

Continuing Education & **WORKFORCE**



Development

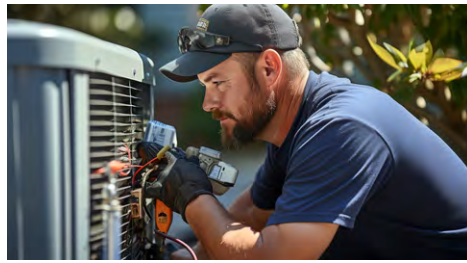
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The CATI programs are perfect for new learners. They offer an engaging environment and knowledge that goes far in the field.

Ritter Woods
CATI Student

**20
25**
WINTER
SPRING

Registration Opens
October 28, 2024



Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, OCTOBER 28, 2024

Please be mindful of the class formats listed in the schedule. The current formats are:

- In-Person
- Structured Remote (SR)
- Online (ONL)
- ▲ Hybrid (HYB)

Classes in this schedule include these designations and an overview of formats can be found on page 4. Other class requirements for these learning formats can be found in the class notes sections of the descriptions.



To browse our course options, view the most up-to-date information, and register, please visit: frederick.edu/QuickEnroll

ON THE COVER: For more information about Construction & Applied Technologies Institute (CATI) learning opportunities, please visit frederick.edu/CATI.

NOTE: All programming information is accurate at time of printing and subject to change. For details contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.



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Frederick Community College (FCC) 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. Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email humanresources@frederick.edu. For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, please email interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

» Register for Classes

Online: Visit frederick.edu/QuickEnroll to browse all classes and register online.

In person: CEWD Registration Office is located in Jefferson Hall (J Building), 1st floor, on the main campus. 7932 Opossumtown Pike, Frederick MD 21702

Monday: 8:30 a.m. – 6:00 p.m.

Tuesday-Friday: 8:30 a.m. – 4:30 p.m.*

*Peak hours: Thursday open until 6:00 p.m.

January, July & August

» Phone Numbers

CEWD Registration: 301.624.2888

Bookstore: 301.846.2463

Disability Access Services (DAS): 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.

» Tuition Assistance

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 36 and 42 for details.*

» Dropping a Class & Refunds

Eligibility for refunds are based on the date the class drop request is received by CEWD Registration. Refunds are processed either by check or directly back to the credit card used. *See page 43 for details.*

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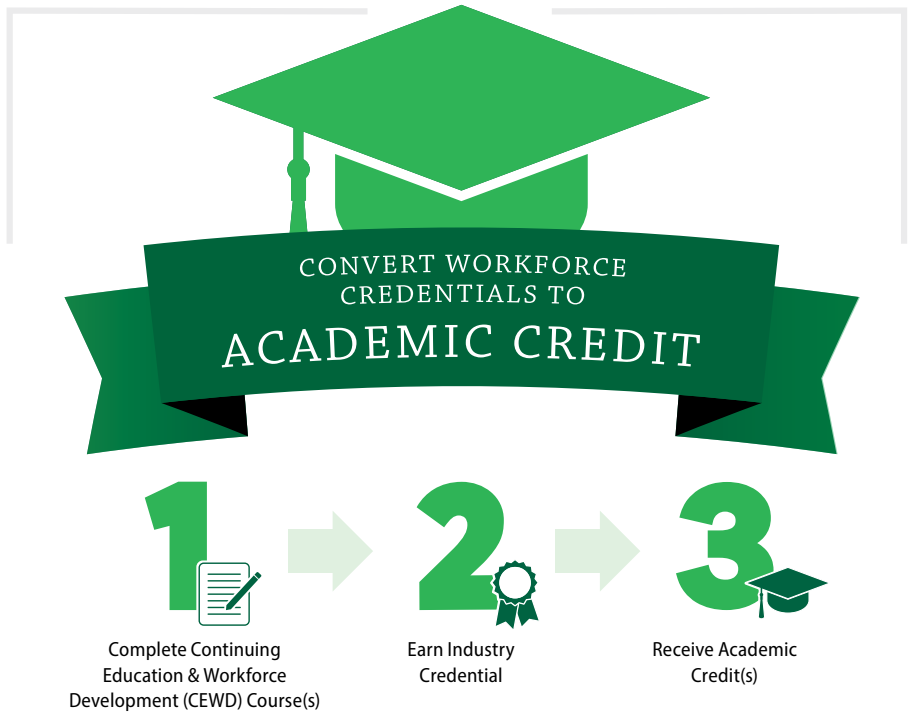
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ELIGIBLE CREDENTIALS

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<ul style="list-style-type: none"> PMI Project Management Professional (PMP®) PMI Certified Associate in Project Management (CAPM®) Maryland Home Inspection License Maryland Real Estate License 	<ul style="list-style-type: none"> ACCM Certified Culinary Medicine Professional NRA ServSafe Food Manager
HEALTHCARE	INFORMATION TECHNOLOGY
<ul style="list-style-type: none"> AAPC Certified Professional Coder (CPC) AMT Registered Phlebotomy Technician (RPT) ASCP Phlebotomy Technician (PBT) Maryland Nursing Assistant Certification NCCT Phlebotomy Technician (RPT) NHA Certified Phlebotomy Technician (CPT) 	<ul style="list-style-type: none"> CompTIA A+ Certification CompTIA Security+ Certification CompTIA Network+ Certification
	SKILLED TRADES
	<ul style="list-style-type: none"> Electrician Certificate HVAC Certificate Welding Certificate

Learn how to maximize your investment:
frederick.edu/CEtoCredit



MONROE CENTER
 Welcome & Information Desk

We're here to help! Learn about workforce training programs, enrollment, course options, obtaining a student photo ID, and more.

Monday-Thursday, 10:30 a.m. – 6:30 p.m. • Friday, 8:30 a.m. – 4:30 p.m.

FCC offers a variety of course formats to meet the individual needs of students. Classes will be offered using the following learning formats. Please contact CEInfo@frederick.edu to answer any questions.

In-Person Courses*

The course will meet on campus in an in-person environment.

Students are expected to attend all class sessions in person.

All College health and safety protocols should be observed while on campus.

Online Courses (ONL)

The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.

The class does not meet at a scheduled time.

Students will meet all expected deadlines and expectations outlined by the professor.

Students complete work on their own time.

Structured Remote Courses (SR)*

The course is entirely online with scheduled class times. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus.

Scheduled class times will be used for real-time virtual sessions, which may include virtual lectures, group discussion, or other class activities.

Real-time virtual sessions will occur a minimum of once per week during scheduled class times. Scheduled real-time virtual session dates will be designated on the syllabus.

Students are required to attend real-time virtual sessions.

Hybrid Courses (HYB)*

The course will meet in person and require online participation as noted in the syllabus.

Online participation may mean real-time virtual participation (SR) or asynchronous participation (ONL).

Students are expected to participate in all in-person sessions and real-time virtual sessions. Students will meet all expected deadlines and expectations outlined by the professor.

All College health and safety protocols should be observed while on campus.

For ONL, HYB or SR courses, students must have internet access. See page 42 for technology requirements or visit frederick.edu/quickenroll to search for specific class details.

*** IMPORTANT NOTE FOR IN-PERSON, STRUCTURED REMOTE (SR), AND HYBRID (HYB) COURSES:** When registering for classes, consider the course format, meeting dates and times, and location(s) for in-person participation, as well as requirements for real-time virtual instruction. Students must allow appropriate transition times between classes to account for different meeting requirements and/or locations.

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

PRICE DROP! ■ ONL Accounting Fundamentals

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers 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 want to understand accounting basics for career advancement or personal use, this course will give you a solid foundation in financial matters.

Note: This online class is held in partnership with Ed2Go.

ONL223 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ ONL Accounting Fundamentals II

While accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore 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 gaining a marketable skill, this course is for you.

Note: This online class is held in partnership with Ed2Go.

ONL224 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 43.

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:

January classes- currently open | February classes- first week of November 2024
March classes- first week of December 2024 | April classes- first week of January 2025
May classes- first week of February 2025 | June classes- first week of March 2025

BUSINESS

NEW! ■ ONL Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

Note: This online class is held in partnership with Ed2Go.

ONL298 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ ONL Creating a Successful Business Plan

Learn to transform your business ideas into a tangible plan to secure financing and support long-term success. By documenting your vision through a well-crafted business plan, you will significantly enhance your chances of obtaining funding while maintaining strategic focus. This course will also guide you through the key components of a business plan, and you will emerge with an initial draft to start your entrepreneurial journey.

Note: This online class is held in partnership with Ed2Go.

ONL232 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ ONL Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all of your limited resources. One resource that often gets overlooked is your time. Throughout the course, you will learn time management techniques for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

Note: This online class is held in partnership with Ed2Go.

ONL197 | 24 Hours | \$129 (\$10 tuition + \$119 fees)




INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Starting a Consulting Practice**

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help you set up a consulting practice. You will learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for a consulting firm that details finances, pricing policies, contracting, and marketing. The course concludes with a discussion of recordkeeping and tax concerns. The course will keep you updated by citing resources such as books, periodicals, and organizations designed to help small businesses.

Note: This online class is held in partnership with Ed2Go.

ONL288 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ **ONL 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. Learn how to make a successful transition from employee to manager and how to manage your time so that you can deal with the constant demands of a managerial job. Develop 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, learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Note: This online class is held in partnership with Ed2Go.

ONL325 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Managing Remote Teams**

Discover expert information, practical advice, valuable tips, and helpful scenarios to build your confidence in managing remote teams. Explore critical topics such as communication, collaboration, culture, and diversity, examine organizational structure and support, learn new techniques for recruiting, hiring, and onboarding remotely, and tackle team productivity, effective feedback, and conflict issues. By the end of the course you will have a new toolkit to help you keep your remote team happy, productive, motivated, and successful.

Note: This online class is held in partnership with Ed2Go.

ONL297 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Goal Setting and Workplace Efficiency Training**

Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. It is about focusing on the right thing and doing it right. When you become goal-oriented you will find yourself managing your time more effectively. Hence, goal setting is one of the most important time management techniques. This course will help you set goals that are your own and help you use leading-edge strategies to bring them to culmination.

Note: This online class is held in partnership with Ed2Go.

ONL293 | 24 Hours | \$95 (\$10 tuition + \$85 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Customer Service Training**

Learn the basics of customer service and translate that knowledge into practical everyday applications. Develop foundational skills such as proper communication, learning how to interact with customers, and understanding their needs. Then learn more nuanced skills including keeping a positive attitude, going a step beyond what's expected, and dealing with complaints and problems. Finally, learn about customer service standards and best practices, and how to attract and keep loyal customers.

Note: This online class is held in partnership with Ed2Go.

ONL290 | 24 Hours | \$89 (\$10 tuition + \$79 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Managing Customer Service**

Discover a number of dynamite methods to bring out your best customer service skills. Learn how to measure customer service from both the company and customer point of views and how to anticipate customer needs. Explore how to evaluate your current customer service skills via data generation and how to analyze that data to create better service policies. Lastly, discover how to communicate, resolve complaints, and build long-lasting customer service programs.

Note: This online class is held in partnership with Ed2Go.

ONL296 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.


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May classes- first week of February 2025 | June classes- first week of March 2025

PRICE DROP! ■ **ONL 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 will 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® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

Note: This online class is held in partnership with Ed2Go. This class is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

ONL501 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ **ONL 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. Discover how key management functions (such as planning, control, motivation, and organization) increase creativity, how marketing differs from sales, and the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

Note: This online class is held in partnership with Ed2Go. This class is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

ONL502 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ **ONL A to Z Grant Writing**

A to Z Grant Writing will take you through the planning process for documenting the need for funding in a Theory of Change Grant Project Planning Worksheet. Exploring why funding is needed is the beginning of articulating the statement of need. You will learn how to document your projection of how, when funded, your project will initiate change. Once you've created the project's goals, the worksheet asks for inputs or resources (mirroring a logic model's format). Your thought processes and imagination will be tested in the implementation activities & timeline section. You'll also have a chance to develop outputs and outcomes for the planned project. Finally, you'll learn how to develop a project budget. Where does all of this lead? Every lesson is one step closer to having 100% of the information you'll need to write a highly competitive grant proposal.

Note: This online class is held in partnership with Ed2Go.

ONL310 | 24 Hours | \$125 (\$10 tuition + \$115 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ **ONL Effective Business Writing**

Do you have a nagging suspicion that a small improvement in your writing skills might improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Note: This online class is held in partnership with Ed2Go.

ONL213 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate and manage employees. This course will explain the difference between an employee and independent contractor, the basic types of employee benefits, effective hiring, evaluation, termination procedures, methods to resolve employment disputes, discrimination and union laws, and workplace safety rules. Gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. Learn effective communication techniques, negotiation strategies, and what to expect if you go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Note: This online class is held in partnership with Ed2Go.

ONL291 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

● In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

BUSINESS & CAREERS

NEW! ■ ONL Growing Plants for Fun and Profit

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars' worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

Note: This online class is held in partnership with Ed2Go.

ONL294 | 24 Hours | \$125 (\$10 tuition + \$115 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ ONL Introduction to Artificial Intelligence

For decades, artificial intelligence (AI) has been a staple of science fiction stories, but thanks to modern advances in computational capacity and storage capabilities, it's now a reality. This course provides a practical knowledge foundation and introduces you to the various forms of AI and how we interact with AI as consumers in applications like chatbots and recommendation engines. Learn about the AI development process, how business use AI analytics, the possible industry transformations or disruptions, and how AI will affect the workplace. Discover how computers "learn" using artificial neural networks and various forms of machine learning. Review AI applications such as natural language processing, forecasting, and robotics. Finally, learn about some of the ethical factors in AI deployment.

Note: This online class is held in partnership with Ed2Go.

ONL295 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

MARKETING, SALES & SOCIAL MEDIA

NEW! ■ ONL Effective Selling

The goal of this course is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. This course will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Note: This online class is held in partnership with Ed2Go.

