CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

2019
WINTER/SPRING
COURSE SCHEDULE

Clara Molina,
Patient Care Tech Student

Frederick Community College

Register for Winter & Spring 2019

WE MOVED!

The Continuing Education & Workforce Development (CEWD) registration office is temporarily located in the Student Center, Building H, Room 105.

** CEWD registration office will be moving to Jefferson Hall (J Building) in January 2019!*

Hours of Operation

Monday: 8:30 am - 6:00 pm
Tuesday - Thursday: 8:30 am - 4:30 pm
Friday: 10:00 am - 4:30 pm

Contact Us

301.624.2888 • CEInfo@Frederick.edu

Notes:

- January, July and August, the registration office is open for extended hours Thursday evenings until 6:00 pm
- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information.

Browse Classes and Register Online: frederick.edu/QuickEnroll

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Register for Classes

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

The Continuing Education & Workforce Development (CEWD) registration office is temporarily located located in the Student Center, Building H, Room 105.

Phone Numbers

Registration Information: 301.624.2888

Bookstore: 301.846.2463

Services for Students with Disabilities: 301.846.2408

Testing Center: 301.846.2522

Register early!

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

Payment in full

Tuition and fees are due at the time of registration. Payment plans are available for select programs. *See page 38 for details.*

Dropping a class

See page 38 for details.

Refunds

Eligibility for a refund is based on the date the class is dropped. Refunds are processed either by check or directly back to the credit card used.
See page 38 for details.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call 301.846.2408. To request a sign language interpreter, please visit http://fcc-interpreting.genbook.com. If you have interpreting related questions, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

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CAREER TRAINING SCHOLARSHIPS AVAILABLE!*

FREDERICK COUNTY WORKFORCE SERVICES

americanjobcenter

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

Reasonable accommodations provided upon request. EOE/M/F/D/V

Business & Careers

ACCOUNTING

QuickBooks Online Essentials

Learn the benefits and how to use QuickBooks Online software. This course is for both the accountant and non-accountant student. The purpose of the course is to teach you how to successfully navigate and use QuickBooks Online Essentials as your business' accounting software. It is also useful for those who have used previous versions of QuickBooks and want to learn about new layouts or features. Through detailed step-by-step explanations and hands-on exercises, individuals receive immediate reinforcement of accounting concepts and apply their skills through practice exercises. By the end of the course you will be able to maneuver within the QuickBooks Online ecosystem and know about apps that integrate with the software so that you can expand your use to support your needs.

SMB190 | 24 hours | $299 ($209 tuition + $90 fees) TW SW

INSTRUCTOR: **Megan Riffle**

16952	M,W 5:30 PM - 8:30 PM	4/29/19–5/22/19	E108

Accounting Fundamentals

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

ONL223 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16761	Online	1/16/19–2/22/19
16762	Online	2/13/19–3/22/19
16763	Online	3/13/19–4/19/19
16764	Online	5/15/19–6/21/19
16765	Online	6/12/19–7/19/19

Accounting Fundamentals II

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

ONL224 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16766	Online	1/16/19–2/22/19
16767	Online	2/13/19–3/22/19
16768	Online	3/13/19–4/19/19
16769	Online	5/15/19–6/21/19
16770	Online	6/12/19–7/19/19

BUSINESS

Fundamentals of Supervision and Management

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

ONL325 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16778	Online	1/16/19–2/22/19
16779	Online	2/13/19–3/22/19
16780	Online	3/13/19–4/19/19
16781	Online	5/15/19–6/21/19
16782	Online	6/12/19–7/19/19

QuickBooks Note: Courses have additional software requirements.
Go to **www.ed2go.com/fcconline/** find class, open class and click on requirements.

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

Online Course SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See pages 37 & 38

ON-DEMAND ONLINE

Business Classes

Fundamentals of Supervision and Management II
ONL326 $129

Grammar Refresher II
ONL504 $129

Intermediate QuickBooks 2013
ONL167 $159

Introduction to QuickBooks 2014
ONL179 $159

Intermediate QuickBooks 2014
ONL178 $159

Performing Payroll in QuickBooks 2014
ONL180 $159

Introduction to QuickBooks 2016
ONL192 $159

Intermediate QuickBooks 2016
ONL191 $159

frederick.edu/OnDemand
301.624.2756 • CEBusiness@frederick.edu

Administrative Assistant Fundamentals

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

ONL501 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16812	Online	1/16/19–2/22/19
16813	Online	2/13/19–3/22/19
16814	Online	3/13/19–4/19/19
16815	Online	5/15/19–6/21/19
16816	Online	6/12/19–7/19/19

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. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16818	Online	1/16/19–2/22/19
16819	Online	2/13/19–3/22/19
16820	Online	3/13/19–4/19/19
16821	Online	5/15/19–6/21/19
16822	Online	6/12/19–7/19/19

GUARANTEED TO RUN

The following four new management courses are guaranteed to run with a minimum enrollment of just two students!

NEW! Communication Competence, An Essential Ingredient for Success in the Workplace

Good communication matters at work because few jobs are solo acts. It takes communication to work on a team, and even people working alone have to report to their bosses. If you run a business or have the task of relating to others in your workplace on a daily basis, this course is for you! Employees and colleagues need to know what you expect of them. Bad communication leads to errors, failure and sometimes lawsuits. Effective communication helps prevent them. You will learn the do's and don'ts of effective communication and have an opportunity to apply these skills to a real life scenario you are presently facing or have faced in your workplace.

MGT313 | **4 hours** | **$179** ($130 tuition + $49 fees) TW SW

INSTRUCTOR: **Christine Bugher**

16852	Sa 9 AM - 1 PM	5/4/19	Monroe Center/ MC114

NEW! Effective Problem Solving: Somebody Has to Make a Decision Without Losing Their Mind!

Every company has problems - every single one. The difference between the outstanding, world class performers and the average companies is how well they react to issues when they arise. More importantly, how well they put to bed issues that have risen, so they do not come back. The better performing companies have also found ways to get better at what they do – continuously. This course will explain and discuss a process that allows problems in your workplace to become opportunities for growth and improvement. A real life work scenario will allow you to apply what is learned to a specific situation at your workplace.

MGT309 | **4 hours** | **$179** ($130 tuition + $49 fees) TW SW

INSTRUCTOR: **Christine Bugher**

16851	Sa 9 AM - 1 PM	4/13/19	Monroe Center/ MC114

NEW! Effective Time Management: Improve Productivity and Enjoy Your Life More

Do you feel like you have too much to do and not enough time? Time is a precious resource that cannot be stored or saved for later use. Lack of time is blamed for poor decisions, stress, and low workplace morale. Wise time management can help you make the time for what you need to do with time left over for what you want to do. This course will help you learn and apply effective time management strategies that will allow you have more time to do the things you truly enjoy.

MGT312 | **4 hours** | **$179** ($130 tuition + $49 fees) TW SW

INSTRUCTOR: **Christine Bugher**

16867	Sa 9 AM - 1 PM	4/27/19	Monroe Center/ MC114

NEW! Managing Change and Adaptability in the 21st Century Workplace

Constant change is a business reality, and organizations must continually adapt to their environments to stay competitive or risk becoming obsolete. The ability to incorporate big changes in an organization while driving operating results is a much-sought-after competency. A 5-Step Model takes participants from analyzing though planning, and culminates with implementing and measuring the factors of change. Explore internal and external factors that drive change and how change impacts the organization and its people. Learn how to set the right things in motion the right way, to avoid pitfalls while navigating the team through uncertain times. This course will offer both employees and management techniques to handle change so that it is an asset rather than a hindrance for all involved.

MGT308 | **4 hours** | **$179** ($130 tuition + $49 fees) TW SW

INSTRUCTOR: **Christine Bugher**

16849	Sa 9 AM - 1 PM	4/6/19	Monroe Center/ MC114

BUSINESS WRITING

A to Z Grant Writing

Invigorating and informative instruction equips you with skills and tools needed to successfully enter the exciting field of grant writing. Discover how and where to look for potential funders who are a good match for your organization while learning how to network and develop true partnerships with a variety of funders. Find out how to organize a successful grant writing campaign and how to put together a complete proposal package. Speaking mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors, content also primes individuals wishing to become grant writing consultants or community grant writing volunteers. Many elements also translate to for-profit fields and individual artists with material specifically designed for businesses as well as individuals. Suitable for beginning to advanced grant writers.

