billing & Coding (Online)

For additional information and assistance, contact us at 301.846.2480 or visit www.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. . . . . 8:30 am to 8 pm
Friday . . . . . 8:30 am to 1 pm

SERVICES FOR STUDENTS WITH DISABILITIES

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life. The particular needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Services for Students with Disabilities office as early as possible after applying for admission. Call 301.846.2408. Reasonable accommodations, based on documentation, are then offered to qualified students for courses and placement testing. Students in need of sign language interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place.

Requests for sign language interpreting may be made to the Coordinator for Deaf/Hard of Hearing Services at 301.846.2476 (Voice) or via e-mail at interpreting@frederick.edu.

CONTINUING EDUCATION RECORD

Please contact the Welcome Center in writing to obtain a copy of your noncredit course record. Course records contain a student's complete noncredit course history as of July 1, 2001. Beginning fall 2004, the record also records whether a CEU-bearing course was successfully completed.

The Continuing Education Certificate is an informal award (does not count towards a degree or academic certificate requirements) offered by Frederick Community College. The certificate is awarded in identified noncredit instructional areas for individual courses or an identified sequence of courses generally totaling 90 or more hours of instruction leading to an occupational objective. Instruction typically consists of noncredit learning experiences but may also include credit coursework.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

FERPA, commonly known as the Buckley Amendment, was issued by the Department of Health, Education and Welfare in the 1976 Federal Register. The regulations were transferred to the Department of Education when it was established and codified in Part 99 of Title 34 of the Code of Federal Regulations.

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most post-secondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA. FERPA applies to all education records maintained by a post-secondary institution, or by any party acting for the institution, which are directly related to the student. These include but are not limited to assessment test scores, academic standing, rosters, class schedule, or any information that would make the student's identification easily traceable. FCC may release directory information, which includes student's name, dates of attendance, and enrollment status–see the FCC catalog for a complete list. Students wishing to restrict directory information must contact the Welcome Center (in writing) with their request. Contact the Welcome Center for additional information.

ALTERNATE CALENDARS

FCC continuing education classes are held at several off-campus locations. Each off-campus location is closed on specific dates for a variety of reasons (e.g., Parent-Teacher Night, special holidays, etc.). The first night of class, your instructor will discuss information about any holidays or closings which affect your classes.

CONTINUING EDUCATION UNITS (CEU)

The continuing education unit (CEU) was created to provide a standard unit of measure, quantify continuing adult education and training activities (non-credit), and serve the diversity of providers, activities, and purposes in adult education. One CEU equals ten contact hours of participation in organized continuing education/training experience under responsible, qualified direction and instruction. To receive CEUs you must attend a CEU-eligible class, attend at least 80% of the class, and meet all class requirements.

AGE REQUIREMENT

Students should be at least 16 years of age to enroll in most continuing education courses, except for those courses specifically designated for younger students. Students under the age of 16 who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the counseling office (301.846.2471). Certain programs or courses of study include higher minimum age for participation when the college has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

Certain programs offered by the Institute for Learning in Retirement are offered as special benefits for seniors, and include a minimum age for participation in the program or activity, as is permitted by federal law. Classes may be opened to other interested individuals if space is available. [Authority: 34 CFR 110.16]

COLLEGE POLICIES & PROCEDURES

All students agree to abide by the policies and procedures of Frederick Community College, including those concerning drug and alcohol abuse, weapons on campus, student conduct, classroom behavior, discrimination, grievance, and other policies and procedures. Students understand that not abiding by these policies and procedures will subject them to the penalties stated within. See www.frederick.edu for student policies and procedures and the Student Code of Conduct.

SCHOLARSHIPS

Scholarships are available for students who enroll in continuing education programs. Students interested in applying for Continuing Education scholarships should email foundation@frederick.edu and include CE scholarships in the subject line.

Location Key

FCC classes are held on the college's main campus, at the Monroe Center, 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
Motorcycle Range–the Visual & Performing Arts Center (building F) parking lot.