ONL370 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ ONL Small Business Marketing on a Shoestring Budget

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. With the help of videos, spreadsheets, and hands-on activities, build your skills and master cost-effective strategies, including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Whether you're new to advertising or looking for a refresher, this course will make you a marketing pro and provide a plan of action for increasing your sales—all on a shoestring budget.

Note: This online class is held in partnership with Ed2Go.

ONL287 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ ONL Using Social Media in Business

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you are a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and how to use social media for business. No matter your goals, social media is a game changer for businesses in today's globally connected environment. So, whether you are looking for a new way to market your business or simply want to better understand social media, this course will empower you for future success.

Note: This online class is held in partnership with Ed2Go.

ONL299 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

● In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.


Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 43.

PROJECT MANAGEMENT

PRICE DROP! ■ **ONL Project Management Fundamentals**

In this course, an experienced Project Management Professional will help you master the essentials of project management. Become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. Learn about project politics and ethics, project measurements, and project closure, and develop a variety of powerful techniques to generate project ideas. If you're new to project management, this course will provide you with the essential information you will need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course and its follow-up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)[®] and the Certified Associate in Project Management (CAPM)[®] exams offered by the Project Management Institute (PMI)[®].

Note: This online class is held in partnership with Ed2Go.

ONL525 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 


INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

PRICE DROP! ■ **ONL Project Management Applications**

Increase your value to your employer by discovering and mastering essential quantitative and qualitative project management applications. In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will master the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. Become proficient at recruiting project team members and empowering them to succeed. Understand the stages of team development and gain skills in developing and motivating team leaders. Learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. The course also includes essential information that will help you prepare for the Project Management Professional (PMP)[®] and the Certified Associate in Project Management (CAPM)[®] exams offered by the Project Management Institute (PMI)[®].

Note: This online class is held in partnership with Ed2Go.

ONL524 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.


Class registration open dates are as follows:

January classes- currently open | February classes- first week of November 2024
March classes- first week of December 2024 | April classes- first week of January 2025
May classes- first week of February 2025 | June classes- first week of March 2025

PRICE DROP! ■ **ONL Project Management Professional PMP[®] Prep**

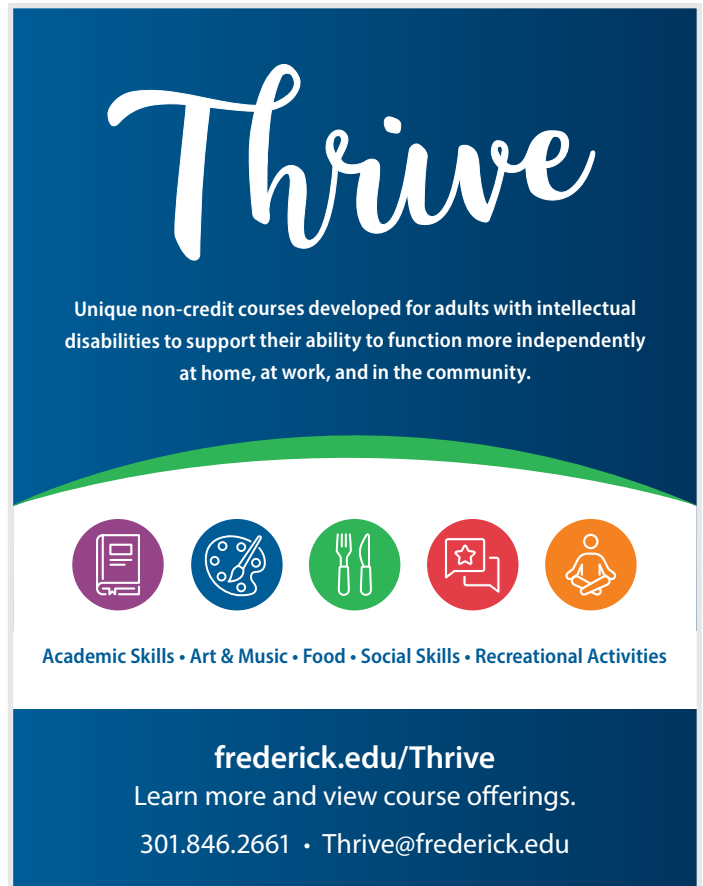
Stand out to future employers or acquire a potential promotion with your existing employer with a globally recognized project management certification from the Project Management Institute (PMI)[®]. This comprehensive online course will prepare you for the PMI's[®] prestigious Project Management Professional (PMP)[®] certification exam and what to expect after you complete it. You will learn about the eight project performance domains and what is new in the Project Management Body of Knowledge (PMBOK[®]) 7th edition. Expand your knowledge of important industry-related methodologies, including predictive and agile project management. Raise your project management IQ by exploring project management tools and techniques. Throughout the course, use proven learning strategies to help absorb key terminology, concepts, and processes while preparing for your online project management certificate.

Note: This online class is held in partnership with Ed2Go.

ONL218 | 24 Hours | \$165 (\$10 tuition + \$155 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20



Thrive

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PROFESSIONAL DEVELOPMENT

PRICE DROP! ■ **ONL Grammar Refresher**

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises, short videos, and fun games.

Note: This online class is held in partnership with Ed2Go.

ONL420 | **24 Hours** | **\$115** (\$10 tuition + \$105 fees)  



INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Grammar Refresher II**

This course reviews the foundational elements of grammar, including parts of speech, punctuation and mechanics. Explore sentence structure, nouns and pronouns, verb tenses, and adjective and adverb use. Learn phrases and clauses, as well as parallelism, coordination, and subordination. You will see how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, put your skills to work as you explore different kinds of business writing, paragraph writing, and formal essay writing. By the time you're done with the course, you will not only have the advanced grammar skills you need, you will also understand how to use those skills in practical ways.

Note: This online class is held in partnership with Ed2Go.

ONL504 | **24 Hours** | **\$115** (\$10 tuition + \$105 fees)  

INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Achieving Success with Difficult People**

This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? By answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. You will also practice analyzing your interactions with those whom you share space. By observing others closely, you will learn to read their identifying characteristics. Once you can identify which type of person you're dealing with, you will be able to choose appropriate reactions to their behaviors. By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others.

Note: This online class is held in partnership with Ed2Go.

ONL289 | **24 Hours** | **\$129** (\$10 tuition + \$119 fees)  

INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

NEW! ■ **ONL Get Assertive!**





Learn specific techniques to become more assertive in all parts of your life. Understand the difference between passive, aggressive, and assertive behaviors, and see how inner dialogues keep people acting in passive ways. Explore ways to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and keeping a journal. This course helps you master the skills that will empower you to talk in an assertive manner, including specific verbal techniques and phrases for a variety of situations. Learn how to handle anger and criticism from others and how to use facial expressions, eye contact, gestures, and your voice to reinforce your statements. Gain the assertiveness you need in order to be more confident with family, friends, co-workers, and even strangers. It's your turn to speak up!

Note: This online class is held in partnership with Ed2Go.

ONL292 | **24 Hours** | **\$115** (\$10 tuition + \$105 fees)  

INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

-  In-Person Courses
-  Online Courses (ONL)
-  Structured Remote Courses (SR)
-  Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:

- January classes- currently open | February classes- first week of November 2024
- March classes- first week of December 2024 | April classes- first week of January 2025
- May classes- first week of February 2025 | June classes- first week of March 2025

Certification & Licensure



REAL ESTATE & HOME INSPECTION

◆ Principles and Practices of Real Estate In Maryland

Start a new career! Discover the world of real estate while learning how to help clients buy, sell, and rent properties in the state of Maryland. Instruction delivers what you need to know for the Maryland state licensing exam while providing essential business knowledge and a strong foundation for success as a real estate salesperson in Maryland. Designed especially for those preparing to take the Maryland Real Estate Licensing Examination, participants must attend all 60-hours* and receive a 70% or better on the course final exam in order to receive an official certificate necessary to take the state level examination.

* The State of Maryland requires at least 60 hours of classroom instruction for students to sit for the Maryland Real Estate Commission Licensing Exam. There are no exceptions to this requirement. As such, participants are required to sign in/out and are expected to be on time for each class. Those arriving more than 10 minutes late are considered absent for the entire class.

Note: This course will meet on campus in an in-person environment. Maryland requires state-licensed Real Estate Agents to be 18+ years of age and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

REA203 | 66 Hours | \$449 (\$340 tuition + \$109 fees)  

INSTRUCTOR: Larry Riggs




27888 Mon, Wed 6 - 9 PM 3/3 - 5/19* Conference Center/E136
*No class 4/2

◆ Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning systems, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.*

* The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. As such, participants are required to sign in/out and are expected to be on time for each class. This course may also meet licensing requirements for surrounding jurisdictions. Check with the licensing body in the jurisdiction of interest.

Note: There are required textbooks for this course. Please visit bookstore.frederick.edu for details.

CPD323 | 78 Hours | \$1,009 (\$850 tuition + \$159 fees)   

INSTRUCTOR: Welmoed Sisson

27886 Mon - Fri 9 AM - 4 PM 2/3 - 2/19 Monroe Center/MC144
27887 Tue, Thu 6 - 9 PM 3/11 - 6/12* Monroe Center/MC144
*No class 4/3

 This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.




CHILD CARE CAREER PREPARATION

Visit frederick.edu/ChildcareCareers for details on required courses per program track.

■ ONL 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. Become familiar with the different types of questions that appear on the reading and writing tests. You will master the many areas of Math that you will 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, you will learn what constitutes high scoring essays and go through the process of writing each essay in the amount of time allotted. You will also learn useful test-taking strategies and 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 fun and interesting way. After completing this course, you will be ready to pass the Praxis Core Exam.

Note: This online class is held in partnership with Ed2Go.

ONL346 | 24 Hours | \$129 (\$10 tuition + \$119 fees)   



INSTRUCTOR: Ed2go Instructor

Online 1/15 - 2/21 | 3/12 - 4/18 | 5/14 - 6/20

■ ONL Child Growth and Development

This 45-hour certification course satisfies the child development portion of the MSDE requirement 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. Students must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. The course does not meet at specific times. You will receive login instructions via email prior to the course start date. A digital credential will be awarded after successful completion of CHI300: Child Growth and Development, and CHI301: Preschool Curriculum and Activities.

CHI300 | 45 Hours | \$334 (\$119 tuition + \$215 fees)  

INSTRUCTOR: CE Instructor

27868 Online 1/10 - 2/28
27869 Online 4/7 - 5/23



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CERTIFICATION & LICENSURE

■ ONL Infant and Toddler Care

Gain the skills necessary to work with infants and toddlers 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 three. 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. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course (consult your licensing specialist.) Students must successfully complete class assignments to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI311 | 45 Hours | \$334 (\$119 tuition + \$215 fees)



INSTRUCTOR: CE Instructor

27874	Online	1/13 – 3/3
27875	Online	4/7 – 5/26

■ ONL Preschool Curriculum and Activities

Prepare for a position in a child care center or preschool. This 45-hour 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. Students must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. The course does not meet at specific times. You will receive login instructions via email prior to the course start date. A digital credential will be awarded after successful completion of CHI300: Child Growth and Development, and CHI301: Preschool Curriculum and Activities.

CHI301 | 45 Hours | \$334 (\$119 tuition + \$215 fees)



INSTRUCTOR: CE Instructor

27870	Online	1/13 – 3/3
27871	Online	4/7 – 5/26

■ ONL 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 course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour school age child care certification. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI302 | 45 Hours | \$334 (\$119 tuition + \$215 fees)



INSTRUCTOR: CE Instructor

27872	Online	1/15 – 3/5
27873	Online	4/9 – 5/28

CHILD CARE PROFESSIONAL DEVELOPMENT

■ ONL Engaging Children with Remote Learning

Remote learning is here to stay! Now more than ever, teachers and caregivers are engaging children with remote learning, and are tasked with helping parents support learning when working one on one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. Maryland State Department of Education Core of Knowledge: 2 hours Child Development, 1 hour Curriculum, 1 hour Professionalism, and 1 hour Special Needs.

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI156 | 5 Hours | \$105 (\$35 tuition + \$70 fees)



INSTRUCTOR: CE Instructor

27879	Online	1/6 – 5/16
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■ ONL Pandemics and Outbreaks: Reducing Risk in Child Care

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. Maryland State Department of Education Core of Knowledge: 5 hours Health, Safety and Nutrition.

Note: This class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI155 | 5 Hours | \$105 (\$35 tuition + \$70 fees)





INSTRUCTOR: CE Instructor

27878	Online	1/6 – 5/16
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ONL Basic Health and Safety Training

Gain a foundation of information about critical health and safety topics and practice skills designed to meet the Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. Topics include: how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. Maryland State Department of Education Core of Knowledge: 5 hours Health, Safety and Nutrition.

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI102 | 5 Hours | \$94 (\$29 tuition + \$65 fees)  



INSTRUCTOR: **CE Instructor**

27866 Online 1/6 – 5/16

ONL 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. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Special Needs.

Note: This class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI331 | 3 Hours | \$60 (\$15 tuition + \$45 fees)  



INSTRUCTOR: **CE Instructor**

27877 Online 1/6 – 5/16

ONL Sudden Infant Death Syndrome (SIDS)

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI151 | 2 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

27867 Online 1/6 – 5/16

ONL Supporting Breastfeeding in Child Care





REQUIRED COURSE for child care teachers, directors and family child care providers caring for children under two. Learn to make your program breastfeeding-friendly for families. Satisfies the MSDE breastfeeding support requirement for child care professionals. This course provides an overview of the state regulations, guidelines, and resources to support the practice of breastfeeding and provides related resources for families within a child care program. It is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Community.

Note: This class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/9/2025. You will receive login instructions via email prior to the course start date. This course is entirely online. Classes do not meet at specific times.

CHI313 | 3 Hours | \$60 (\$15 tuition + \$45 fees)  

INSTRUCTOR: **CE Instructor**

27876 Online 1/6 – 5/16

-  In-Person Courses
-  Online Courses (ONL)
-  Structured Remote Courses (SR)
-  Hybrid Courses (HYB) | See page 4 for more course option information

ONL Note: Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.