ONL310 | **24 hours** | **$129 fee**

INSTRUCTOR: **CE Instructor**

16772	Online	1/16/19–2/22/19
16773	Online	2/13/19–3/22/19
16774	Online	3/13/19–4/19/19
16776	Online	5/15/19–6/21/19
16777	Online	6/12/19–7/19/19

Online Course SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See pages 37 & 38

Grammar Refresher

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

ONL420 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16805	Online	1/16/19–2/22/19
16806	Online	2/13/19–3/22/19
16807	Online	3/13/19–4/19/19
16809	Online	5/15/19–6/21/19
16810	Online	6/12/19–7/19/19

PROFESSIONAL DEVELOPMENT

NEW! Life Change Coach & Wellness Specialist

This course provides a unique model used for coaching and motivating individuals and clients through life changes. The program teaches a variety of choices and concepts that can be used in daily living to build stronger relationships by improving communication, self-confidence, self-awareness and by making healthier choices. These choices result in positive lasting effects while creating balance. This is a holistic approach to wellness and emphasizes nutrition, sleep, fitness, stress, communication, time management, goal setting, and life changes. The program will equip the learner to become a "Life Change Coach & Wellness Specialist." After 14 years of changing lives, this 3-month national certification and training program is available online. This program offered in partnership with Holistic Approaches Association is ideal for professionals from all industries who work with people as well as anyone who wants to enhance their own life or begin a new career in wellness.

Note: Registration for January class closes 1/9/19. Registration for March class closes 2/26/19. No drops or enrollments are permitted after these dates, respectively.

CPD328 | 36 hours | $799 fee

INSTRUCTOR: **CE Instructor**

16840 Online 1/16/19–4/3/19
Class meets online Wednesdays 6 - 7 PM

16843 Online 3/5/19–5/21/19
Class meets online Tuesdays 9 - 10 AM

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

Project Management Fundamentals

In this six-week course, an experienced project management professional will help you master the essentials of project management. You will learn how to plan, implement, control and close any type of project. You'll develop all sections of a project plan and become comfortable with the project management body of knowledge. If you're new to project management, this course will provide you with the essential information you'll 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) include essential information to 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®).

ONL525 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16828	Online	1/16/19–2/22/19
16829	Online	2/13/19–3/22/19
16830	Online	3/13/19–4/19/19
16831	Online	5/15/19–6/21/19
16832	Online	6/12/19–7/19/19

Project Management Applications

In this class you will learn how to recruit project team members and develop and motivate team leaders. You will discover how to adapt to different organizational cultures and work group characteristics, as well as gain valuable knowledge about project planning, control and data analysis tools. This course includes essential information to 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®).

ONL524 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16823	Online	1/16/19–2/22/19
16824	Online	2/13/19–3/22/19
16825	Online	3/13/19–4/19/19
16826	Online	5/15/19–6/21/19
16827	Online	6/12/19–7/19/19

Certification & Licensure

CHILD CARE CAREER PREPARATION

NEW! Early Childhood Certification: Infant and Toddler Care, SIDS, and Supporting Breastfeeding

This face-to-face course introduces the philosophy of infant and toddler education focusing on how very young children (birth to age three) grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class along with supporting breastfeeding in the child care environment. Course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of infant/toddler training for group and family child care settings in addition to the required content for SIDS and Supporting Breastfeeding in Child Care for those 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).

Note: Electronic textbook included in cost of class. For physical textbook, students will need to purchase separately.

CHI153 | **45 hours** | **$399** ($300 tuition + $99 fees) TW SW

INSTRUCTOR: **Nicole Pierre**

16931	Tu, Th 6:15 PM - 9:15 PM	1/17/19–3/7/19	Monroe Center/ MC105

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 either preschool or school age child care (totaling 90 hours), or this course and a 45-hour preschool course plus a 45-hour infant and toddler course (totaling 135 hours) is required to complete the certification for child care. Aligns with MD Staff Credential (proposed) levels 2-4.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start. This class is held in partnership with Howard Community College.

CHI300 | **45 hours** | **$319** ($114 tuition + $205 fees) TW SW

INSTRUCTOR: **CE Instructor**

16835	Online	1/4/19–2/22/19
16836	Online	4/5/19–5/24/19

Online Course SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See pages 37 & 38

Preschool Curriculum and Activities

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. Become prepared for a position in a child care center or preschool. 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. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour preschool child care certification. Aligns with MD Staff Credential (proposed) levels 2-4.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start. This class is held in partnership with Howard Community College.

CHI301 | **45 hours** | **$319** ($114 tuition + $205 fees) TW SW

INSTRUCTOR: **CE Instructor**

16837	Online	1/9/19–2/27/19
16838	Online	4/10/19–5/29/19

School Age Child Care

This 45-hour certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children. 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 (proposed) levels 2-4.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start. This class is held in partnership with Howard Community College.

CHI302 | **45 hours** | **$319** ($114 tuition + $205 fees) TW SW

INSTRUCTOR: **CE Instructor**

16839	Online	1/21/19–3/11/19
16842	Online	4/8/19–5/27/19

Infant and Toddler Care

This 45-hour certification course satisfies half of the curriculum portion of the MSDE requirement for child care teachers, directors, and family providers working with infants and toddlers, and satisfies the 9-hour communication skills requirement. 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 course, along with the 45-hour Child Growth & Development course plus the 45-hour Preschool Curriculum and Activities course, is required to complete the 135-hour infant and toddler child care certification. Aligns with MD Staff Credential (proposed) levels 2-4.

Note: Textbook is included and will be provided as a download in the online class. This class is held in partnership with Howard Community College.

CHI311 | **45 hours** | **$319** ($114 tuition + $205 fees) TW SW

INSTRUCTOR: **CE Instructor**

16846	Online	1/16/19–3/6/19
16847	Online	5/1/19–6/19/19

ILR 55+

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. Visit us online to see what we'll discover next!

TOPICS CAN INCLUDE:

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

ILRatFCC.com • 301.846.2405 • ILR@frederick.edu

Thrive!

Frederick Community College is proud to offer a variety of on-campus programs designed to promote social, physical, and emotional well-being for adults with intellectual disabilities. These unique non-credit classes are specifically created to develop skills for increased independence at home, at work, and in the community.

Fun and creative activities include mathematics, reading and comprehension, creative arts, health and fitness, technology basics, and more! Visit us online to browse upcoming courses.

frederick.edu/Thrive • 301.624.2727 • thrive@frederick.edu

Child Care

Professional Development On-Demand Online

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

ON-DEMAND ONLINE CLASSES

Sudden Infant Death Syndrome	CHI151	2 hours	$40
Supporting Breastfeeding in Child Care	CHI312	3 hours	$50

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

Child Care Administration

This 45-hour certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, staffing child care programs, recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement.

Note: This class is held in partnership with Howard Community College (HCC). A separate materials purchase is required to access this online course. Purchase either the access key with ebook OR the access key and loose leaf book, both available at the HCC Bookstore at howardcc.bncollege.com.

CHI310 | **45 hours** | **$319** ($114 tuition + $205 fees) TW SW

INSTRUCTOR: **CE Instructor**

16844 Online 2/4/19–3/25/19
16845 Online 5/6/19–6/24/19

CHILD CARE PROFESSIONAL DEVELOPMENT

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.

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

CHI331 | **3 hours** | **$50** ($15 tuition + $35 fees) TW SW

INSTRUCTOR: **CE Instructor**

16848 Online 1/3/19–3/22/19
16850 Online 4/1/19–6/14/19

PERSONAL TRAINING

Methods of Strength Training

This course is designed for those who will be assisting others in a weight-training program such as physical education instructors, personal trainers or physical education educators. The course emphasizes teaching methodologies employed in muscular fitness training programs. Students will apply teaching methodologies through individual and group training activities. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT104 | **17.5 hours** | **$144** ($120 tuition + $24 fees) TW SW

INSTRUCTOR: **CE Instructor**

16913 Tu,Th 11 AM - 12:15 PM 1/29/19–3/14/19 D128

Essentials of Personal Training

This course is designed for those preparing for the National Association of Sports Medicine certified personal training (CPT) certification exam and includes preparation both in classroom and through hands-on learning. The NASM Certified Personal Trainer (CPT) program is built on an evidence-based research and training model and scientific principles of fitness that prepares students in multiple aspects of the fitness training field. NASM exam registration and access to online review materials included in the course.

PFT106 | **77.5 hours** | **$1087** ($588 tuition + $499 fees) TW SW

INSTRUCTOR: **CE Instructor**

16912 Tu,Th 5 PM - 7:35 PM 1/29/19–5/16/19* D126
**No class 3/28/19*

Methods of Fitness and Conditioning

This course is designed for those who will be assisting others with exercise. The course integrates fitness research and application and emphasizes teaching methodologies employed in group exercise training programs. Student will apply teaching methodologies through individual and group training. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT103 | **17.5 hours** | **$144** ($120 tuition + $24 fees) NW SW

INSTRUCTOR: **CE Instructor**

16911	Tu,Th 11 AM - 12:15 PM	4/2/19–5/16/19	D100

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: Textbooks are required for this class. Purchase textbooks from FCC bookstore prior to class start.