Off Campus Locations

Hagerstown Community College–11400 Robinwood Drive Hagerstown, MD 21742 • 240.500.2000

Monocacy Middle School (MMS)–8009 Opossumtown Pike Frederick, MD 21702 • 240.236.4700

Monroe Center–200 Monroe Avenue • Frederick, MD 21701 240.629.7900

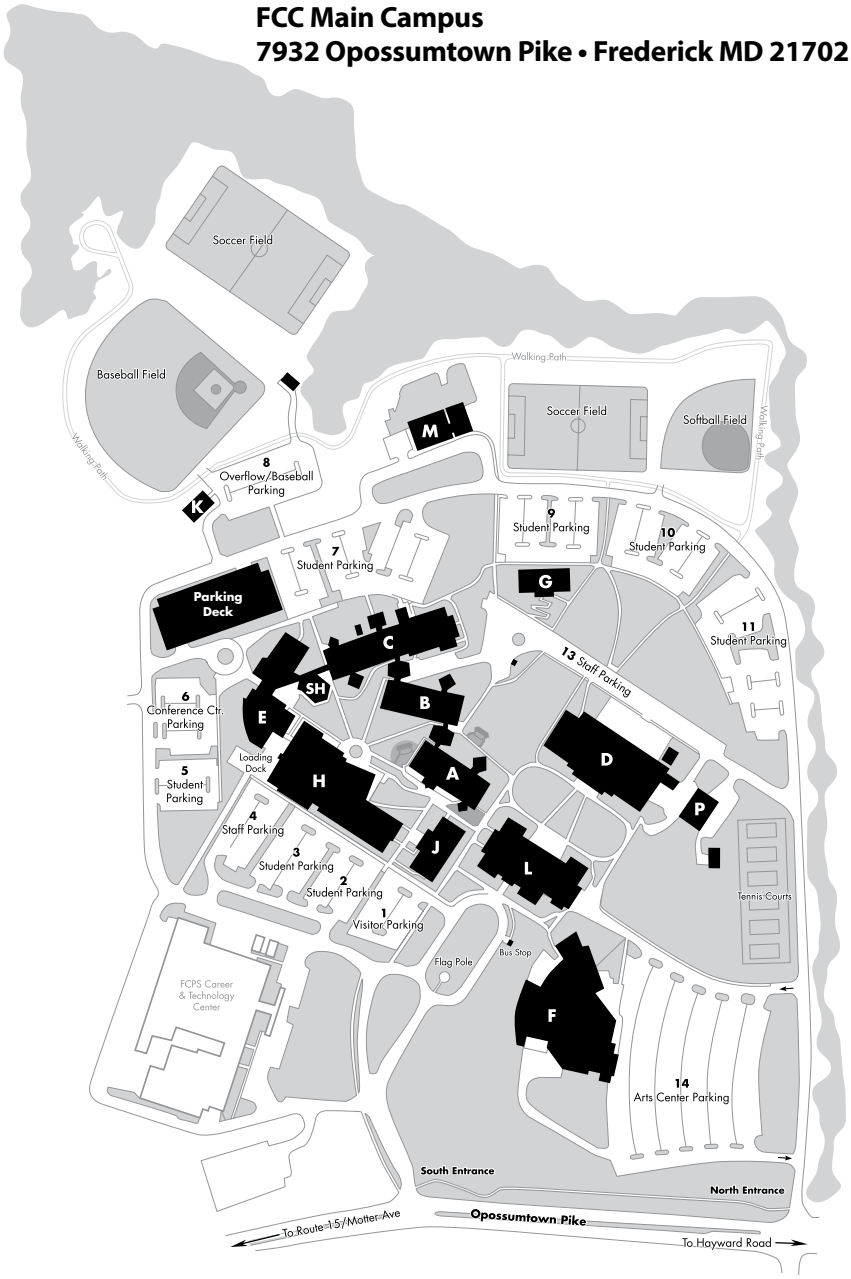
Skate Frederick–1288 Riverbend Way • Frederick, MD 21701 301.662.7362

Sol Yoga Studio–56 West Patrick Street • Frederick, MD 21701 877.765.9642

TBA–To be announced

Visit frederick.edu for complete directions.

FCC Main Campus
7932 Opossumtown Pike • Frederick MD 21702



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Continuing Education
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