Computers & Technology

COMPUTER APPLICATIONS

NEW! ▲ **HYB Learning to Communicate with AI: Prompt Engineering**

Are you ready to unlock the promise of AI? In this course, you will discover the amazing capabilities of Generative AI tools and how to use them for everyday tasks such as writing an email, creating a grocery list, organizing a schedule, or creating an image. Through hands-on practice, you will learn to craft prompts which elicit useful responses from AI systems.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

CM5376 | 5 Hours | \$63 (\$49 tuition + \$14 fees) 


INSTRUCTOR: Glenn Mossy

27880 Tue 5:30 - 8 PM 3/11 – 3/18 Monroe Center/MC104

▲ **HYB AutoCAD I**

Introduces AutoCAD software and its application as a drawing tool. Students will utilize basic AutoCAD commands to create two-dimensional production and architectural drawings. Students will use templates, layer control, dimensioning, editing, text, symbol creation, and blocks to create and modify geometrical designs and print/plot drawings for presentation. Also offered for credit as CADT101.

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF107 | 37.5 Hours | \$504 (\$387 tuition + \$117 fees) 


INSTRUCTOR: Kyle Hess

27720 Thu 5 - 8 PM 1/30 – 3/13 Braddock Hall/B114

▲ **HYB AutoCAD II**

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three-dimensional drawings. Students will be introduced to additional CAD systems (Autodesk, Architecture, Revit, Civil 3D, and Microstation). Also offered for credit as CADT102.

Note: Prerequisite or Corequisite: CADT101 or DRF107. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF108 | 37.5 Hours | \$504 (\$387 tuition + \$117 fees) 


INSTRUCTOR: Kyle Hess

27725 Mon 5 - 8 PM 3/24 – 5/12 Braddock Hall/B114

▲ **HYB Revit (BIM)**

Presents Autodesk Revit software, a Building Information Modeling (BIM) program, and its application as a design/drawing tool throughout the design process. Allows students to create designs in 3D, annotate with 2D drafting elements, and access building information from the building models database. Students will have a thorough knowledge of many of the Revit basics needed to be productive in a classroom or office environment. Also offered for credit as CADT130.

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF103 | 37.5 Hours | \$504 (\$387 tuition + \$117 fees) 


INSTRUCTOR: Michael Taylor

27726 Thu 5 - 8 PM 3/20 – 5/15* Monroe Center/MC135
**No class 4/3*

■ **ONL 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, or to type text you read from a printed page or computer screen without looking at the keyboard. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Note: This online class is held in partnership with Ed2Go.

ONL148 | 24 Hours | \$139 (\$10 tuition + \$129 fees) 

INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

- In-Person Courses
- Online Courses (ONL)
- Structured Remote Courses (SR)
- ▲ Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:




- January classes- currently open | February classes- first week of November 2024
- March classes- first week of December 2024 | April classes- first week of January 2025
- May classes- first week of February 2025 | June classes- first week of March 2025

CYBERSECURITY & COMPTIA

▲ **HYB CompTIA IT Fundamentals+**

CompTIA IT Fundamentals+ helps students or career changers determine if they have a competency for information technology and if it is the right career path for them. Additionally, IT Fundamentals+ is the only single certification that covers all areas of IT foundations, creating a broader understanding of IT and making it ideal for non-technical professionals. Course price includes the cost of the certification exam and is proctored at FCC on the last day of class. Unlike most industry certifications, the IT Fundamentals+ certification does not expire.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

CMT101 | 36 Hours | \$585 (\$335 tuition + \$250 fees)   

INSTRUCTOR: **Graydon Moir**





27881 Mon, Wed 5:30 - 8:30 PM 1/27 - 3/5 Monroe Center/MC142

▲ **HYB IT User Support Specialist I**

In today's job market, employers are looking for candidates who possess IT certifications that demonstrate mastery of concepts and skills in demand in the IT industry. The CompTIA A+ certification is the standard used today by most IT companies hiring entry-level employees. This class will prepare you to take the first of the two CompTIA A+ certification exams and includes both lecture-led discussions and virtual labs in the areas of mobile devices, network technology, computer hardware, virtualization, and cloud computing. You will learn how to troubleshoot and problem solve core service and support challenges while applying best practices for documentation, change management, and scripting.

Note: Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. Email CEInfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use:

- 1) Show proof of CompTIA IT Fundamentals+ Certification, or
- 2) Successfully complete CMT101 CompTIA IT Fundamentals+, or
- 3) Request a waiver from the Program Manager (CEBusiness@frederick.edu).

CMT102 | 60 Hours | \$759 (\$609 tuition + \$150 fees)    

INSTRUCTOR: **Thomas Dawson**





27882 Mon 5:30 - 9:30 PM 3/10 - 4/30* Monroe Center/MC142
*No class 4/2

▲ **HYB IT User Support Specialist II**

Complete your course work to become an IT User Support Specialist. This class will build on the knowledge and skills gained in the IT User Support Specialist I course. This course will prepare you to take the second of the two CompTIA A+ certification exams. This course includes both lecture-led discussions and virtual labs involving the installation and configuration of Windows, Mac, and Linux operating systems and expanded security practices and procedures. You will also practice software troubleshooting and learn best practices for safety, environmental impacts, communication, and professionalism.

Note: Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. Email CEInfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use:

- 1) Show proof of CompTIA IT Fundamentals+ Certification, or
- 2) Successfully complete CMT101 CompTIA IT Fundamentals+, or
- 3) Request a waiver from the Program Manager (CEBusiness@frederick.edu).

CMT103 | 52 Hours | \$669 (\$534 tuition + \$135 fees)    




INSTRUCTOR: **Thomas Dawson**

27883 Mon, Wed 5:30 - 9:30 PM 5/5 - 6/18* Monroe Center/MC142
*No class 5/26

■ **ONL CompTIA® A+ Certification Prep 1: Hardware**

This course is the first of three CompTIA courses needed to successfully prepare for your A+ certification. It teaches you about the hardware common to nearly every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn techniques every tech masters for building and troubleshooting all sorts of computers, plus get the inside scoop on how techs work within the enterprise. This course provides the base knowledge needed to continue your CompTIA A+ certification studies for the 220-1101 and 220-1102 exams.

Note: This online class is held in partnership with Ed2Go.

ONL350 | 24 Hours | \$179 (\$10 tuition + \$169 fees)   




INSTRUCTOR: **Ed2go Instructor**

Online 1/15 - 2/21 | 3/12 - 4/18 | 5/14 - 6/20

■ **ONL CompTIA® A+ Certification Prep 2: Software**

This course picks up where the CompTIA A+ Certification Prep 1: Hardware course left off and dives into Windows, macOS, and Linux. You will learn about operating systems from installation to operations and maintenance to troubleshooting. This course teaches you about virtualization and virtual machines, plus it goes in-depth on printer and multifunction device technologies. This CompTIA A+ prep course takes you through the second of three prep courses you need to become both a highly competent computer tech and a CompTIA A+ certified technician, using the 1101 and 1102 competencies.


Note: This online class is held in partnership with Ed2Go.

ONL351 | 24 Hours | \$179 (\$10 tuition + \$169 fees)   

INSTRUCTOR: **Ed2go Instructor**

Online 1/15 - 2/21 | 3/12 - 4/18 | 5/14 - 6/20

 This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.




 **Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

COMPUTERS & TECHNOLOGY

■ ONL CompTIA® A+ Certification Prep 3: Network/Security

This course focuses on fun and practical technology. You will learn how to select, install, and service sound and display components, and how to set up, maintain, and troubleshoot wired and wireless networks. Students also learn about many aspects of PC and network security and discover how to configure and troubleshoot tablets and smartphones. This course completes the three-course CompTIA A+ certification exam prep series that is needed to prepare you for both the 220-1101/1102 exams and your career as a certified technician.

Note: This online class is held in partnership with Ed2Go.

ONL352 | 24 Hours | \$179 (\$10 tuition + \$169 fees)   




INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

▲ HYB Network Technician

CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on. This course prepares students to pass the CompTIA Network+ Certification exam. CompTIA Network+ helps develop a career in IT infrastructure covering troubleshooting, configuring, and managing networks. This course focuses on the content described in the exam objectives to give you the best chance of success. In this Network Technician course you will demonstrate the mastery of the concepts covered on the CompTIA Network+ exam using a sophisticated remote lab environment. You will work through several practice exams to reinforce your knowledge and gain essential networking skills in labs featuring networking devices such as routers, switches, access points, and others.

Note: Students must have a valid CompTIA A+ certification, have successfully completed CMT103- IT User Support Specialist II, CMT111- CompTIA A+ Certification Exam Prep, or request a waiver from the Program Manager (CEBusiness@frederick.edu).

CMT500 | 60 Hours | \$759 (\$609 tuition + \$150 fees)   




INSTRUCTOR: **Thomas Dawson**

27884 Mon, Wed 5:30 - 9:30 PM 6/23 – 8/11 Monroe Center/MC142

■ ONL Security Fundamentals

Intended for students progressing through the CompTIA certification hierarchy in preparation for positions in Cybersecurity. Provides students with the knowledge and skills to implement, maintain, and secure network services, network devices, and network traffic. Builds on foundational network concepts, computer hardware, and operating systems principles. Students will learn skills and concepts in preparation for the CompTIA Security+ Certification exam. Also offered for credit as CMIS281.

Note: Students must have successfully completed CMIS280, CIS180, or CMT103 or have a valid CompTIA A+ or Net+ certification along with Program Manager approval (jhatch@frederick.edu).

CMT506 | 37.5 Hours | \$475 (\$356 tuition + \$119 fees)   

INSTRUCTOR: **Blackboard Instructor**




27885 Online 3/19 – 5/16

WEB DEVELOPMENT

■ ONL Creating Web Pages

Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.

Note: This online class is held in partnership with Ed2Go.

ONL101 | 24 Hours | \$149 (\$10 tuition + \$139 fees)   




INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

■ ONL Creating Web Pages II


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. Learn to write HTML code for page content and CSS code for page styling. Discover 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. Along the way, you'll explore aesthetics, color scheming, and accessibility in web page design.

Note: This online class is held in partnership with Ed2Go.

ONL505 | 24 Hours | \$149 (\$10 tuition + \$139 fees)   

INSTRUCTOR: **Ed2go Instructor**

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

 **This exam is available at the FCC Testing Center.** Call 301.846.2522 to learn more about exam offerings.

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

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March classes- first week of December 2024 | April classes- first week of January 2025

May classes- first week of February 2025 | June classes- first week of March 2025

CODING AND PROGRAMMING

ONL Introduction to SQL

Learn the key concepts of SQL (Structured Query Language), the powerful and standard database management query language for relational databases. SQL (Structured Query Language) is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using a SQL Server Express, you'll learn several real-world applications for SQL so you can put this valuable skill set on your resume.

Note: This online class is held in partnership with Ed2Go.

ONL140 | 24 Hours | \$169 (\$10 tuition + \$159 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

ONL Introduction to Python 3 Programming

The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier. This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

Note: This online class is held in partnership with Ed2Go.

ONL214 | 24 Hours | \$169 (\$10 tuition + \$159 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

ONL Introduction to C# Programming

This course starts with programming fundamentals: input/output operations, decision making, and looping. Then, you will explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples. Then, you will gain hands-on experience with sequential data files, and you will 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.

Note: This online class is held in partnership with Ed2Go.

ONL183 | 24 Hours | \$169 (\$10 tuition + \$159 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

ONL Introduction to CSS3 and HTML5

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of web publishing, you're going to need to keep up with ever-evolving standards. The new standard for web developers is to use CSS3 and HTML5. CSS3 and HTML5 not only make it easier for you to build and manage large websites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offer support for CSS3 and HTML5. This course will provide you with the foundation you will need to master two critical and fast-growing new web languages. If you're a web developer, why not begin your transition to CSS3 and HTML5 today?

Note: This online class is held in partnership with Ed2Go.

ONL195 | 24 Hours | \$169 (\$10 tuition + \$159 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

ONL Introduction to Java Programming

Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. This course uses the latest release of Java from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

Note: This online class is held in partnership with Ed2Go.

ONL184 | 24 Hours | \$169 (\$10 tuition + \$159 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 3/12 – 4/18 | 5/14 – 6/20

● In-Person Courses
 ● Online Courses (ONL)
 ● Structured Remote Courses (SR)
 ▲ Hybrid Courses (HYB) | See page 4 for more course option information

ONL Note: Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

Eligible for senior tuition waiver.
 Eligible for disabled & retired tuition waiver.
 See page 43.

Healthcare & Wellness

CPR & FIRST AID

Register online for CPR classes at frederick.edu/CPR

● CPR: Basic Life Support for the Healthcare Provider

This instructor-led Basic Life Support (BLS) is designed to train healthcare professionals to promptly recognize several life-threatening emergencies, give high quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Students will participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. This course also fulfills the CPR requirement for students entering an allied health/healthcare clinical or externship course.