REA203 | **66 hours** | **$409** ($300 tuition + $109 fees) NW SW

INSTRUCTOR: **CE Instructor**

16946	M,W 6 PM - 9 PM	2/25/19–5/15/19*	Monroe Center/ MC103
		**No class 03/25/19, 03/27/19*	
16945	T,Th 6 PM - 9 PM	2/26/19-5/16/19	Monroe Center/ MC103
		**No class 3/26/19, 3/28/19*	

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, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.

Note: Textbooks required for this class. Purchase textbooks from FCC bookstore prior to class start.

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

INSTRUCTOR: **Welmoed Sisson**

16950	M-F 9 AM - 4 PM	2/11/19–2/27/19	Monroe Center/ MC105
16951	T,Th 6 PM - 9PM	3/12/19-6/13/19	Monroe Center/ MC105
		**No class 3/26/19, 3/28/19*	

EDUCATOR TEST PREP

Get into the classroom with educator test preparation courses from Frederick Community College. Our small class sizes and individualized instruction allows students to properly prepare for state licensing exams.

Praxis Core Prep – $144
Praxis tests are a part of the certification process for individuals entering the teaching profession in Maryland. Prepare for the new Praxis Core Exam with our tailored, semi-private preparation course. Improve test taking skills while reviewing the reading, writing and math requirements of the test.

T/Th | February 19 - 28 | ***6:15 - 8:15 pm***
OR
T/Th | April 2 - 11 | ***6:15 - 8:15 pm***

Praxis Math Prep – $144
This course helps students develop the skills needed to prepare for the Math Core Praxis Assessment. Students will master the topics of number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, probability and statistics. Students will practice quickly and correctly working timed math problems by hand.

M/W | February 4 - 13 | ***5:00 - 7:00 pm***
OR
M/W | April 8 - 17 | ***5:00 - 7:00 pm***

ParaPro Assessment Prep – $144
Become a Maryland certified Paraprofessional with a passing ParaPro Assessment score! Prepare for the ParaPro Assessment with individualized, semi-private instruction covering reading, writing, math, test taking strategies, study skills, and a timed practice test.

T/Th | February 19 - 28 | ***4:00 - 6:00 pm***
OR
T/Th | April 2 - 11 | ***4:00 - 6:00 pm***

frederick.edu/TestPrep
301.624.2727 • tferraro@frederick.edu

Computers & Technology

DRONE TECHNOLOGY

UAS (Drone) Flight School

Course includes hands-on flight instruction and practice. Students will practice flying in both a lab setting using flight simulation software and outdoors with a drone that is included in the course cost. Initially, students will learn best practices and basic controls for flying their drones without GPS. Once students master basic flight they will learn to fly the drone through First Person View (FPV) in real time through the drones on board camera.

Note: This class is held in partnership with Caroll Community College.

CPD606 | **12 hours** | **$560** ($260 tuition + $300 fees) TW SW

INSTRUCTOR: **Kohn**

16981	Sa,Su 9 AM - 4 PM	3/9/19–3/10/19	Carroll Community College/ P522/GYM
16983	Sa,Su 9 AM - 4 PM	6/1/19-6/2/19	Carroll Community College/ P522/GYM

UAS (Drone) Ground School

Whether you are interested in flying a drone for recreation or interested in starting a drone based business, this class will discuss the need to know regulations. Learn about Drone technology and applications including government, commercial and hobby applications. This course will also address issues related to drone flight and how it effects privacy and other legal issues as well as governing bodies and current regulations. This course will cover the guidelines and regulations of the Remote Pilot-Small Unmanned Aircraft Systems so students are aware of the Airman Certification Standards.

Note: This class is held in partnership with Caroll Community College.

CPD607 | **12 hours** | **$564** ($96 tuition + $468 fees) TW SW

INSTRUCTOR: **Dream Flight**

16985	T,Th 6 PM - 8 PM	2/12/19–2/28/19	Carroll Community College/ T317
16986	T,Th 6 PM - 8 PM	4/30/19-5/16/19	Carroll Community College/ T317

Online Course SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See pages 37 & 38

UAS (Drone) FAA Remote Pilot Certification Prep

Designed for those seeking Remote Pilot Certification, course content features the application process and focus on exam preparation. Discussions detail the objectives related to the Aeronautical Knowledge Test, a requirement for the FAA Airman Certificate and a necessity for those seeking to apply for and obtain the Remote Pilot Certificate.

Note: This class is held in partnership with Carroll Community College.

CPD603 | **6 hours** | **$219** ($36 tuition + $183 fees) TW SW

INSTRUCTOR: **Dream Flight**

16883	T,Th 6 PM - 9:15 PM	3/12/19–3/14/19	Carroll Community College/ P522/GYM
16884	T,Th 6 PM - 9:15 PM	6/4/19-6/6/19	Carroll Community College/ P522/GYM

NEW! Building and Fabricating a Drone

Curious about how an Unmanned Aerial Systems (UAS) or drone works and how to make one yourself? In this introductory "maker" style course you will be exposed to fabrication, 3D printing and coding. Each student will build a small quadcopter drone as part of the course while learning the basic principles that govern its construction and flight. Students will be introduced to design software and use 3D printers to fabricate elements of the drone body. Students will also use a variety of tools to assemble the drone in addition to working with the programming language and code to help calibrate the drone before flight.

Note: Complete drone kit is included in class cost. This class is held in partnership with Carroll Community College.

CPD103 | **10 hours** | **$375** ($115 tuition + $260 fees) TW SW

INSTRUCTOR: **Gore**

16948	M, W 6 PM - 8:30 PM	4/29/19–5/8/19	Carroll Community College/ Room C071

MAKERSPACE

Discover 3D Printing

This course provides an overview introduction to 3D printing. Topics include 3D printing concepts, terminology and methods, and hands on printing safety and skills. This course will prepare you for utilizing the FCC Makerspace 3D printers in open labs. The FCC Makerspace is a technical prototyping laboratory space for innovation and invention, providing stimulus for local entrepreneurship and provides a platform for learning and innovation: a place to play, create, learn, mentor, and invent.

Note: Bring a USB flash drive to class so you can take your files home.

MKR105 | **4 hours** | **$49** ($39 tuition + $10 fees) TW SW

INSTRUCTOR: **Glenn Mossy**

16888	Sa 9 AM - 1 PM	1/26/19	Monroe Center/ MC135

3D Printing and Prototyping

This course provides an introduction to designing objects for 3D printing using Tinkercad. In this course you will learn to digitally develop simple 3D objects and prepare them for successful 3D printing. You will walk through the basics of 3D modeling in Tinkercad, from adding and grouping 3D shapes to creating and duplicating patterns. You will explore the tools and features one by one, and then learn to use the Tinkercad tools to create more complex geometry. You'll go home with your completed 3D printed model and the knowledge of how to create digital 3D models.

Note: Bring a USB flash drive to class so you can take your files home.

MKR104 | **6 hours** | **$69** ($50 tuition + $19 fees)

INSTRUCTOR: **Glenn Mossy**

16887	Sa 9 AM - 4 PM	2/2/19	Monroe Center/ MC135

Solidworks: 3D Modeling and Engineering

Explore the world of 3D modeling, design and engineering with a focus on real-world applications while leveraging one of the world's leading CAD/CAE software packages from Dassault Systems, SolidWorks. This introductory course will provide the student with an overview of mechanical design concepts, the 3D design and engineering workflow, as well as the features and capabilities of the SolidWorks CAD/CAE application. Classes are held in FCC's new Makerspace equipped with 3D printers, a laser cutter and CNC router. Though not a primary objective of this course, the knowledge gained can be applied towards preparation for the Certified Solidworks Associate exam.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

MKR112 | **30 hours** | **$565** ($500 tuition + $65 fees)

INSTRUCTOR: **Kyle Hess**

16889	M, W 6 PM - 9 PM	2/18/19–3/20/19	Monroe Center/ MC135

Power On! Electronics Basics

This hands on workshop uses breadboards to teach electronics fundamentals and prototyping of circuits. Students experiment with simple components and build simple circuits. Along the way they'll be introduced to the fundamental concepts of electrical engineering, including Ohm's Law, signal flow, as well as basic circuit analysis for analog circuits, and afterwards take home their completed project and kit to use and practice their skills.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR110 | **4 hours** | **$49** ($39 tuition + $10 fees)