SAF157 | 6 Hours | \$85 (\$40 tuition + \$45 fees)



INSTRUCTOR: CE Instructor

27727	Tue 9 AM - 3:30 PM	1/14	Monroe Center/MC126
27728	Sat 9 AM - 3:30 PM	1/18	Monroe Center/MC126
27729	Thu 9 AM - 3:30 PM	1/23	Monroe Center/MC126
27730	Tue 9 AM - 3:30 PM	1/28	Monroe Center/MC126
27731	Tue 9 AM - 3:30 PM	2/4	Monroe Center/MC126
27732	Thu 9 AM - 3:30 PM	2/6	Monroe Center/MC126
27733	Wed 9 AM - 3:30 PM	2/12	Monroe Center/MC126
27761	Sat 9 AM - 3:30 PM	2/15	Monroe Center/MC126
27762	Tue 9 AM - 3:30 PM	2/18	Monroe Center/MC126
27763	Wed 9 AM - 3:30 PM	2/26	Monroe Center/MC126
27764	Tue 9 AM - 3:30 PM	3/4	Monroe Center/MC126
27766	Thu 9 AM - 3:30 PM	3/6	Monroe Center/MC126
27767	Fri 9 AM - 3:30 PM	3/14	Monroe Center/MC126
27769	Sat 9 AM - 3:30 PM	3/22	Monroe Center/MC126
27770	Tue 9 AM - 3:30 PM	4/8	Monroe Center/MC126
27771	Thu 9 AM - 3:30 PM	4/10	Monroe Center/MC126
27776	Fri 9 AM - 3:30 PM	4/18	Monroe Center/MC126
27777	Sat 9 AM - 3:30 PM	4/26	Monroe Center/MC126
27778	Tue 9 AM - 3:30 PM	4/29	Monroe Center/MC126
27779	Thu 9 AM - 3:30 PM	5/8	Monroe Center/MC126
27780	Tue 9 AM - 3:30 PM	5/13	Monroe Center/MC126
27781	Fri 9 AM - 3:30 PM	5/23	Monroe Center/MC126
27782	Sat 9 AM - 3:30 PM	5/31	Monroe Center/MC126
27783	Tue 9 AM - 3:30 PM	6/3	Monroe Center/MC126
27784	Tue 9 AM - 3:30 PM	6/17	Monroe Center/MC126

● Heartsaver CPR/First Aid/AED Adult Child Infant for the Layperson

This course was developed by the American Heart Association (AHA) for anyone with limited or no medical training who needs a course completion card in CPR/AED use and first aid to meet job, regulatory or other requirements, or for personal interest. The course teaches adult and child CPR and AED use, infant CPR, how to relieve choking in adults, children, and infants, and how to get emergency help on the way quickly. First Aid covers basic skills of patient assessment, controlling bleeding, airway management, and medical emergencies. This course teaches skills with the AHA's research-proven "practice-while-watching" technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills.

SAF149 | 7 Hours | \$85 (\$40 tuition + \$45 fees)



INSTRUCTOR: CE Instructor

27785	Sat 8:30 AM - 4 PM	1/11	Monroe Center/MC126
27786	Sat 8:30 AM - 4 PM	2/1	Monroe Center/MC126
27908	Sat 8:30 AM - 4 PM	2/8 (SPANISH)*	Monroe Center/MC126
27787	Sat 8:30 AM - 4 PM	3/1	Monroe Center/MC126
27909	Sat 8:30 AM - 4 PM	3/8 (SPANISH)*	Monroe Center/MC126
27788	Sat 8:30 AM - 4 PM	3/29	Monroe Center/MC126
27911	Sat 8:30 AM - 4 PM	4/12 (SPANISH)*	Monroe Center/MC126
27789	Sat 8:30 AM - 4 PM	5/3	Monroe Center/MC126
27910	Sat 8:30 AM - 4 PM	5/10 (SPANISH)*	Monroe Center/MC126
27790	Sat 8:30 AM - 4 PM	6/14	Monroe Center/MC126
27912	Sat 8:30 AM - 4 PM	6/28 (SPANISH)*	Monroe Center/MC126

* This class section will be taught in Spanish.

Este curso se llevará a cabo en el campus en un entorno presencial. Esta sección del curso se impartirá en español. Este curso fue desarrollado por la American Heart Association (AHA) para cualquier persona con formación médica limitada o nula que necesite una tarjeta de finalización del curso en el uso de Reanimación Cardiopulmonar (RCP) y Desfibrilador Externo Automático (DEA) y primeros auxilios para cumplir con requisitos laborales, regulatorios u otros, o por interés personal. El curso enseña RCP y uso del DEA en adultos y niños, RCP en infantes, cómo aliviar la asfixia en adultos, niños e infantes, y cómo solicitar ayuda de emergencia rápidamente. Primeros Auxilios cubre habilidades básicas de evaluación del paciente, control de hemorragias, manejo de las vías respiratorias y emergencias médicas. Este curso enseña habilidades con la técnica de práctica mientras observa, probada por la investigación de la AHA, que permite a los instructores observar a los estudiantes, proporcionar retroalimentación y guiar el aprendizaje de las habilidades por parte de los estudiantes.

Note: Students must possess a current AHA CPR Basic Life Support card prior to starting CAH190 or CAH158 clinical courses and/or enroll in SAF157 at the same time as CAH272, CAH273 and CAH333 courses.

The American Heart Association (AHA) 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.

● In-Person Courses ● Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 43.

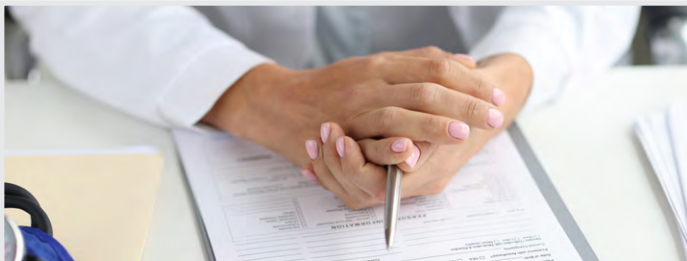
NEW!  **CPR and First Aid for Pets**

This course will teach participants what to do in an emergency situation with their pets, who to call for emergency care, and basic first aid and CPR skills when time matters most for your furry friends. Students will learn chest compressions and basic CPR skills for animals. First Aid will focus on wound care and controlling bleeding, pet vital signs, pet health assessment, and basic medical emergencies for pets. Instructors will observe students, provide feedback, and guide them through hands-on skills learning.

SAF160 | 3 Hours | \$75 (\$10 tuition + \$65 fees)

INSTRUCTOR: **Brandi Luther**

27833	Sat 9 AM - 12 PM	1/25	Monroe Center/MC126
27834	Sat 9 AM - 12 PM	2/22	Monroe Center/MC126
27835	Sat 9 AM - 12 PM	3/15	Monroe Center/MC126
27836	Sat 9 AM - 12 PM	4/19	Monroe Center/MC126
27837	Sat 9 AM - 12 PM	5/17	Monroe Center/MC126
27838	Sat 9 AM - 12 PM	6/21	Monroe Center/MC126



Interested in a career in healthcare?

Get started with FCC's introductory course **CAH145: Foundations for Healthcare Careers**. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most of FCC's healthcare career programs. See below for Winter/Spring 25 classes and refer to specific healthcare programs on pages 20-26 for correlating CAH145 class.

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

27796	Tu, Th 6 – 9 PM	1/14 - 2/20	MC124
27820	M, W 4:30 – 7:30 PM	1/15 - 2/26	MC126
27793	Tu, Th 9 AM – 1 PM	1/16 - 2/13	MC116
27808	Tu, Th 6 – 9 PM	1/16 - 2/25	MC126
27825	Tu, Th 9 AM – 12 PM	1/21 - 2/27	MC124
27812	M, W 5:30 – 9:30 PM	1/22 - 2/19	MC104
27826	M, W 6 – 9 PM	1/27 - 3/5	MC124
27813	M-Th 9 AM – 1 PM	5/14 - 5/29*	MC116

*No class 5/26



The Institute for Learning in Retirement

ILR is Frederick County's premier knowledge and discovery destination! Especially designed for adults age 55+, we get together to learn new languages, enjoy creative arts, discuss history and current events, and explore philosophy and cultures. Throughout the year, we also venture out to visit local and regional destinations.

TOPICS INCLUDE:

- | | |
|----------------------------------|------------------------------------|
| Creative Arts & Music | Life Planning & Finances |
| Computers, Internet & Technology | Literature, Theater & Writing |
| Health & Wellness | Philosophy, Religion & Exploration |
| History, Cultures & Events | Science & Nature |
| Home & Hobbies | Learning on Location |

ILRFCC.org
 Learn more and view course offerings.
 301.846.2561 • ILR@frederick.edu

CERTIFIED NURSING ASSISTANT (CNA/GNA)

Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control, and safety issues.

This program meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. Students will have the option to complete the GNA credential exam at FCC for no additional charge.

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

For more information on this program, email healthcarecareers@frederick.edu or call 240.629.7907. For registration or payment plan information, email CEInfo@frederick.edu or call 301.624.2888.

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- Provide proof of being 16 years of age or older at time of registration
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90) (formerly ADE632).
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support

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, including COVID-19 vaccination series
- Undergo a background investigation, fingerprinting, and drug testing; cost included in course fees

Students will receive information regarding their physical exam, immunizations, fingerprinting, and background check during the beginning of the CNA course, CAH132.

Textbooks: Textbooks are not included but are available for purchase at bookstore.frederick.edu.

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

Become a Certified Nursing Assistant in just a few months. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with CAH133 and clinicals, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. The program requires study time outside of class and includes written and practical (hands-on) skills tests, both of which must be passed to successfully complete the course and begin CAH133: Certified Nursing Assistant Part II.

Prerequisite and Notes: Students must have successfully completed CAH145 or ADE641 (formerly ADE632) prior to the class start date of CAH132. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must enroll in CAH133 (CNA Part II) as a corequisite. Students should report to MC116 the first class session.

CAH133 Certified Nursing Assistant, Part II

Part II is a continuation of Part I. Students must sign up for CAH132 (CNA Part I) as a corequisite.

Prerequisite and Notes: Students must have successfully completed CAH132 Certified Nursing Assistant Part I prior to the class start date for CAH133. Students will meet in Room MC116 during the first class session.

CAH190 Certified Nursing Assistant–Clinicals

Students will participate in supervised clinical rotations with experienced nursing faculty in local health care facilities and will interact with patients/residents performing the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

Prerequisite and Notes: Students must successfully complete Certified Nursing Assistant Part II, CAH133, prior to beginning the Certified Nursing Assistant Clinicals, CAH190. Prior to clinical students must provide evidence of negative TB test or chest x-ray, undergo physical exam and provide proof of up-to-date immunizations, current American Heart Association Basic Life Support (BLS) CPR Card (SAF157), and undergo background check and/or drug test as required by clinical sites. Background check and drug test costs are included in course fees. Students will receive information about clinical requirements during CAH132. Students will attend Clinicals for 45 hours within the listed dates. Exact dates will be announced during CAH133.




● In-Person Courses ● Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information




SW Eligible for senior tuition waiver. RW Eligible for disabled & retired tuition waiver.
See page 43.






Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.




CNA/GNA DAYTIME OPTION




▲ **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
27793 Tu, Th 9 AM - 1 PM 1/16 - 2/13 MC116

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

See page 18 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   
27794 Tu, Th 9 AM - 2:30 PM 2/18 - 3/27 MC116/MC127




● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   
27814 Tu, Th 9 AM - 2:30 PM 4/8 - 5/15 MC116/MC127




● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   
27817 M-F 8:30 AM - 2:30 PM 5/19 - 6/6* OFF CAMPUS
**No class 5/26*

Total Program Hours: 207




Total Program Cost: \$3,220




CNA/GNA EVENING OPTION




▲ **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
27812 M, W 5:30 - 9:30 PM 1/22 - 2/19 MC104

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

See page 18 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   
27810 M, W, Th 5:30 - 9:30 PM 2/24 - 3/27 MC116/MC127




● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   
27815 M, W, Th 5:30 - 9:30 PM 4/7 - 5/8 MC116/MC127




● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   
27818 M-F 5 - 9 PM 5/12 - 5/30* OFF CAMPUS
**No class 5/26*

Total Program Hours: 207




Total Program Cost: \$3,220




CNA/GNA BOOTCAMP OPTION




▲ **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
27813 M-Th 9 AM - 1 PM 5/14 - 5/29* MC116
**No class 5/26*

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

See page 18 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   
27811 M-Th 9 AM - 1 PM 6/2 - 6/26* MC116/MC127
**No class 6/19*

● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   
27816 M-Th 9 AM - 1 PM 6/30 - 7/23 MC116/MC127

● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   
27819 M-F 8:30 AM - 1 PM 7/28 - 8/15 OFF CAMPUS




Total Program Hours: 207

Total Program Cost: \$3,220

PATIENT CARE TECHNICIAN

▲ **HYB Patient Care Technician/Advanced Patient Care**

This course is intended for Certified Nursing Assistants (CNAs) interested in obtaining advanced care skills within their scope of practice to work as a Patient Care Technician in hospitals and other health care settings. As members of a multidisciplinary team, Patient Care Technicians care for patients requiring both acute and chronic care. Students learn to perform advanced skills for complex care settings and situations. They also gain and practice new skills including sterile technique, phlebotomy, obtaining electrocardiograms (EKG), glucose monitoring, respiratory care, intravenous therapy, advanced wound care, urinary catheterization, pre/post-surgical care and pediatric patient care. Successful course completion satisfies eligibility requirements for the National Health Career Association Patient Care Technician Certification Exam. You must have a firm understanding and knowledge of basic patient care skills to enroll and be successful in this class. **Note:** Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Students must be 18 years of age and hold a Nursing Assistant Certification to work as a Patient Care Technician.

CAH487 | 80 Hours | \$1,384 (\$692 tuition + \$692 fees)   

INSTRUCTOR: Blackboard Instructor




27795 Tue 5:30 - 9:00 PM 2/4 - 4/29* Monroe Center/MC127
**No class 4/1*

DENTAL ASSISTING & DENTAL RADIOGRAPHY

▲ **HYB Foundations for Healthcare Careers**

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

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at 301.624.2888 or CEInfo@frederick.edu. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

CAH145 | 36 Hours | \$523 (\$229 tuition + \$294 fees)   




INSTRUCTOR: **CE Instructor**

27825	Tue, Thu 9 AM - 12 PM	1/21 – 2/27	Monroe Center/MC124
27826	Mon, Wed 6 - 9 PM	1/27 – 3/5	Monroe Center/MC124

▲ **HYB Fundamentals of Dental Assisting**

This course introduces students to all aspects of entry-level dental assisting knowledge and skills and prepares students for the Dental Association National Board's National Entry Level Dental Assistant (NELDA) Certification Exam. Topics include: dental terminology, roles of the dental assistant and dental team, legal and ethical responsibilities, anatomy and physiology, dental care delivery including oral health and hygiene, prevention, clinical dentistry, chairside assisting, charting, instruments and accessories, dental lab materials and procedures, infection control, sterilization and OSHA regulations. Oral radiography is introduced in preparation for Oral Radiography class. This hands-on course provides practice on equipment in a dental lab setting.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule which the instructor will provide. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE641 (formerly ADE632) prior to CAH272 class start date. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at 301.624.2888 or CEInfo@frederick.edu.

CAH272 | 76 Hours | \$1,210 (\$760 tuition + \$450 fees)   




INSTRUCTOR: **CE Instructor**

27827	Tue, Thu 9 AM - 1 PM	3/4 – 5/8*	Monroe Center/MC124
		<i>*No class 4/1, 4/3</i>	
27828	Mon, Wed 5:30 - 9:30 PM	3/10 – 5/14*	Monroe Center/MC124
		<i>*No class 4/2</i>	

▲ **HYB Oral Radiography**

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety (RHS) exam and apply to become a Maryland state certified Dental Radiation Technologist. This course is approved by the Maryland State Board of Dental Examiners. Completion of a hands-on clinical practicum is expected to be completed at your place of employment. Course includes an online component, internet access required. In addition to online work, students will meet during scheduled class times either in-classroom or in a live virtual format.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule which the instructor will provide. This course requires knowledge of basic dental assisting and dental anatomy. Students should be working as a dental assistant for at least 6 months to enroll in this course. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

CAH273 | 39 Hours | \$1,012 (\$497 tuition + \$515 fees)   

INSTRUCTOR: **CE Instructor**

27829	Fri 9 AM - 1 PM	1/24 – 3/28	Monroe Center/MC124
27830	Sat 9 AM - 1 PM	4/12 – 6/21*	Monroe Center/MC124
		<i>*No class 5/24</i>	





Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

MEDICAL BILLING AND CODING CERTIFICATION

■ ONL Anatomy & Physiology for Medical Coding

This course is designed to teach medical coding students the basics of human anatomy and physiology and how it relates to medical records and coding. Students will learn about the structure and function of the body, various body systems, and anatomical terms.

Note: This class is entirely online. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH185 | 24 Hours | \$143 (\$129 tuition + \$14 fees)  



INSTRUCTOR: Patrick Beacham

27800	Online	1/8 – 2/12
27801	Online	2/12 – 3/19
27802	Online	4/9 – 5/14
27803	Online	5/14 – 6/18

■ ONL Medical Terminology for Billing & Coding

Learn the language of healthcare to prepare for success in AAPC medical coding and/or billing certification classes. You will learn how to interpret medical terms by recognizing root words, prefixes, and suffixes, and will explore how this terminology relates to specific human body systems and conditions.

Note: This class is entirely online. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH195 | 24 Hours | \$143 (\$129 tuition + \$14 fees)  




INSTRUCTOR: Patrick Beacham

27804	Online	1/8 – 2/12
27805	Online	2/12 – 3/19
27806	Online	4/9 – 5/14
27807	Online	5/14 – 6/18

▲ HYB Medical Billing - AAPC Certified Professional Biller (CPB)

Work in healthcare (but not direct patient care) by training to become a Medical Biller. Medical Billers play an important part in the medical billing and reimbursement cycle. This course prepares candidates to sit for the AAPC Certified Professional Biller (CPB) exam by covering topics such as preauthorization, charge entry, claims transmission, submitting appeals, payment posting, and insurance and patient follow-up. Course fees cover the cost of the AAPC learning platform, two attempts for the CPB exam, and a one-year membership to AAPC.

Note: Students must have successfully completed CAH195: Medical Terminology for Billing & Coding prior to starting CAH252. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Registration closes 10 days prior to the class start date.

CAH252 | 100 Hours | \$1,718 (\$898 tuition + \$820 fees)   




INSTRUCTOR: CE instructor

26955	Tue 6 - 9 PM	2/25 – 6/17	Linganore Hall/L202
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▲ HYB Medical Coding - AAPC Certified Professional Coder (CPC)

Would you like to translate the language of healthcare? This medical coding course will train you to review clinical reports and translate them into uniform medical codes used in the medical billing and reimbursement cycle. Upon successful completion you can sit for the AAPC Certified Professional Coder exam. Course fees cover the cost of the AAPC learning platform, two attempts for the CPC exam, one year membership to AAPC, and one year of Practicode access. Successful completions of the course, the AAPC exam, and Practicode will give students the experience needed to enter the workforce as a Certified Professional Coder (CPC).

Note: Students must have successfully completed CAH195: Medical Terminology for Billing & Coding AND CAH185: Anatomy & Physiology for Medical Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Registration closes 10 days prior to the class start date.

CAH253 | 100 Hours | \$1,718 (\$898 tuition + \$820 fees)   

INSTRUCTOR: CE Instructor

27791	Tue 6- 9:30 PM	3/4 – 6/24	Linganore Hall/L203
27792	Wed 6 - 9:30 PM	7/9 – 10/22	TBD-CE/TBA

● In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

PHLEBOTOMY TECHNICIAN

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

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

For more information on this program, email healthcarecareers@frederick.edu or call 240.629.7907. For registration or payment plan information, email CEInfo@frederick.edu or call 301.624.2888.

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- Provide proof of being 18 years of age or older at the start of CAH158
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90) (formerly ADE632)
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support

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, including COVID-19 vaccination series
- Undergo a background investigation; background check fee is included in course fees
- Students will receive information regarding their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH156

Please Note: To be employed as a Phlebotomist individuals are required to possess a high school diploma or General Equivalency Diploma (GED).

Textbooks: Textbooks are not included but are available for purchase at bookstore.frederick.edu.

CAH145 Foundations for Healthcare Careers

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

CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

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

Prerequisite: Students must have successfully completed CAH145 or ADE641 (formerly ADE632) prior to the class start date for CAH156. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

CAH157 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 learn and practice 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 hands-on professional experience and prepare students to take several national certification exams. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course.

Prerequisite: Students must have successfully completed CAH156: Phlebotomy Technician Preparation I: Theoretical Applications prior to start date of CAH157.



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH158 Phlebotomy Technician Clinical

This course provides students hands on work experience and practice to successfully perform the role and responsibilities of a phlebotomy technician in a professional setting. Students complete 100 hours and a minimum of 100 successful venipunctures under the supervision of an experienced phlebotomist. Student progress is evaluated during each clinical shift. Students must be 18 years of age at the start of the course.

Prerequisite and Notes: Students must have successfully completed CAH157 Phlebotomy Technician Preparation II: Practical Applications prior to the start date of CAH158. Prior to clinical students must provide evidence of negative TB test or chest x-ray, undergo physical exam and provide proof of up-to-date immunizations, current American Heart Association Basic Life Support (BLS) CPR Card (SAF157), and undergo a background check and/or drug test as required by clinical sites. Background check and drug test costs are included in course fees. Students will receive information about clinical requirements during CAH156, Phlebotomy Technician Preparation I.




Clinical rotations will occur during daytime hours, Monday - Friday.
Clinical hours & days vary per clinical site.

STERILE PROCESSING

▲ HYB Foundations for Healthcare Careers

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

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at 301.624.2888 or CEInfo@frederick.edu. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

CAH145 | 36 Hours | \$523 (\$229 tuition + \$294 fees)   




INSTRUCTOR: CE Instructor

27808 Tue, Thu 6 - 9 PM 1/16 - 2/25 Monroe Center/MC126

▲ HYB Sterile Processing Technician Training: Fundamentals

This course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students receive a completion award and are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the Healthcare Sterile Processing Association (HSPA). The course will cover the following topics: anatomy and physiology, microbiology, instrumentation (identification of and handling of), safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. This course has both a lecture and interactive lab component in the classroom where students will receive hands-on experience with instruments and wrapping techniques.

Note: Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE641 (former ADE632) prior to the start date of CAH333. This class requires reading and listening in English. Not sure about your English skills? Email ceinfo@frederick.edu or call 301.624.2888.




CAH333 | 60 Hours | \$1,104 (\$552 tuition + \$552 fees)   

INSTRUCTOR: CE Instructor




27809 Tue, Thu 6 - 9 PM 2/27 - 5/13* Monroe Center/MC126

**No class 4/3*




PHLEBOTOMY TECHNICIAN

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




27796 Tu, Th 6 - 9 PM 1/14 - 2/20 MC124

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




See page 18 for list of class section options.

● CAH156 | 33 hours | \$585 (\$335 tuition + \$250 fees)   

27797 Tu, Th 6 - 9 PM 2/25 - 4/1 MC124

● CAH157 | 48 hours | \$700 (\$405 tuition + \$295 fees)   

27798 Tu, Th 6 - 9 PM 4/8 - 5/29 MC124





● CAH158 | 100 hours | \$512 (\$100 tuition + \$412 fees)   

27799 M-F 7 AM - 4 PM 6/2 - 9/12* OFF CAMPUS

**No class 6/19, 7/4, 9/1*

Total Program Hours: 223

Total Program Cost: \$2,405

 In-Person Courses  Online Courses (ONL)  Structured Remote Courses (SR)
 Hybrid Courses (HYB) | See page 4 for more course option information

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver.
See page 43.

VETERINARY ASSISTANT

Veterinary Assistants play an important role – they support the veterinarian, vet technicians, and other clinic staff with the daily operations of the veterinary practice. This includes not only assisting during animal exams or emergency situations, but also performing general animal care and facility tasks, including feeding, grooming, cleaning cages/kennels, bathing, equipment sterilization, and examination room cleaning. Veterinary Assistants also handle administrative tasks such as scheduling appointments, following up with clients, keep up-to-date patient records, and working with pet insurance or clients for billing and payments. It is a central supporting role that helps make sure the office runs smoothly and that patients receive the care and attention they need.

For more information on this program, email healthcarecareers@frederick.edu or call 240.629.7907. For registration or payment plan information, email CEInfo@frederick.edu or call 301.624.2888.

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90) (formerly ADE632)

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 1 of the veterinary assistant course series students will be introduced to veterinary office and hospital administrative procedures, communication, and client relations. Students will learn Veterinary Pharmacy and Pharmacology procedures such as filling medications and inventory control, and vaccinations and examination room procedures, including small animal restraint, medical history documentation, vital signs recording, exam room grooming, dog and cat breed and gender recognition, basic nutritional requirements, and topical medication application.

Prerequisites: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Students must have successfully completed CAH145 or ADE641 (formerly ADE632) and show academic readiness in Math. See page 37 for details.

VET131 Veterinary Assistant 2

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 2 of the veterinary assistant course series students will be introduced to small animal nursing safety and care procedures, surgical preparation and assisting, and radiology and ultrasound imaging processes. Students learn about quality nursing techniques and practices, the surgical process from instrument identification and preparation, anesthesia, pre/post op care, and emergency and critical care. Students are introduced to laboratory procedures, including blood, urine, and fecal sample collection, and testing procedures and technique. Students also review the vet assistant’s role in imaging procedures, including safety, quality control, and equipment and image care and maintenance.

Prerequisites: Students must have successfully completed VET130 prior to class start date of VET131.

VETERINARY ASSISTANT				
▲ CAH145	36 hours	\$523 (\$229 tuition + \$294 fees)		
27820	M,W 4:30 - 7:30 PM	1/15 – 2/26*		MC126
		*No class 1/20		
● VET130	60 hours	\$851 (\$399 tuition + \$452 fees)		
27821	M,W 4:30 - 8:30 PM	3/3 – 4/23*		MC126
		*No class 4/2		
● VET131	60 hours	\$851 (\$399 tuition + \$452 fees)		
27822	M,W 4:30 - 8:30 PM	4/28 – 6/18*		MC126
		*No class 5/26		
Total Program Hours: 156				
Total Program Cost: \$2,225				

● In-Person Courses
 ■ Online Courses (ONL)
 ● Structured Remote Courses (SR)

▲ Hybrid Courses (HYB) | See page 4 for more course option information

■ **ONL Note:** Multiple sections may be available for certain ONL classes. Please ensure that you register for the date you want.

Eligible for senior tuition waiver.
 Eligible for disabled & retired tuition waiver. See page 43.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

PROFESSIONAL TRAINING

ONL Spanish for Medical Professionals I

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you.

Note: This online class is held in partnership with Ed2Go.

ONL215 | 24 Hours | \$139 (\$10 tuition + \$129 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

ONL Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where the first course, Spanish for Medical Professionals, left off. If you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills. You'll review the basic body parts and organs and also explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain. You'll learn terminology found in tons of specialties, including pediatrics, geriatrics, mental health, OB/GYN, radiology, orthopedics, cardiovascular, oncology, physical and occupational therapies, dermatology, dentistry, and ophthalmology. The course will even talk about terms related to diet and discharge. It's a great Spanish foundation for healthcare workers!

Note: This online class is held in partnership with Ed2Go.

ONL216 | 24 Hours | \$139 (\$10 tuition + \$129 fees)



INSTRUCTOR: Ed2go Instructor

Online 1/15 – 2/21 | 2/12 – 3/21 | 3/12 – 4/18
4/16 – 5/23 | 5/14 – 6/20

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:

January classes- currently open | February classes- first week of November 2024
March classes- first week of December 2024 | April classes- first week of January 2025
May classes- first week of February 2025 | June classes- first week of March 2025

▲ HYB Train the Trainer - Effective Adult Learning Principles

This course is designed for instructors, community trainers and in-service professional development staff who are new to teaching adult learners or those seeking to fortify current classroom and training practices. Participants will learn techniques, skills and knowledge to successfully teach and facilitate classroom material and hands on skills. Topics include: adult learning principles and learning styles, effective class planning and time management, teaching to include various learning styles, facilitating an active learning environment, evaluation and assessment methods, effective communication and classroom management, and teaching effectively for diverse student populations. Students are required to develop and present a lesson to the class. This course is in an online format where students complete a portion of the coursework online and meet for required live sessions weekly during scheduled class times. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course.

Note: This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu before registration.