INSTRUCTOR: **Glenn Mossy**

16870	Sa 9 AM - 1 PM	2/23/19	Monroe Center/ MC135

Power On! Electronics, Transistors and Chips

Prototype and build transistor circuits with the widely used 555 timer chip. This hands on workshop uses breadboards to teach the prototyping of circuits. Students experiment with simple components and build simple circuits. Students will expand their understanding of the concepts of electrical engineering, including Ohm's law, signal flow, and basic circuit analysis for digital and analog circuits. Students will take home their completed project and kit to use and practice their skills.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR111 | **4 hours** | **$49** ($39 tuition + $10 fees)

INSTRUCTOR: **Glenn Mossy**

16871	Sa 9 AM - 1 PM	3/9/19	Monroe Center/ MC135

America's Promise

<Tech Connect>

Grand-Funded IT Career Training

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<body>

  <p> America's Promise Tech Connect is a
  grant-funded IT program offering career
  training as a Network Technician, IT
  User Support Specialist, or Health IT &
  Management Systems Technician. Tech Connect
  is a non-credit program that includes
  project-based learning and work experience
  through in-person and online learning.
  Tuition is waived for participants. </p>

  <p> Successful completion of this short-term
  training program prepares students to
  test for industry credentials recognized by
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  preparation, job search, and job placement
  supports for all participating students. </p>

  <p> For more information or to apply:
  www.Frederick.edu/TechConnect
  TechConnect@Frederick.edu • 301.624.2756 </p>

</body>
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YOUTH PROGRAMS AT FCC

STUDY SKILLS & TEST PREP

Raise your confidence and your score! SAT Prep and Study Skills/Test Taking Strategies for High School Students are now available as semi-private and classroom lessons. These customized learning sessions can include exam structure review, practice questions, test-taking techniques, and proven preparation tips and strategies to help you succeed.

KIDS & TEENS ON CAMPUS

SUMMER 2019

REGISTRATION OPENS FEBRUARY 11, 2019!

Explore science & technology, creative & culinary arts, music & cultures, and more this summer. Week-long morning and afternoon programs offer unique opportunities to stretch your imagination, experience independence, and meet new friends while having fun on a cool college campus. All-new offerings and classic summer favorites. Lunch program available. Ages 4 to 16+.

Frederick Community College

youth@frederick.edu • frederick.edu/Youth

The Inputs and Outputs of Physical Computing with Arduinos I

You've heard that you can do anything with Arduinos. Learn what it's all about in this hands on introduction to physical computing. Students will use the Arduino microcontroller together with a kit that provides a platform for lessons in physical computing programming. The C programming language will be used to develop Arduino sketches which are uploaded to run on the device. This course introduces programming methods including structure and variables of coding the Arduino platform while learning about digital inputs and outputs as information is passed between Arduino and computer. Several projects are completed over the course of the class, and students can continue to hone their skills working on Arduino projects with the kit that they'll be taking home.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR113 | **4 hours** | **$49** ($39 tuition + $10 fees) NW SW

INSTRUCTOR: **Glenn Mossy**

16877	Sa 9 AM - 1 PM	3/23/19	Monroe Center/ MC135

The Inputs and Outputs of Physical Computing with Arduinos II

Continue your exploration of the world of Arduinos. In this class students will use the Arduino microcontroller together with a kit that provides the platform for lessons in physical computing programming. Expand your knowledge of Arduino sketches and the C programming language by developing Arduino sketches which are uploaded to run on the device. This course reviews the programming methods including structure and the variables of coding the Arduino and takes the student further into programming by introducing programming with functions and libraries. Students complete several projects during the course of the class and can continue exploring the world of physical computing with the kit they'll be taking home.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR114 | **6 hours** | **$69** ($50 tuition + $19 fees) NW SW

INSTRUCTOR: **Glenn Mossy**

16882	Sa 9 AM - 4 PM	4/13/19	Monroe Center/ MC135

Motor Control Using the Arduino

Motor control is the key to building a robot or car on the Arduino platform. In this workshop, students will use the Arduino microcontroller together with a kit that provides a platform for lessons in motor control. This course reviews the programming methods, including structure and variables of coding Arduino, while taking the student further by specifically introducing the H-Bridge, how to build an H-Bridge on a breadboard and how to use the Arduino for speed control of the H-Bridge. Arduino sketches will be used and uploaded to run on the device. Students can expand their repertoire of Arduino skills with the kit that they'll take home.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR109 | **4 hours** | **$49** ($39 tuition + $10 fees) NW SW

INSTRUCTOR: **Glenn Mossy**

16885	Sa 9 AM - 1 PM	4/27/19	Monroe Center/ MC135

Explore Robotics with Arduino

Build your own robot! This introductory course in robotics provides a foundation for further study in robotics and software programming. Students will use the Arduino microcontroller together with a kit that provides a platform for lessons in robotics. Course activities include building and programming a robot, and Arduino sketches are developed and uploaded to run on the device. Students will take their project home to continue their exploration of robotics on the popular Arduino platform.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR106 | **6 hours** | **$69** ($50 tuition + $19 fees) NW SW

INSTRUCTOR: **Glenn Mossy**

16886	Sa 9 AM - 4 PM	5/11/19	Monroe Center/ MC135

Microcontroller Fundamentals

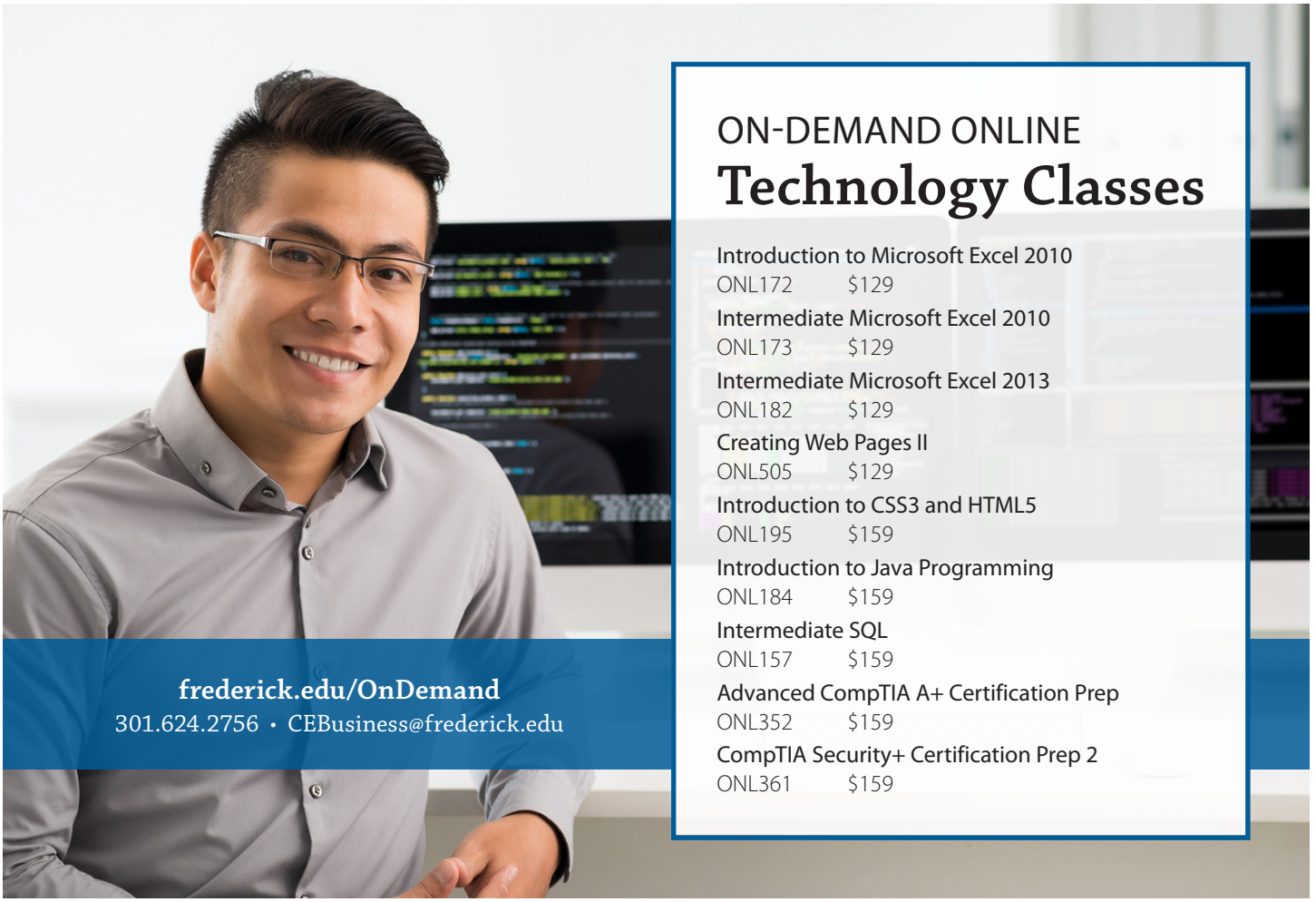
Welcome to the world of microcontrollers! Learn the fundamental concepts of microcontrollers on the popular Arduino platform. You'll delve into the world of microcontrollers and how they are used. This hands on workshop uses a microcontroller, a breadboard, and electronic components to teach the prototyping of electronic circuits with microcontroller operation. Students then use the breadboard to connect components to the microcontroller. Finally, you'll use pre-written code to program the Arduino to interact with components. The provided kit is yours to take home where you can use it to further hone your skills. It is recommended that students have familiarity with physical computing.