CAH277 | 18 Hours | \$330 (\$175 tuition + \$155 fees)



INSTRUCTOR: Danielle Stoffer

27823	Tue 6:30 - 9:30 PM	2/11 – 2/25	Monroe Center/MC116
27824	Tue 6:30 - 9:30 PM	4/15 – 4/29	Monroe Center/MC116



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Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

▲ HYB Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of food-borne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager. Also offered for credit as HCT1101.




Note: To enroll students are asked to show academic readiness in English. See page 37 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HCT117 | 30 Hours | \$310 (\$258 tuition + \$52 fees)   

INSTRUCTOR: Charles Colison

27704 Mon 3 - 5 PM 1/27 - 4/7 Monroe Center/MC116

■ ONL Sanitation and Food Safety

HCT119 | 30 Hours | \$310 (\$258 tuition + \$52 fees)   



INSTRUCTOR: Charles Colison

27705 Online 1/25 - 4/8

● Baking I

Provides students with the basic skills required for entry-level work in a bakery or pastry shop of a food service operation. These skills include working in a safe and sanitary manner; reading, scaling and accurately following a recipe; demonstrating proper use of terminology, tools, and equipment; preparing, baking, and evaluating cookies, cakes, breads, pastries, pies, and tarts. Beginning plating techniques, cake decorating, and dietary alternatives are explored. Also offered for credit as HCT1104.

Note: To enroll in the course students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in HCT1101 or HCT117 or HCT119 or hold a current ServSafe Food Manager Certification .

HCT115 | 60 Hours | \$741 (\$516 tuition + \$225 fees)  



INSTRUCTOR: Melissa Miller

27707 Fri 9 AM - 2 PM 1/31 - 5/16 Monroe Center/MC117, MC118

● Culinary I

Examines the basic concepts, skills, and attributes related to preparation of food: knife skills, product identification, and culinary terminology. Measures, prepares, and converts standardized recipes. Learns and applies classical cooking principles and techniques to food preparation. Topics include stock and sauce preparation; egg/breakfast cookery; product qualities; preparation of vegetables, fruit, and starches; and dietary guidelines and nutrition principles. Demonstrates proper food sanitation and safety practices. Learns and applies good sustainability practices for food service operations. Also offered for credit as HCT1102.

Note: To enroll in the course students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in HCT1101 or HCT117 or HCT119 or hold a current ServSafe Food Manager Certification.

HCT116 | 60 Hours | \$741 (\$516 tuition + \$225 fees)  

INSTRUCTOR: Mary Evans



27706 Mon 9 AM - 2 PM 1/27 - 5/12 Monroe Center/MC116, MC118

HOSPITALITY/TOURISM MANAGEMENT

▲ HYB Introduction to Hospitality Management

Develops an understanding of the hospitality industry and introduces the student to the career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and food service establishments. Examines the forces and issues that are shaping the current and future of the hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing the value chain analysis and defining service as competitive advantage. Also offered for credit as HCT1150.

Note: Students are asked to show academic readiness in English and Math. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

HCT102 | 37.5 Hours | \$465 (\$387 tuition + \$78 fees)  

INSTRUCTOR: Danny Vasquez

27708 Tue 6 - 8:40 PM 1/28 - 3/18 Monroe Center/MC117

- In-Person Courses
- Online Courses (ONL)
- Structured Remote Courses (SR)
- ▲ Hybrid Courses (HYB) | See page 4 for more course option information



 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

 This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.

▲ **HYB Hospitality Operations**

Students learn the primary responsibilities of a hospitality manager and the principles and practices involved in managing the day-to-day operations of a hospitality business. Topics include various aspects of hospitality operations such as classifying hotels and guests, hotel organization, front office operations, hospitality applications and systems, safety and security risks and controls, housekeeping operations, front office accounting, reading financial reports, maximizing sales, and facility maintenance. Also offered for credit as HCT1160.

Note: Students are asked to show academic readiness in English and Math. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.



HCT132 | 37.5 Hours | \$456 (\$378 tuition + \$78 fees)  

INSTRUCTOR: **Danny Vasquez**
27710 Tue 6 - 8:40 PM 3/18 – 5/13 Monroe Center/MC104

▲ **HYB Event Management**

Event Management provides both practical knowledge and a comprehensive understanding of the catering and event management industry. Equips students with the knowledge to advance in the field if you are currently working in the field or will prepare you to enter the profession with an understanding of the industry. Provides the foundation for which students can build their careers in catering and special events or start their own business, and will examine the complex role of catering in the event management process. Topics include planning and development for special events such as weddings and anniversaries, menu planning, service planning, room selection, setup and operation, and coordination and management of the event from the inception phase to the post-evaluation of the event. Also offered for credit as HCT1155.

Note: Students are asked to show academic readiness in English. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

HCT114 | 37.5 Hours | \$465 (\$387 tuition + \$78 fees)  

INSTRUCTOR: **Raymond Maldo**
27709 Mon 6 - 8:40 PM 1/27 – 3/17 Monroe Center/MC117




Logistics & Production

LOGISTICS & PRODUCTION

▲ **HYB Certified Logistics Technician**

Prepare for frontline material handling and supply chain logistics jobs in fulfillment centers, warehouses, distribution centers, and factories. Training focuses on receiving, stocking, shipping, inventory control, materials handling, and dispatch. The course includes assessments for two national industry credentials, Certified Logistics Associate and Certified Logistics Technician. Course fee includes cost for two certification exams.

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

PRD121 | 60 Hours | \$1,450 (\$875 tuition + \$575 fees)   




INSTRUCTOR: **Travis Young**
27892 Tue, Thu 5:30 - 9:30 PM 1/28 – 3/18 Monroe Center/MC105

APPLIED BIOTECHNOLOGY

■ **ONL Biotechnology and Society**

Presents an overview of biotechnology and its scientific foundation through introductory investigations of the cell, protein structure and function, genetic expression, ecological and evolutionary interactions, and technological applications and issues. Introduces how science blends with consumer applications, regulatory information and social issues to provide a detailed perspective of the interrelationship among science, technology and society. May include one or more mandatory field trips, and/or guest lecturers. Also offered for credit as BIOT101.

Note: Prerequisite or Corequisite: ENGL70 or ENGL75 or ESOL100 or appropriate score on placement test. This course is entirely online. Classes do not meet at specific times. Visit frederick.edu/CEWDCourseAccess for help with student course access.

PRD104 | 37.5 Hours | \$475 (\$356 tuition + \$119 fees)   

INSTRUCTOR: **Savita Prabhakar**
27891 Online 1/25 – 5/16






Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

▲ **HYB Cell Therapy and Flow Cytometry**

Introduces students to the cell therapy field and the associated analytical flow cytometry technique. Students will master the principles of flow cytometry, sample preparation, acquisition, and data analysis. Other techniques used in cell therapy industry such as isolation of T cells, T cell activation, ELISA, fluorescent microscopy, and PCR will be explored. The course may include one or more guest lecturers. Also offered for credit as BIOT222.

Note: To enroll in the course students must have successfully completed BIOT220 or have knowledge of cell culture as determined by the Program Manager (CEBusiness@frederick.edu). Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

PRD222 | 50 Hours | \$633 (\$475 tuition + \$158 fees)   

INSTRUCTOR: **Savita Prabhakar**

28119 Tue, Thu 5:30 - 8:30 PM 3/20 - 5/15* Catoctin Hall/C102
*No class 4/3




Trades & Vocational Training

AUTOMOTIVE

● **Introduction to Automotive Technology**

This course will introduce students to the automotive service industry. The course will familiarize students with the functions and operation of key components, vehicle inspections, tool and part identification/use, and shop safety. Students will also explore career paths and industry certifications. The program includes curriculum which is designed to help participants understand and deliver what employers demand today. This course is aligned with the Automotive Service Excellence (ASE) Entry Level Maintenance and Light Repair certification.

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. A textbook is required for this course. Please visit bookstore.frederick.edu for details.

TRD258 | 75 Hours | \$899 (\$750 tuition + \$149 fees)   




INSTRUCTOR: **Joshua Logan**

27889 Mon, Wed 6 - 9 PM 2/3 - 4/30* Monroe Center/MC144
*No class 4/2

● **Braking Systems**

This course introduces students to vehicle braking system operation, maintenance, and repair. Topics will include drum and disc brakes, brake line repairs, and supporting electrical systems. Students will complete maintenance, troubleshooting, and repair tasks in an instructional lab.

Note: To enroll in the course students must have successfully completed TRD258 Introduction to Automotive Technology. A textbook is required for this course. Please visit bookstore.frederick.edu for details.

TRD150 | 48 Hours | \$699 (\$564 tuition + \$135 fees)   

INSTRUCTOR: **Joshua Logan**




27890 Mon, Wed 6 - 9 PM 5/12 - 7/7* Monroe Center/MC144
*No class 5/26

ELECTRICAL

▲ **HYB Fundamentals of Structural Wiring**

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. Also offered for credit as BLDT140.

Note: Students are asked to show academic readiness in English. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.


ELC181 | 90 Hours | \$734 (\$516 tuition + \$218 fees)   

INSTRUCTOR: **Travis Young**

27717 Mon, Wed 6 - 9 PM 1/27 - 3/17 Monroe Center/MC129

● In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information



 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

 **Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

▲ HYB Residential Electric

This course will advance student knowledge in the National Electric Code (NEC) and its application. Topics covered will include NEC calculations, as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting. Also offered for credit as BLDT241.

Note: Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC182 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   




INSTRUCTOR: Travis Young

27724 Mon, Wed 6 - 8:30 PM 3/19 – 5/14* Monroe Center/MC129
*No class 4/2

▲ HYB Commercial Electric

Continues concepts and skills covered in the first two courses of the electrical building trades program. This course covers wiring methods mainly used in commercial construction. Topics covered to include: conduit (bending, installation), commercial lighting (fluorescent, HID), and transformers. Students will also have an overview of the applicable sections of the National Electrical Code (NEC), including box/conduit fill, and load calculations. Also offered for credit as BLDT242.

Note: Prerequisite: BLDT241 or ELC182. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC166 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   




INSTRUCTOR: Travis Anderson

27719 Tue, Thu 6 - 8:30 PM 1/28 – 3/18 Monroe Center/MC129

▲ HYB Specialized Systems

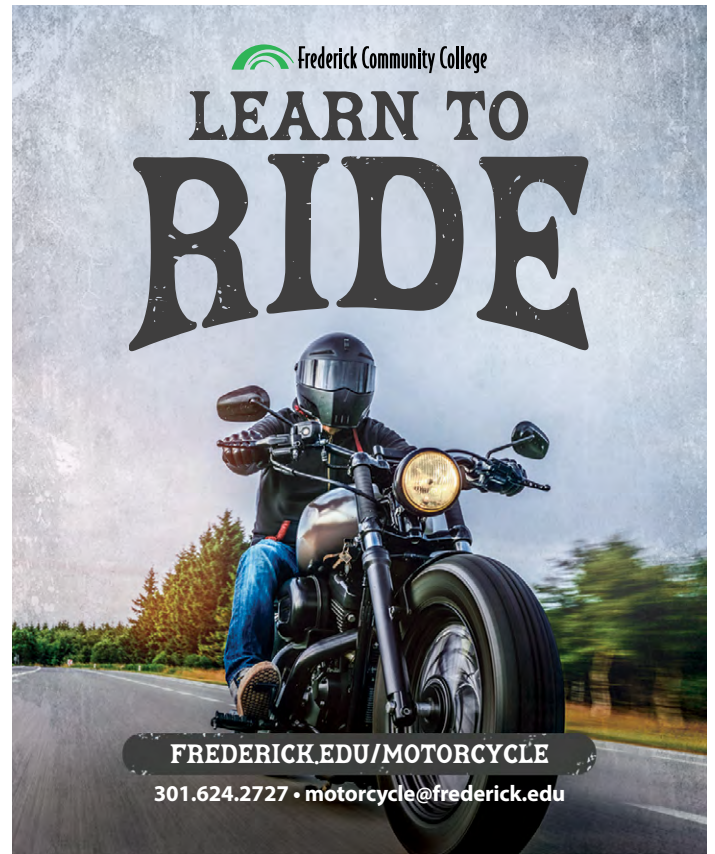
Covers topics in the electrical field such as CAT5, CAT6, CATV, fiber optics, fire alarms, photovoltaic, and electric controls. Students will receive hands on experience working with materials and components in a lab setting. Students will also be introduced to the National Electrical Code (NEC) codes governing these various sub-fields of the electrical industry. Also offered for credit as BLDT143.

Note: Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC183 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   

INSTRUCTOR: Travis Anderson

27723 Tue, Thu 6 - 8:30 PM 3/20 – 5/15* Monroe Center/MC129
*No class 4/3



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HVAC

▲ HYB Fundamentals of HVACR

Covers fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Students will receive hands on experience in a lab setting. Also offered for credit as BLDT110.

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC130 | 90 Hours | \$734 (\$516 tuition + \$218 fees)   




INSTRUCTOR: **Nick Pace**

27716 Tue, Thu 6 - 9 PM 1/28 – 3/18* Monroe Center/MC147
*No class 4/3

▲ HYB Controls for HVACR

Covers the topics of controls in HVACR with respect to thermostats, pressure, safety and temperature devices, and valves. In a lab environment students will be able to identify and apply usage of these components. Also offered for credit as BLDT111.

Note: Prerequisite: BLDT110 or HVC130. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC131 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   




INSTRUCTOR: **Travis Young**

27721 Tue, Thu 6 - 8:30 PM 3/20 – 5/15 Monroe Center/MC147

▲ HYB HVAC Installation and Troubleshooting

Teaches students basics of troubleshooting, installation, service and preventative maintenance techniques of HVAC equipment. Course includes EPA CFC certification. Hands-on experience will be conducted in a lab setting where students will demonstrate and apply these techniques. Also offered for credit as BLDT212.