Note: Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR115 | **6 hours** | **$69** ($50 tuition + $19 fees) NW SW

INSTRUCTOR: **Glenn Mossy**

16869	Sa 9 AM - 4 PM	1/19/19	Monroe Center/ MC135



ON-DEMAND ONLINE
Technology Classes

Introduction to Microsoft Excel 2010
ONL172 $129

Intermediate Microsoft Excel 2010
ONL173 $129

Intermediate Microsoft Excel 2013
ONL182 $129

Creating Web Pages II
ONL505 $129

Introduction to CSS3 and HTML5
ONL195 $159

Introduction to Java Programming
ONL184 $159

Intermediate SQL
ONL157 $159

Advanced CompTIA A+ Certification Prep
ONL352 $159

CompTIA Security+ Certification Prep 2
ONL361 $159

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Makerspace Open Lab - 5 Hour

Explore the creative possibilities of the FCC Makerspace! Learn to use 3D printers, a scanner, laser cutter, and CNC router to make a special project, prototype an idea, or just try out new technology. Lab hours are posted at http://www.frederick.edu/makerspace and individual schedules are reserved by emailing makerspace@frederick.edu. Plan for fifteen minutes of your initial visit to include an orientation to the policies and procedures for the space. For those that wish to independently operate the lab equipment, additional training time will be required to learn the safety and function of the equipment. Fees include access to basic hand tools. Bring your own supplies that have been approved for use or purchase supplies at the bookstore.

MKR108 | 5 hours | $50 fee

INSTRUCTOR: **CE Instructor**

17029 Scheduled with Program 1/4/19–6/30/19 Monroe Center/ MC135

Makerspace Open Lab - 10 Hour

Explore the creative possibilities of the FCC Makerspace! Learn to use 3D printers, a scanner, laser cutter, and CNC router to make a special project, prototype an idea, or just try out new technology. Lab hours are posted at http://www.frederick.edu/makerspace and individual schedules are reserved by emailing makerspace@frederick.edu. Plan for fifteen minutes of your initial visit to include an orientation to the policies and procedures for the space. For those that wish to independently operate the lab equipment, additional training time will be required to learn the safety and function of the equipment. Fees include access to basic hand tools. Bring your own supplies that have been approved for use or purchase supplies at the bookstore.

MKR107 | 10 hours | $100 fee

INSTRUCTOR: **CE Instructor**

17028 Scheduled with Program 1/4/19–6/30/19 Monroe Center/ MC135

COMPUTER & SOFTWARE APPLICATIONS

Keyboarding

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you will use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers. Learn how to create, edit, and save word processing documents. Improve your typing speed and accuracy using the word processor's timed writing feature. Finally, learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. With the skills you master here, you will become faster and more confident at the keyboard.

ONL148 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16746	Online	1/16/19–2/22/19
16747	Online	2/13/19–3/22/19
16748	Online	3/13/19–4/19/19
16749	Online	5/15/19–6/21/19
16750	Online	6/12/19–7/19/19

Microsoft: Windows Basics

Learn the basic features and functions of Microsoft Windows. This course covers beginning level skills and is ideal for newer computer users or those getting reacquainted with computers after some time away. Find out how to customize the interface and boot operations, work with programs and files, use the web and social media, manage music and photos, and much more. Whether you're using Windows for the first time, or upgrading from an older version, this course will show you what you need to know.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16868	M,W 6 PM - 9 PM	1/23/19–1/30/19	E108

INSTRUCTOR: **CE Instructor**

16872	M,W 6 PM - 9 PM	5/20/19–5/29/19*	E107

**No class 5/27/19*

MS OFFICE SUITE WORKSHOPS

Microsoft Foundation Series: Computer Skills

This series includes four courses – Microsoft: Windows Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, and Microsoft PowerPoint: Level 1 – and is recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. The series provides beginning-level skills for the Windows operating system and popular applications, including Word for creating documents, Excel for preparing spreadsheets and charts, and PowerPoint for creating presentations. At the end of the series, participants will possess a foundational skill set currently in demand in most workplace settings. Courses also may be taken individually at the price listed for each class.

Note: Four textbooks are required for this course series. Purchase textbooks from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16873	M,W 6 PM - 9 PM	1/23/19–3/6/19	E108

Microsoft Word: Level 1

This course provides a thorough introductory training and covers beginning-level skills ideal for the newer computer user who wants to become well versed in Word. After an introduction to terminology and Word's window components, students learn how to use the Help system and navigate documents. Topics also include working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, students will have the working knowledge to successfully graduate to Microsoft Word: Level 2.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16879	M,W 6 PM - 9 PM	2/4/19–2/13/19	E108

INSTRUCTOR: **CE Instructor**

16880	M,W 6 PM - 9 PM	6/3/19–6/12/19	E108

Microsoft Word: Level 2

This course builds on skills and concepts taught in Microsoft Word: Level 1. Topics in this course include creating a research paper, newsletter and promotional brochure and form, as well as using mail merge. Students explore the use of newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16881	M,W 6 PM - 9 PM	3/11/19–3/20/19	E108

Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel. This course covers beginning-level skills and includes an introduction to Excel's window components, spreadsheet terminology, entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, creating charts, and more. After completing this course, students will have the working knowledge to successfully graduate to Microsoft Excel: Level 2.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16875	M,W 6 PM - 9 PM	2/18/19–2/27/19	E108
16876	M,W 6 PM - 9 PM	6/17/19-6/26/19	TBD/CE

Microsoft Excel: Level 2

Build on the skills and concepts taught in Microsoft Excel: Level 1. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles and themes. Apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines and utilize graphics and templates.

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16878	M,W 6 PM - 9 PM	4/1/19–4/10/19	E108

Microsoft PowerPoint: Level 1

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

Note: A textbook is required for this class. Purchase textbook from FCC bookstore prior to class start.

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

INSTRUCTOR: **Michele Swing**

16874	M,W 6 PM - 9 PM	3/4/19–3/6/19	E108

Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013. By the completion of this course you will utilize this vital Office 2013 application like a pro.

ONL175 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16751	Online	1/16/19–2/22/19
16752	Online	2/13/19–3/22/19
16753	Online	3/13/19–4/19/19
16754	Online	5/15/19–6/21/19
16755	Online	6/12/19–7/19/19

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

IT CERTIFICATION PREPARATION

Basic CompTIA A+ Certification Prep

Discover the hardware common to virtually every personal computer from microprocessors, RAM and power supplies to motherboards, BIOS, CMOS, the expansion bus and input/output devices. Find out how it all works and how to configure these elements together. Learn how to troubleshoot in real world environments. Acquire foundational knowledge necessary for additional CompTIA A+ certification studies and the 220-901 and 220-902 exams.

ONL350 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16783	Online	1/16/19–2/22/19
16784	Online	2/13/19–3/22/19
16785	Online	3/13/19–4/19/19
16786	Online	5/15/19–6/21/19
16787	Online	6/12/19–7/19/19

Intermediate CompTIA A+ Certification Prep

This course picks up where the Basic course ends and plunges you headfirst into Windows. You'll learn how to install, organize, maintain, and troubleshoot three different versions of Windows. You'll examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course you'll get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus you'll learn about printers, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 901 and 902 competencies.

ONL351 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16789	Online	1/16/19–2/22/19
16790	Online	2/13/19–3/22/19
16792	Online	3/13/19–4/19/19
16794	Online	5/15/19–6/21/19
16795	Online	6/12/19–7/19/19

CompTIA® Security+ Certification Prep 1

This course covers the key terminology and concepts you need to know to ace the SY0-501 exam, all in a condensed format for rapid reading. The course provides helpful study tools including games and practice questions to aid with learning. All of the content is geared towards helping you prepare for the SY0-501 exam, so you can leave the test center with your Security+ passing score in hand.

ONL360 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16797	Online	1/16/19–2/22/19
16798	Online	2/13/19–3/22/19
16799	Online	3/13/19–4/19/19
16801	Online	5/15/19–6/21/19
16803	Online	6/12/19–7/19/19

LANGUAGE CLASSES

¡HOLA!

Basic Conversational Spanish
***Tuition:* $40 | *Fees:* $129**
8 Sessions • 6:30 - 8:30 pm
Tuesday/Thursday
January 29 - February 21 OR
April 2 - April 25

Continuing Conversational Spanish
***Tuition:* $40 | *Fees:* $129**
8 Sessions • 6:30 - 8:30 pm
Tuesday/Thursday
February 26 - March 21

Spanish for Travelers
***Fees:* $159**
8 Sessions • 1:00 - 3:00 pm
Monday/Thursday
February 25 - March 21

American Sign Language I
***Tuition:* $40 | *Fees:* $129**
6 Sessions • 6:00 - 8:30 pm
Mondays
February 11 - March 18

American Sign Language II
***Tuition:* $40 | *Fees:* $129**
6 Sessions • 6:00 - 8:30 pm
Mondays
April 1 - May 6

Bonjour!

Beginner French
***Tuition:* $40 | *Fees:* $129**
10 Sessions • 1:30 - 3:00 pm
Tuesday/Thursday
January 29 - February 28

Continuing French
***Tuition:* $40 | *Fees:* $129**
10 Sessions • 1:30 - 3:00 pm
Tuesday/Thursday
March 12 - April 18
(No class 3/26 & 3/28)

CIAO!

Italian for Travelers – *Fees:* $159
8 Sessions • 1:00 - 3:00 pm • Monday/Thursday
January 28 - February 21 AND April 29 - May 23

Maggie Krzywicki • 301.624.2727 • personalenrichment@frederick.edu • frederick.edu/QuickEnroll

PROGRAMMING AND WEB DEVELOPMENT

Creating Web Pages

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

ONL101 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16736	Online	1/16/19–2/22/19
16737	Online	2/13/19–3/22/19
16738	Online	3/13/19–4/19/19
16739	Online	5/15/19–6/21/19
16740	Online	6/12/19–7/19/19

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. In this course, you'll learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. By the end of this course, you'll have a solid working knowledge of structured query language, feel confident in your ability to write SQL queries to create tables, retrieve data from single or multiple tables, delete, insert, and update data in a database, and gather significant statistics from data stored in a database.

ONL140 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16741	Online	1/16/19–2/22/19
16742	Online	2/13/19–3/22/19
16743	Online	3/13/19–4/19/19
16744	Online	5/15/19–6/21/19
16745	Online	6/12/19–7/19/19

Introduction to C# Programming

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

ONL183 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

16756	Online	1/16/19–2/22/19
16757	Online	2/13/19–3/22/19
16758	Online	3/13/19–4/19/19
16759	Online	5/15/19–6/21/19
16760	Online	6/12/19–7/19/19

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

Healthcare & Wellness

CPR & FIRST AID

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) TW SW

INSTRUCTOR: **CE Instructor**

16927	Sa 9 AM - 3:30 PM	1/5/19	Monroe Center/MC126
16921	F 9 AM - 3:30 PM	1/25/19	Monroe Center/MC126
16928	Sa 9 AM - 3:30 PM	2/2/19	Monroe Center/MC126
16934	T 9 AM - 3:30 PM	2/12/19	Monroe Center/MC126
16922	F 9 AM - 3:30 PM	2/22/19	Monroe Center/MC126
16929	Sa 9 AM - 3:30 PM	3/9/19	Monroe Center/MC126
16923	F 9 AM - 3:30 PM	3/22/19	Monroe Center/MC126
16930	Sa 9 AM - 3:30 PM	4/6/19	Monroe Center/MC126
16924	F 9 AM - 3:30 PM	4/12/19	Monroe Center/MC126
16932	Sa 9 AM - 3:30 PM	5/4/19	Monroe Center/MC126
16935	T 9 AM - 3:30 PM	5/14/19	Monroe Center/MC124
16925	F 9 AM - 3:30 PM	5/24/19	Monroe Center/MC126
16933	Sa 9 AM - 3:30 PM	6/1/19	Monroe Center/MC126
169336	W 9 AM - 3:30 PM	6/12/19	Monroe Center/MC126
16926	F 9 AM - 3:30 PM	6/28/19	Monroe Center/MC126

Note: Students must obtain certification in CPR Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships and prior to completion of the dental assisting course. This course also fulfills the CPR requirement for FCC allied health and wellness credit and certificate programs.

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purposes. 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.

Heartsaver CPR/AED & First Aid for the Layperson

This Heartsaver® CPR/First Aid/AED teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

SAF156 | **6 hours** | **$85** ($40 tuition + $45 fees) TW SW

INSTRUCTOR: **CE Instructor**

16937	F 8:30 AM - 4 PM	1/4/19	Monroe Center/MC126
16944	W 8:30 AM - 4 PM	1/30/19	Monroe Center/MC126
16941	M,W 6 - 9:30 PM	2/11–2/13/19	Monroe Center/MC126
16938	F 8:30 AM - 4 PM	3/1/19	Monroe Center/MC126
16943	M 8:30 AM - 4 PM	4/1/19	Monroe Center/MC124
16940	M 8:30 AM - 4 PM	5/6/19	Monroe Center/MC124
16942	T,W 6 - 9:30 PM	6/4–6/5/19	Monroe Center/MC126
16939	F 8:30 AM - 4 PM	6/21/19	Monroe Center/MC126

NEW! Heartsaver CPR/AED for the Layperson

This instructor-led Heartsaver course is designed for anyone with little or no medical training who needs a course completion card for job, regulatory, or other requirements. Skills learned in this course will help you recognize cardiac arrest and choking, get emergency help on the way quickly, and help the person until more advanced care arrives to take over. Students will receive a course completion card upon successful completion.

SAF159 | **5 hours** | **$77** ($32 tuition + $45 fees) TW SW

INSTRUCTOR: **CE Instructor**

16988	Sa 9 AM - 2:30 PM	1/19/19	Monroe Center/MC126
16989	F 9 AM - 2:30 PM	2/1/19	Monroe Center/MC126
16990	Sa 9AM - 2:30 PM	2/23/19	Monroe Center/MC126
16991	Sa 9AM - 2:30 PM	3/16/19	Monroe Center/MC126
16992	Sa 9AM - 2:30 PM	4/13/19	Monroe Center/MC126
16993	Sa 9AM - 2:30 PM	5/18/19	Monroe Center/MC126
16994	Sa 9AM - 2:30 PM	6/15/19	Monroe Center/MC126

Online Course SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See pages 37 & 38

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.

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

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

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Student Center (H Building) H-105 on the FCC main campus. For more information on this program, contact 240.629.7904. ***Payment plan available. Call 301.624.2888 for details.***

Prerequisites & other requirements:
- Placement into EN75 (or EN52) or ESL72 (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 16 years of age or older at time of registration
- CAH145 – Foundations for Healthcare Careers

Other program requirements PRIOR to Clinical:
- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation, fingerprinting and drug testing. Cost is included in course fees.

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

Textbooks: Textbooks available at 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 weeks. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with the 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 tests, both written and practical (hands on) skills, which must be passed prior to starting the clinical course.

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 co-requisite.

CAH114 Certified Nursing Assistant—Clinicals

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

CNA/GNA ACCELERATED OPTION

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

16853	M-Th 9 AM - 2 PM	3/4–3/14/19	Monroe Center /MC127

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

16858	M-Th 9 AM - 2 PM	3/18–4/11/19 **No class 3/27/19, 3/28/19*	Monroe Center /MC127

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

16860	M-Th 9 AM - 2 PM	4/15–5/6/19	Monroe Center /MC127

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

16862	M-F 9 AM - 2 PM	5/8–5/23/19	OFFCAMPUS

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

CNA/GNA BOOTCAMP OPTION

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

16854	M,W 5:30 - 8:30 PM	5/6–6/17/19* **No class 5/27/19*	Monroe Center /MC127

OR

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

16855	M-Th 9 AM - 4 PM	6/10–6/18/19	Monroe Center /MC127

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

16859	M-Th 9 AM - 4 PM	6/24–7/10/19* **No class 7/4/19*	Monroe Center /MC127

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

16861	M-Th 9 AM - 4 PM	7/11–7/29/19	Monroe Center /MC127

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

16863	M-F 9 AM - 3 PM	7/31–8/13/19	OFF CAMPUS

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

Advance your CNA Skills with CAH 487 Patient Care Technician/Advanced Patient Care, see page 24!

DENTAL ASSISTING & DENTAL RADIOGRAPHY

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.

CAH145 | 36 hours | $523 ($229 tuition + $224 fees) TW SW

INSTRUCTOR: **CE Instructor**

16856	T,Th 9 AM - 1:30 PM	1/29/19-2/21/19	Monroe Center/ MC 127

Fundamentals of Dental Assisting

Dental assistants serve as an integral member of the dental professional team working with the dentist chairside, in the dental lab and in the business office. This course introduces students to all aspects of entry-level dental assisting knowledge and skills and prepares students for the Dental Association National Board 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.