Note: Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC133 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   




INSTRUCTOR: **Blackboard Instructor**

27718 Mon, Wed 6 - 8:30 PM 1/27 – 3/17 Monroe Center/MC147

▲ HYB Fossil Fuels & Hydronic Heating

Covers fossil fuel heating devices, hydronic and forced air equipment. Students will apply troubleshooting, installation, service, and preventative maintenance techniques on these systems in a lab setting. Also offered for credit as BLDT113.

Note: Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC132 | 60 Hours | \$576 (\$387 tuition + \$189 fees)   

INSTRUCTOR: **Blackboard Instructor**

27722 Mon, Wed 6 - 8:30 PM 3/19 – 5/14* Monroe Center/MC147
*No class 4/2

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HOME INSPECTION

◆ Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning systems, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.*

*The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. As such, participants are required to sign in/out and are expected to be on time for each class. This course may also meet licensing requirements for surrounding jurisdictions. Check with the licensing body in the jurisdiction of interest.

Note: There are required textbooks for this course. Please visit bookstore.frederick.edu for details.

CPD323 | 78 Hours | \$1,009 (\$850 tuition + \$159 fees)   

INSTRUCTOR: Welmoed Sisson

27886	Mon - Fri 9 AM - 4 PM	2/3 - 2/19	Monroe Center/MC144
27887	Tue, Thu 6 PM - 9 PM	3/11 - 6/12*	Monroe Center/MC144

*No class 4/3



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● In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 43.

 This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.




 **Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

WELDING

▲ HYB Introduction to Welding

Introduces the students to the basic processes in the welding field. Emphasizes welding safety. Introduces the various types of welding equipment, identification and selection of electrodes, types of welds, and the different welding positions. Explores basic metallurgy (weldability) and welding defects and problems. Also offered for credit as BLDT120.

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD160 | 90 Hours | \$763 (\$516 tuition + \$247 fees)   




INSTRUCTOR: Adriana Fountain

27711 Tue, Thu 6 - 9 PM 1/28 - 5/15* Monroe Center/MC114, MC149AB
*No class 4/3

▲ HYB Welding Symbols and Blueprint Reading

Introduces students to interpret various types of prints used in the welding industry. Topics include: print reading, measurements, metallurgy, types of welds and joints, and welding symbols. Also offered for credit as BLDT121.

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD172 | 30 Hours | \$346 (\$258 tuition + \$88 fees)   




INSTRUCTOR: Rebecca Lorenz

27712 Tue, Thu 5 - 6 PM 1/28 - 5/15* Monroe Center/MC114
*No class 4/3

▲ HYB Advanced Welding: SMAW

This course introduces more advanced welding topics and projects in Oxy-Acetylene cutting, cutting, and Shielded Metal Arc Welding (SMAW). Students will develop skills to weld v-groove, butt joints in the horizontal and vertical positions, with root and face U-bend test being performed on the welds. Students will prepare for and test in the SMAW Qualification and Certification (Hobart #37), American Welding Society D1.1 test, and Structural Steel 2-G and 3-G tests. Also offered for credit as BLDT222.

Note: Prerequisite: BLDT120 or WLD160. Prerequisite or Corequisite: BLDT121 or WLD172. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD175 | 90 Hours | \$763 (\$480 tuition + \$283 fees)   

INSTRUCTOR: Rebecca Lorenz




27915 Mon, Wed 6 - 9 PM 1/27 - 5/14* Monroe Center/MC114, MC149A
*No class 4/2

SAFETY

▲ HYB Occupational Safety & Health




Identify factors and practices that aid in accident prevention and elimination of hazards in the workplace. Topics include liability, standards, OSHA, hazard control, accident investigation, and safety management. Also offered for credit as CMTE100.


Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.



TRD208 | 37.5 hours | \$310 (\$258 tuition + \$52 fees)   


INSTRUCTOR: Angela Carter

27715 Tue 5 - 7:35 PM 1/28 - 5/13 Conference Center/E123

 In-Person Courses
  Online Courses (ONL)
  Structured Remote Courses (SR)

 Hybrid Courses (HYB) | See page 4 for more course option information

 Eligible for senior tuition waiver.
  Eligible for disabled & retired tuition waiver.
 See page 43.


Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.



BUSINESS SOLUTIONS & STRATEGIC INITIATIVES

A workforce is a company's most valuable asset.

Empower your team to respond to an ever changing business environment with corporate training and professional development delivered by FCC Business Solutions & Strategic Initiatives.



Matt Lambert


Business Solutions Manager
240.629.7982
BusinessSolutions@frederick.edu
frederick.edu/BusinessSolutions



Need to Take a Test? You Got This!

FCC's Testing Center administers over 230 different testing programs and is open to the Frederick community!

- Placement & Academic Testing
- Certifications
- Prior Learning Assessment
- Online Course Exams
- Makeup Exams
- Accommodations for Eligible Test-Takers

Look for this icon  with class descriptions in this schedule and contact the FCC Testing Center to learn about exam offerings.

Visit frederick.edu/testing to learn more or to schedule an appointment.

Linganore Hall, L-204
301.846.2522 • testingcenter@frederick.edu

Walk-in testing hours
M-F 8:30 a.m. - 4:30 p.m., Sat 9 a.m. - 12 p.m.

Evening testing hours (appointment required)
Tu-Th 4:30 p.m. - 7 p.m.



CAREER TRAINING SCHOLARSHIPS AVAILABLE!*



A proud partner of the
americanjobcenter
network

Located at the FCC Monroe Center - 200 Monroe Avenue in Frederick

*Application process and eligibility requirements apply.

Learn more: 301.600.2255 | www.FrederickWORKS.com

TTD/TTY users call via Maryland Relay at 7-1-1. Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities. Programming may be funded partially or in full by the United States Department of Labor.

Follow us on Instagram! @fcctestingcenter | Leave a review on Google and Yelp



Tuition Assistance & Scholarships Now Available!

FCC has tuition assistance and scholarships available for eligible students in many CEWD training programs.

Tuition Assistance Opportunities

FCC offers tuition assistance opportunities including Workforce Development Sequence Scholarships, Frederick County Workforce Services, and MD Promise Scholarships for eligible students in many Continuing Education & Workforce Development training programs. Visit frederick.edu/CEWDscholarships to learn more about assistance opportunities for which you may qualify.

Tuition Assistance Questions? Contact the CEWD Registration Office
CEInfo@frederick.edu • 301.624.2888

FCC Foundation Scholarship Opportunities

Scholarships for non-credit courses/programs are available through the FCC Foundation. Valued at up to \$500 per eligible recipient, funds can be applied toward course costs. Apply now at frederick.edu/foundationsscholarships.

- **Building Trades Scholarship:** Eligible applicants are 18 years of age or older and enrolled in a Trades & Vocational Training course (Electrical, HVAC or Welding) at FCC.
- **CEWD Scholarship:** Eligible applicants are Frederick County residents, age 18 or older, with financial need, and enrolled in an approved CEWD course/program at FCC.

Scholarship Questions? Contact Michael Thornton, *FCC Foundation Scholarship Program Manager*
mthornton@frederick.edu • 301.624.2851

Apply at frederick.edu/scholarships



Workforce Development Courses Prerequisites & Corequisites

Some courses have a “prerequisite” or “corequisite,” meaning students are asked to demonstrate academic readiness before enrolling. If your course has a prerequisite or corequisite, the FCC registration team will help you enroll.

Prerequisites: course(s) and/or other requirement(s) that must be successfully completed prior to enrollment in a course.

Corequisites: course(s) and/or other requirement(s) that must be taken or completed concurrently with another course(s).

Prerequisite or Corequisite: course(s) and/or other requirement(s) that must be successfully completed prior to or taken concurrently with the enrolled course.

Students whose courses have a **Math** prerequisite can show readiness in any of the following ways:

- Take an Accuplacer Test for free at the FCC Testing Center. Score 237 or higher in the QAS section or earn a B or better in MATH 80, MATH 50 or ADB490 at FCC.
- Grades from recent high school or college courses.
- Scores from TOEFL, ACT, AP, CLEP, DSST, GED, PARCC/MCAP or SAT exams.

FCC offers Math skill-building courses for students (some are free). See pages 39-40 for more information.



Students whose courses have an **English** prerequisite can show readiness in any of the following ways:

- Take an Accuplacer Test for free at the FCC Testing Center. Score 237 on Next Gen Reading or BOTH 229 Reading & 237 Writing or score 102 on ESL reading or 276 on ESL overall.
- Place into or be enrolled in ENGL 70 or higher.
- Grades from recent high school or college courses
- Scores from TOEFL, ACT, AP, CLEP, DSST, GED, PARCC/MCAP or SAT exams.

FCC offers English skill-building courses for students (some are free). See pages 39-40 for more details.

For questions, more information, or to register visit:

CEInfo@frederick.edu • 301.624.2888 • frederick.edu/quickenroll

Workforce Training Certificates

A Workforce Training Certificate credential is comprised of a non-credit course or series of courses that focus on the skills you need to succeed in a specific industry. It demonstrates to employers that you have studied a specific body of knowledge or mastered a practice or new technology.

To be eligible to receive a Workforce Training Certificate, students must:

- Complete a course or series of courses identified as a Workforce Training Certificate program, as approved by the College.
- Complete courses on the basis of competency.

No course substitutions are allowed.

Students can request approval to transfer up to 25% of total Certificate contact hours of prior learning from an accredited institution for some Workforce Training Certificates.

Courses are not eligible for federal financial aid.

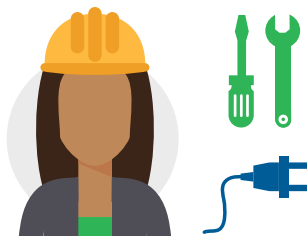
Workforce Training Certificates currently available are listed below.

For more information or to register visit: frederick.edu/WorkforceCertificates



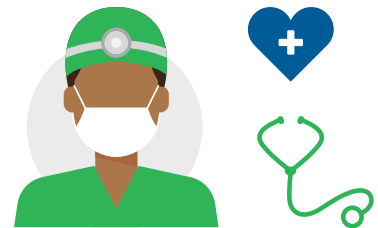
Career & Technical Training

Real Estate
Home Inspection



Construction & Applied Technologies Institute (CATI)

Electrical Foundations
Electrical Advanced
HVAC Foundations
HVAC Advanced
Welding Foundations
Welding: GMAW
Welding: SMAW



Healthcare Careers

Certified Nursing Assistant (CNA)
Dental Assisting
Oral Radiography
Medical Billing - AAPC
Medical Coding - AAPC
Patient Care Technician
Phlebotomy Technician
Sterile Processing Technician
Veterinary Assistant

Adult Education/Basic ESL orientations and classes may be offered in varied formats (in-person or remote) if there is sufficient student demand. Required placement testing will be in-person. Orientations are by appointment. If you would like to learn more about the programs offered in Adult Education, complete the interest form at frederick.edu/adultedinterest

Adult Basic Education & GED® Test Preparation

Are you an adult or out-of-school youth (18+) and need your high school diploma or would like to improve your basic skills in reading, writing, or math?

[FREDERICK.EDU/ADULTED](https://frederick.edu/adulted)

Adult Basic Education Classes

The Adult Education Program offers small classes and a relaxed atmosphere to assist you in reaching your goals of improving your skills in reading, writing, and math.

High School Diploma Preparation Classes

The Adult Education Program offers classes to prepare students to pass the GED exams to earn a Maryland High School Diploma. To begin, attend one of the orientations and learn how classes are structured and how to register.

Contact Adult Education for details about classes and registration orientation, or apply for more info at frederick.edu/adultedinterest

DID YOU KNOW?

The State of Maryland offers two diploma options for adults and out-of-school youth.

Pass the GED® Exam

Take and pass all four tests of the GED – Language Arts, Socials Studies, Science, and Math to receive your Maryland high school diploma. *More information on the GED exams at ged.com*

Complete the National External Diploma Program (NEDP)

Earn a high school diploma through NEDP, using your skills gained from life and work experience. *More information on NEDP at casas.org/nedp*

Basic English as a Second Language (ESL)

The FCC Basic ESL program provides instruction in reading, writing, listening, speaking, grammar, vocabulary, and pronunciation skills. Courses are for students 18+ who have had little to no English training, and who are not enrolled in high school.

[FREDERICK.EDU/ESL](https://frederick.edu/esl)

Basic English Classes

- Learn English: apply at the link below
- Aprende inglés: aplica en el enlace a continuación
- Apprenez l'anglais: postulez sur le lien ci-dessous

All Basic ESL classes are free.

Weekday classes are held two times per week for three hours and are offered mornings or evenings. Saturday classes are held on Saturday mornings for four hours.

ORIENTATIONS

1. Visit frederick.edu/esl to learn more or call the Adult Education office at 240.629.7962.
2. Go to frederick.edu/adultedinterest to complete the interest form.
3. Watch your email for an invitation to attend orientation.
 - Prospective students will be invited to orientation in the order that they submit the interest form.
 - All prospective students must attend an orientation.
 - Orientations are held on Saturdays or weekdays.
 - Space is limited
4. You can also visit us in-person in the Conference Center building (Building E), room E-102.

adulted@frederick.edu • 240.629.7962 | Monday - Friday, 8:30 a.m. - 4:30 p.m.



Targeted ESL

Pre-academic classes for students who have an intermediate or higher level of English.

The FCC Targeted ESL program is offering in-person and structured remote ESL classes at the beginning, intermediate, and advanced levels. Targeted ESL classes are ideal for students who would like to work on their oral communication skills and enhance their reading and writing skills for use in academic coursework.

◆ Spring Session: January 29 – April 24

- **Conversation & Pronunciation:** Builds communicative skills to give students the ability to converse at high intermediate levels.
- **Listening & Speaking:** Boosts comprehension of oral speech, develops note-taking strategies, and improves oral presentation skills.
- **Grammar:** Improves writing skills by learning sentence structure rules.
- **Reading:** Builds reading skills and strategies, critical thinking skills, vocabulary, and language.
- **Beginner, Intermediate & Advanced Reading & Grammar for Writing:** Develops reading and grammar skills to aid students to research and write paragraphs & essays.
- **TOEFL Prep:** Improves academic strategies needed for success on the TOEFL exam.