CAH439 | 73 hours | $1210 ($760 tuition + $450 fees) TW SW

INSTRUCTOR: **CE Instructor**

16892	Tu,Th 9 AM - 12:30 PM	2/26/19–5/9/19*	Monroe Center/ MC124

**No class 3/28/19*

Oral Radiography with Clinical

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

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

CAH496 | 39 hours | $1012 ($497 tuition + $515 fees) TW SW

INSTRUCTOR: **CE Instructor**

16310	M,W 5:30 PM - 8:30 PM	1/23/19–3/6/19	Monroe Center/ MC124
16890	M,W 5:30 PM - 8:30 PM	5/20/19-7/31/19	Monroe Center/ MC124

**No Class 5/27/19*

Oral Radiography

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

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

CAH497 | 36 hours | $862 ($497 tuition + $365 fees) TW SW

INSTRUCTOR: **CE Instructor**

16311	M,W 5:30 PM - 8:30 PM	1/23/19–3/4/19	Monroe Center/ MC124
16891	M,W 5:30 PM - 8:30 PM	5/20/19-7/29/19	Monroe Center/ MC124

**No class 5/27/19*

MEDICAL CODING

Medical Terminology: A Word Association Approach

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

ONL401 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16841	Online	1/16/19–2/22/19
16900	Online	2/13/19–3/22/19
16901	Online	3/13/19–4/19/19
16902	Online	4/17/19–5/24/19
16903	Online	5/15/19–6/21/19
16904	Online	6/12/19–7/19/19

Introduction to Basic Anatomy and Physiology

This course is designed to provide an overview of basic anatomy and physiology to students preparing for the medical coding AAPC certification class. The course begins with an explanation of the nature of matter and principles of chemistry, cell anatomy and physiology and principles of genetics. The anatomy and physiology of the 11 organ systems and their structure and functions are introduced. Lessons include information about specific disorders and conditions and recent advances in medicine.

ONL526 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

16905	Online	1/16/19–2/22/19
16906	Online	2/13/19–3/22/19
16907	Online	3/13/19–4/19/19
16908	Online	4/17/19–5/24/19
16909	Online	5/15/19–6/21/19
16910	Online	6/12/19–7/19/19

Medical Coding for the Physician's Office-AAPC

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

Note: This course is offered in a Hybrid format where students meet with instructor 3.5 hours per week and complete additional hours online.

Prerequisite: Medical Terminology and Introduction to Basic Anatomy and Physiology.

CAH250 | **100 hours** | **$1718** ($898 tuition + $820 fees) NW SW

INSTRUCTOR: **CE Instructor**

16897	W 6 PM - 9:30 PM	3/20/19–7/10/19* **No class 3/27/19*	Monroe Center/ MC142
16899	T 6 PM - 9:30 PM	6/25/19-10/8/19	Monroe Center/ MC135

PATIENT CARE TECHNICIAN

NEW! Patient Care Technician/Advanced Patient Care

Designed for certified nursing assistants (CNAs) interested in advanced care skills within the CNA scope of practice or those seeking work as a Patient Care Technician in hospitals and health care settings. As a member of a multidisciplinary team, Patient Care Technicians care for patients requiring both acute and chronic care. Learn to perform advanced skills for complex care settings and situations. Gain and practice new skills including sterile technique, phlebotomy, Electrocardiograms (EKG), glucose monitoring, enteral nutrition, 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 Healthcareer Association Patient Care Technician Certification Exam.

CAH487 | **80 hours** | **$1183** ($692 tuition + $491 fees) NW SW

INSTRUCTOR: **CE instructor**

16917	M,W 9 AM - 1 PM	3/4/19–5/13/19* **No class 3/27/19*	Monroe Center/ MC126

PERSONAL TRAINING

Methods of Strength Training

This course is designed for those who will be assisting others in a weight-training program such as physical education instructors, personal trainers or physical education educators. The course emphasizes teaching methodologies employed in muscular fitness training programs. Students will apply teaching methodologies through individual and group training activities. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT104 | **17.5 hours** | **$144** ($120 tuition + $24 fees) NW SW

INSTRUCTOR: **CE Instructor**

16913	Tu,Th 11 AM - 12:15 PM	1/29/19–3/14/19	D128

Essentials of Personal Training

This course is designed for those preparing for the National Association of Sports Medicine certified personal training (CPT) certification exam and includes preparation both in classroom and through hands-on learning. The NASM Certified Personal Trainer (CPT) program is built on an evidence-based research and training model and scientific principles of fitness that prepares students in multiple aspects of the fitness training field. NASM exam registration and access to online review materials included in the course.

PFT106 | **77.5 hours** | **$1087** ($588 tuition + $499 fees) NW SW

INSTRUCTOR: **CE Instructor**

16912	Tu,Th 5 PM - 7:35 PM	1/29/19–5/16/19* **No class 3/28/19*	D126

Methods of Fitness and Conditioning

This course is designed for those who will be assisting others with exercise. The course integrates fitness research and application and emphasizes teaching methodologies employed in group exercise training programs. Student will apply teaching methodologies through individual and group training. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT103 | **17.5 hours** | **$144** ($120 tuition + $24 fees) NW SW

INSTRUCTOR: **CE Instructor**

16911	Tu,Th 11 AM - 12:15 PM	4/2/19–5/16/19	D100

PHARMACY TECHNICIAN

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.

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

INSTRUCTOR: **CE Instructor**

16856	Tu,Th 9 AM - 1:30 PM	1/29/19–2/21/19	Monroe Center/ MC127

Pharmacy Technician Training 1

Pharmacy Technicians have a vital role assisting the Pharmacist in day-to-day pharmacy operation and management. The Pharmacy Technician Training part 1 is the first of two courses designed to introduce students to the practice and responsibilities of becoming a Pharmacy Technician in multiple pharmacy environments. Topics include: medical terminology and basic anatomy and physiology; math for pharmacy technicians including: systems of measure, dose calculations, ratios and proportions, concentrations and dilutions; pharmacology; dosage forms and routes, medication errors, pharmacy law, practices in: community and ambulatory care pharmacy hospital pharmacy, home care pharmacy, specialty care pharmacy; and medication safety. Students learn from a combination of classroom lectures and hands-on labs. Students successfully completing Pharmacy Technician Training Parts 1 and 2 are prepared to sit for the Pharmacy Technician Certifying Board (PTCB) exam, a nationally recognized certification.

CAH355 | **45 hours** | **$745** ($368 tuition + $377 fees) TW SW

INSTRUCTOR: **CE Instructor**

16896	Tu,Th 9 AM - 12:30 PM	2/26/19–4/11/19*	Monroe Center/ MC126

**No class 3/28/19*

Pharmacy Technician Training 2

Pharmacy Technicians have a vital role assisting the Pharmacist in day-to-day pharmacy operations and management. The Pharmacy Technician Training part 2 is a continuation of Part 1, and continues concepts related to the practice and responsibilities of becoming a Pharmacy Technician in multiple pharmacy environments. Topics include: medical terminology and basic anatomy and physiology; math for pharmacy technicians including: systems of measure, dose calculations, ratios and proportions, concentrations and dilutions; pharmacology; dosage forms and routes, medication errors, pharmacy law, practices in: community and ambulatory care pharmacy hospital pharmacy, home care pharmacy, specialty care pharmacy; and medication safety. Students learn from a combination of classroom lecture and hands-on labs. Students successfully completing Pharmacy Technician Training Parts 1 and 2 are prepared to sit for the Pharmacy Technician Certifying Board (PTCB) exam, a nationally recognized certification. Part 2 includes PTCB exam review and preparation.

CAH356 | **45 hours** | **$595** ($368 tuition + $227 fees) TW SW

INSTRUCTOR: **CE Instructor**

16898	Tu,Th 9 AM - 12:30 PM	4/16/19–5/28/19	Monroe Center/ MC126

Allied Health Academy

"I'd like to thank the Allied Health Academy for all the help they've given me for my education in Sterile Processing. I would never be able to pay for school by myself."

– Sabine Zogo
Frederick Community College
Sterile Processing Student

Certified Nursing Assistant
Phlebotomy Technician
Sterile Processing Technician
Dental Assistant

If you are a single parent, unemployed or underemployed, AHA might be right for you. The Allied Health Academy (AHA) provides case management, referral to resources, academic advising, and tutoring (as available). Through the FCC Foundation, an AHA program scholarship is available to eligible participants for tuition, books and materials, transportation costs, and/or childcare costs. This financial support is provided by the Women's Giving Circle and the South Mountain Group for the Leiby/Cavalier Scholarship.