CLASSES	TUITION + FEES
Conversation & Pronunciation	\$285
Listening & Speaking	\$285
Grammar	\$285
Reading	\$285
Reading & Grammar for Writing	\$425
TOEFL Prep	\$425

For more information on registering for Targeted ESL classes, contact us at:

esl@frederick.edu • 240.629.7962

◆ In-Person Courses ■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Courses (HYB) | See page 4 for more course option information.

Please be mindful of the class formats listed in the schedule. The current formats are: ● In-Person, ■ Online (ONL), ● Structured Remote (SR), and ▲ Hybrid (HYB). Classes in this schedule include these designations and an overview of formats can be found on page 4. Other class requirements for these learning formats can be found in the class notes sections of the descriptions.

To browse our course options and view the most up-to-date information, please visit frederick.edu/QuickEnroll.

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.

REGISTER ONLINE

frederick.edu/QuickEnroll

- **Sign In** if you have an existing account, or if you are a new student create a profile. For assistance resetting your password please contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.*
- **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 by credit card. You will receive two separate emails - a confirmation of enrollment and a payment transaction receipt to the address on file.

Important Notes

- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- Prior to registering for an online course, be sure to review individual course requirements for each class. For technical requirements, see page 42.
- Please visit us in Jefferson Hall (J Building, 1st floor) to register and pay for classes by cash, check or money order.

* If you registered for a class since June 2014, an online profile is already reserved in your name. Please do not create a new profile; instead, call 301.624.2888 to complete the set-up process. Thank you.

REGISTER IN PERSON

CEWD Registration Office – Jefferson Hall

Need help registering? For questions or assistance, please visit the CEWD Registration Office in Jefferson Hall on main campus (J Building, 1st floor) during normal business hours:

Monday: 8:30 a.m. - 6:00 p.m. | Tuesday - Friday: 8:30 a.m. - 4:30 p.m.

*Peak hours: Thursday open until 6:00 p.m. - January, July & August

Payment is due at time of registration. Payment plans are available for some programs. See Tuition Payment Plan and Billing Arrangements Sections for more information about payment.

FEES

Registration Fee

A \$9 one-time-per-year, non-refundable registration fee is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

Out-of-County Tuition

Maryland students residing outside of Frederick County are charged an additional \$5 per class. Non-Maryland residents are charged an additional \$10 per class.

ACCESSING BLACKBOARD

In order to participate in some CEWD courses, you will need to access your FCC Student ID and then set up an FCC email account to receive official College emails and important class information. For details, visit frederick.edu/CEWDCourseAccess. Using this information, you will then be able to sign into Blackboard to access instructor information, course orientation, and learning materials. If you are new to Blackboard, Blackboard Instructional videos are available at youtube.com/c/BlackboardOnGoogle/playlists and feature helpful information for first-time users.

Blackboard

The courses below provide instruction through Blackboard, an online learning management system. Access to these classes is provided to registered students 48 hours prior to the class start date.

- AutoCAD: DRF103, DRF107, DRF108
- Computers: CMT101, CMT102, CMT103, CMT506
- Healthcare: CAH145, CAH185, CAH195, CAH252, CAH253, CAH272, CAH273, CAH333, VET130, VET131, CAH156, CAH157, CAH158, CAH132, CAH133, CAH190, CAH487, CAH277
- Hospitality: HCT102, HCT114, HCT115, HCT116, HCT117, HCT119, HCT132
- Targeted ESL: AEL108, AEL109, AEL112, AEL134, AEL252, AEL302
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, WLD160, WLD170, WLD172, WLC173, WLD174, WLD175

REGISTRATION INFORMATION

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

Visit frederick.edu/remote-learning for more information.

- **Internet Access:** For ONL, HYB or SR courses, students must have internet access. A broadband internet connection is preferred, but not required.
 - » It is recommended to have a back-up plan in the event that you have technical difficulties and are unable to use your internet connection for any period of time.
 - » Comcast (Xfinity) also offers Internet Essentials, a low-cost internet service to those who qualify. Visit internetessentials.com for more information.
 - » If you need help finding access to computers and/or the internet, send an email to assist@frederick.edu or call 301.846.2469.
- **Software Requirements:** Before registering for a course, be sure to check the software requirements as some courses require students to have access to specific software applications. FCC provides all students and employees with Microsoft Office 365 for home use. For instructions on how to obtain your free install, please contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Email:** Students are provided with an FCC email address. Please confirm with your instructor if FCC email addresses will be used for all communication regarding classes. For assistance accessing your FCC email, contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Learning Management System:** Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College.
 - » For best performance, Blackboard should be used on the latest version of Chrome or Firefox.
 - » Blackboard runs on Windows (Windows 10 recommended), Mac (macOS 10.14 or later), Linux, iOS, Android, or any device (desktop, laptop, or tablet) with a modern web browser.
 - » Below are the basic technical requirements* (minimum and recommended):
 - ◇ Adobe Reader Plugin <https://get.adobe.com/reader/>*
 - ◇ Headset with microphone (USB or 3.5mm)*
 - ◇ Access to a Webcam (if needed)*

** Some courses may have additional technical and software requirements.*

 - » For assistance, call the IT Help Desk at 301.846.2509 between 8:00 a.m. - 4:00 p.m., Monday - Friday.

TUITION PAYMENT PLAN



Students in select CEWD programs (noted below) may enroll in an interest-free Tuition Payment Plan whereby participants authorize the FCC payment plan provider to collect a pre-determined monthly payment from a checking account, debit card, or credit card. A \$30 non-refundable enrollment fee is required to participate. To learn more email CEInfo@Frederick.edu or call 301.624.2888.

Tuition Payment Plan Programs include:

- Automotive Technology (TRD258 & TRD150)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrical (ELC181, ELC182, ELC166, ELC183)
- Home Inspection Pre-Licensure
- HVAC (HVC130, HVC131, HVC133, HVC132)
- IT User Support Specialist I and II (CMT102 & CMT103)
- Logistics & Production (PRD104, PRD121, PRD222)
- Medical Billing & Coding
- Occupational Safety & Health
- Oral Radiography
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Targeted ESL Courses
- Veterinary Assistant
- Welding (WLD160, WLD170, WLD172, WLD173, WLD174, WLD175)

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.

FCC offers in-county tuition rates for students working within Frederick County. Employer must offer a tuition reimbursement program to employees. For details, please call the Registration Office at email CEInfo@frederick.edu or 301.624.2888.

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 36 for information on scholarships as well as other tuition assistance opportunities.*

DROPPING/REFUNDING A CLASS

Standard Drop/Refund Request Within Refund Period

Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least two (2) work days prior to the class start date. Other classes with a different full refund period will be noted in the shopping cart upon check-out. The class refund policy is also provided in the registration confirmation email.

Students have two methods to drop a class:

- Log into <https://frederick.edu/QuickEnroll> and follow the directions under How to Drop a Class on the Payments & Refund page. Self drops are available up to 7 days prior to the class start date for select classes.
- Email CEInfo@frederick.edu any time prior to the refund deadline. The drop/refund request must be initiated from the email address associated with the student's account.

Refund Request Outside of Refund Period

Students seeking a drop/refund for a class outside the refund period can initiate the request for extenuating circumstances by completing a Drop/Request Form located at www.frederick.edu/CEWDRrefund. Students will be asked to provide documentation supporting the student's request. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances. The college reserves the right to approve a full, partial, or deny a refund request submitted outside the full period for the class.

Approved Refunds

Where possible refunds will be generated back to the original form of payment. Cash and money order payments will be refunded by check and mailed to the address on file. Please allow 10-14 business days to receive refunds.

Registration Fee

The annual registration fee of \$9 is only refundable when FCC cancels a course and the student is not registered for any other course.

SENIOR CITIZEN STUDENTS



Tuition on select eligible courses is waived for Maryland residents 60 years of age and older. Associated course fees may still apply and are due at the time of registration. Eligible courses are identified by the "SW" icon following course descriptions. Please contact us at 301.624.2888 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 six credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

- Provide certification of total and permanent disability from one of the following:
 - » Social Security Administration
 - » Railroad Retirement Board
 - » Federal Office of Personnel Management
 - » Complete SSI/SSD Tuition Waiver Form
 - » Submit payment of course fees (required to hold classes)

For additional information and assistance, contact us at 301.624.2888

DUAL ENROLLMENT STUDENTS

Students 16 years of age or older may enroll in college courses while concurrently enrolled in high school and are subject to the same assessment and placement policies and procedures as other students. Students must contact their high school guidance office for information and to complete appropriate paperwork and must adhere to FCPS guidelines.

FCPS Career Pathways

Take select FCC courses in a specific career track at your FCPS high school or at FCC and earn your high school diploma and an industry certification or credential simultaneously. FCPS Career Pathways students receive free tuition and fees at FCC for all courses. FCPS students participating in Career Pathways may obtain required textbooks and materials at the FCC bookstore at no cost. Some high schools may offer classes that fulfill one or more requirements for FCC short-term training programs. Contact your high school guidance office for information and next steps.

DISABILITY ACCESS SERVICES (DAS)

The College provides support services to students with disabilities. The specific needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Disability Access Services (DAS) Office as early as possible after applying for admission. Reasonable accommodations, based on student request and disability documentation submitted, may be approved for classes and placement testing, if applicable. Students in need of sign language interpreting services should contact the Coordinator for Interpreting Services a minimum of two weeks prior to the beginning of classes to ensure services are in place.

Contact Information

Disability Access Services (DAS)
301.846.2408 or via email at DisabilityServices@frederick.edu

Coordinator for Interpreting Services
301.846.2476 (Voice), 240.578.0844 (Text) or via email at Interpreting@frederick.edu

COURSE CHANGES

The College reserves the right to make changes in any course or class due to unforeseen circumstances.

REGISTRATION INFORMATION

BOOKSTORE

The Bookstore is located at the main entrance of the Student Center, Building H. For the most current information on Bookstore hours, buyback, and textbook requirements, please visit us at bookstore.frederick.edu.

Contact: bookstore@frederick.edu • 301.846.2463

CONTINUING EDUCATION RECORD

Continuing Education Transcript

To request a Continuing Education (non-credit) transcript, please contact the FCC Enrollment Services office at 301.846.2431 or email TranscriptRequest@frederick.edu.

Completion Award

The Continuing Education Completion Award is an informal award (does not count towards a degree or academic certificate requirements) offered by FCC. The award is given in some noncredit instructional areas for individual courses.

Workforce Training Certificates

Workforce Training Certificates are conferred for completion of a course or a series of courses which demonstrate acquired knowledge, proven skills and recognized capabilities within a specific industry. See page 34 for a list of Workforce Training Certificates. To be eligible to receive a Workforce Training Certificate, students must:

- Complete a course or series of course identified as a Workforce Training Certificate program, as approved by the College.
- No course substitutions are allowed.
- Complete courses on the basis of competency.

Students can request approval to transfer up to 25% of total Certificate contact hours of prior learning from an accredited institution for some Workforce Training Certificates. Workforce Training Certificates are issued each month. Workforce Training Certificate recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate.

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 Enrollment Center (located on the first floor of Jefferson Hall) 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 10 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 REQUIREMENTS

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, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888. 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]

COLLEGE POLICIES & PROCEDURES

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

CAMPUS LOCATIONS

FCC classes are held on the main campus, at the Monroe Center, online, and offsite at various locations.

Main Campus Locations

- A—Annapolis Hall
- B—Braddock Hall
- C—Catoctin Hall
- D—Athletics Center
- E—Conference Center
- F—Visual & Performing Arts Center
- G—Gambrill Hall
- H—Student Center
- J—Jefferson Hall
- L—Linganore Hall
- M—The Carl and Norma Miller Children's Center
- P—Plant Operations
- S—Swadner Hall
- K—Mercer-Akre Kiln

Addresses

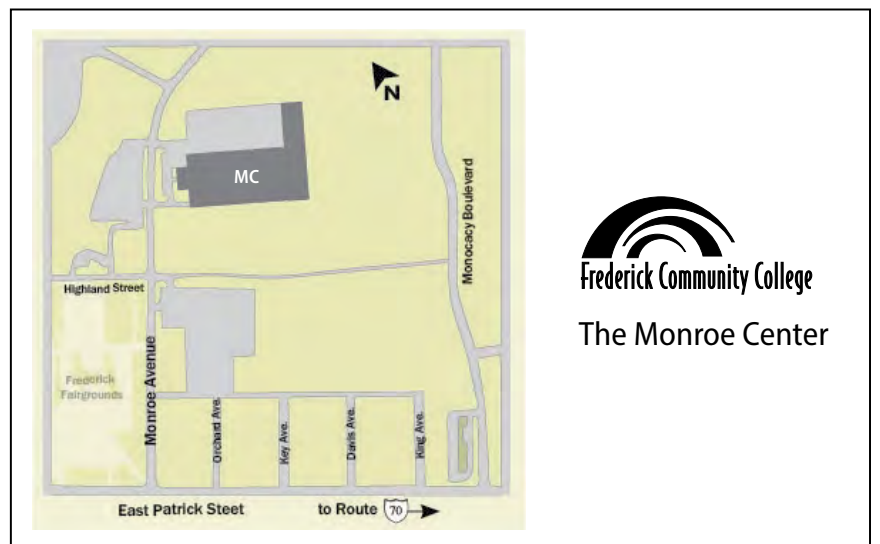
FCC Main Campus
7932 Opossumtown Pike, Frederick, MD 21702

The Monroe Center (MC)
200 Monroe Ave., Frederick, MD 21701
240.629.7900

Visit frederick.edu for directions and hours of operation.



- Evacuation Locations
- Accessible Parking
- Electric Car Charging





**Continuing Education &
Workforce Development**

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NEED HELP PAYING FOR COLLEGE?

FCC offers scholarship opportunities and financial assistance to eligible students in many workforce training programs.

To learn more about assistance opportunities, turn to page 36.