FCC Office of Adult Services • Annapolis Hall, A103
301.846.2483 • adultservices@frederick.edu • frederick.edu

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

Payment Plans Available!
Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CEWD Registration Center (Student Center, Building H, Room H105), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

PHLEBOTOMY TECHNICIAN

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

The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. Background checks and materials are included. Textbooks are NOT included.

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the CE registration center located in the Student Center (H Building) H105 on the FCC main campus. For more information on this program contact FCC at 240.629.7904. ***Payment plan available. Call 301.624.2888 for details.***

Prerequisites & other requirements:
- Placement into EN75 (or EN52) or ESL72 (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH145 – Foundations for Healthcare Careers

Other program requirements PRIOR to Clinical:
- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation. Fees for background check and fingerprinting are included in course fees.
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH154.

Textbooks: Textbooks available at bookstore.frederick.eduo

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.

CAH154 Phlebotomy Technician Preparation I: Theoretical Applications

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

CAH155 Phlebotomy Technician Preparation II: Practical Applications

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

CAH466 Phlebotomy Technician Clinical

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

Online Course SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See pages 37 & 38

PHLEBOTOMY PROGRAM

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

16857	T,Th 5:30 - 9:30 PM	3/5–4/4/19* **No class 3/28/19*	Monroe Center /MC127

CAH154 | 33 hours | $487 ($357 tuition + $130 fees)

16893	T,Th 6 - 9 PM	4/9–5/21/19	Monroe Center /MC124

CAH155 | 48 hours | $848 ($578 tuition + $270 fees)

16894	T,Th 6 - 9 PM	5/23–7/18/19* **No class 7/4/19*	Monroe Center /MC124

CAH466 | 100 hours | $462 ($50 tuition + $412 fees)

16895	M-F varied	7/22–11/15/19* **No class 9/2/19*	OFF CAMPUS

Total Program Hours: 217
Total Program Cost with CPR: $2,405

PROFESSIONAL DEVELOPMENT

NEW! 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 a hybrid format where students complete a portion of the coursework on line as well as meeting face to face. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course.

CAH138 | 18 hours | $330 ($175 tuition + $155 fees)

INSTRUCTOR: **CE Instructor**

16919	M 6 PM - 9 PM	1/28/19–2/11/19	Monroe Center/ MC127
16920	M 6 PM - 9 PM	4/29/19-5/13/19	Monroe Center/ MC126

Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

Sanitation and Food Safety

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

Note: Successful completion of this course results in students earning an industry recognized certification as ServSafe Food Safety Manager.

Prerequisite: EN70 OR Prerequisites or Corequisites: EN75 or [(EN 50A or EN61) and EN52] or (ESL95 and ESL99) or (ESL 72 and ESL 73)

HCT112 | 25 hours | $288 ($240 tuition + $48 fees)

INSTRUCTOR: **Charles Colison**

16771	Online	1/28/19–3/2/19

HOSPITALITY/TOURISM MANAGEMENT

Introduction to Hospitality Management

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

Note: Students earn an industry recognized Certification as "Certified Guest Service Professional (CGSP) " as part of this course.

Prerequisite: (MA 80 or appropriate score on mathematics placement tests) AND {(Prerequisite: EN70) OR (Prerequisite or Corequisite EN75 or [ESL 72 and ESL 73])}

HCT102 | 37.5 hours | $432 ($360 tuition + $72 fees)

INSTRUCTOR: **Peter Lee**

16775	Tu 6 PM - 8:40 PM	1/29/19–3/12/19	Monroe Center/ MC117

Payment Plans Available!
Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

LEARN TO RIDE

The FCC Motorcycle Safety Program offers two great ways for students to get licensed and ready to ride the safe and correct way.

Basic Rider Course – $309
Wednesday, Thursday, Saturday, & Sunday

This four day course is designed for a beginner rider who has limited or no riding experience and is seeking a class "M" license.

3/20-3/24 • 4/3-4/7 • 4/10-4/14 • 4/24-4/28 • 5/1-5/5 • 5/15-5/19 • 5/29-6/2
6/5- 6/9 • 6/19-6/23 • 6/26-6/30 • 7/10-7/14 • 7/24-7/28 • 7/31-8/4
8/7-8/11 • 8/21-8/25 • 9/11-9/15 • 9/25-9/29 • 10/2-10/6 • 10/16-10/20

Alternate Basic Rider Course – $289
Saturday or Sunday, 7:30 am - 4:30 pm

This one day course is for experienced riders with road riding experience who are seeking a class "M" license. Students must be able to demonstrate riding prerequisites.

3/16 • 4/20 • 5/11 • 6/15 • 7/20 • 8/17 • 9/21 • 10/26

Taylor Ferraro • 301.624.2727 • tferraro@frederick.edu • frederick.edu/Motorcycle

PHOTOGRAPHY CLASSES

FEATURED CLASSES

Get to Know Your Nikon DSLR – $89
Instructor: Cam Miller
Saturdays, 9:00 am - 3:30 pm | February 2 OR *April 27*

Have you been using your Nikon DSLR like a point-and-shoot and long to move out of your comfort zone? Learn all about what those buttons and dials can do to improve your photographs. Students will then tackle the lenses and how to use them.

Explore Your EOS Canon DSLR – $89
Instructor: Robert McMillan
Saturdays, 9:00 am - 3:30 pm | February 2 OR *April 27*

Unleash your creativity by mastering the technical aspects of your EOS Canon DSLR. Get to know your camera system and go beyond the "automatic" setting. Acquire clear understanding of all the buttons and menu items on your camera.

ADDITIONAL CLASSES

Photo Walk & Talk – $69
9:00 am - 3:00 pm
Tuesday, April 9 OR
Saturday, May 11

Nikon in Action: Field Session – $39
9:00 am - 12 noon
Saturday, May 4

Exploring the Creative Cloud: Photo Editing – $159
Tuesdays, 6:00 - 8:00 pm
March 5 - March 26

Maggie Krzywicki • 301.624.2727 • personalenrichment@frederick.edu • frederick.edu/QuickEnroll

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. Students that successfully complete this course will be able to participate in the associated externship.

Prerequisite: EN 51 or ESL70 or ESL97

TRD258 | **75 hours** | **$1300** ($1200 tuition + $100 fees) NW SW

INSTRUCTOR: **CE Instructor**

16971	M,W 6 PM - 9 PM	3/4/19–6/5/19*	Monroe Center/ MC105

**No class 03/25/19, 03/27/19, 05/27/19*

Basic Automotive Mechanics - Externship

This 90 hour supervised, hands-on automotive repair externship will expand on topics introduced in Introduction to Automotive Technology. Individual experience will vary based on host's location workload, but a standard skills checklist will ensure all students meet the same goals. T-shirts will be provided to wear during the externship.

TRD259 | **90 hours** | **$200** ($100 tuition + $100 fees) NW SW

INSTRUCTOR: **CE Instructor**

16972	M-F 9 AM - 4 PM	4/8/19–6/28/19*	OFF CAMPUS

**No class 5/27/19*

ELECTRICAL

Fundamentals of Structural Wiring

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

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

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 or Co-requisite EN 75. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

ELC167 | **90 hours** | **$648** ($480 tuition + $168 fees) NW SW

INSTRUCTOR: **CE Instructor**

16961	M,W 6 PM - 9 PM	1/28/19–3/13/19	Monroe Center/ MC129

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.

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

Prerequisite: BLD141 or ELC120 or ELC167. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

ELC168 | **60 hours** | **$504** ($360 tuition + $144 fees) NW SW

INSTRUCTOR: **CE Instructor**

16965	M,W 6 PM - 8:30 PM	4/1/19–5/15/19	Monroe Center/ MC129

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.

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

Prerequisite: BLD142 or ELC121 or ELC168. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

ELC166 | **60 hours** | **$504** ($360 tuition + $144 fees) NW SW

INSTRUCTOR: **CE Instructor**

16962	Tu,Th 6 PM - 8:30 PM	1/29/19–3/14/19	Monroe Center/ MC129

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.

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

Prerequisite: BLD142 or ELC121 or ELC168. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

ELC169 | **60 hours** | **$504** ($360 tuition + $144 fees) NW SW

INSTRUCTOR: **CE Instructor**

16966	Tu,Th 6 PM - 8:30 PM	4/2/19–5/16/19	Monroe Center/ MC129

Payment Plans Available!
Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

cadence
MUSIC LESSONS

Frederick Community College is now offering monthly voice and instrument lessons taught by expert musicians. Lesson offerings include:

piano · voice · strings · flute
percussion · brass · jazz · winds

Performance and needs-based scholarships available to students of all ages and abilities thanks to the generous support of the George L. Shields Scholarship Fund and other donors through the FCC Foundation.

New 30, 45, and 60-minute sessions begin every month.
4 Lessons · 4 Weeks · 30 Minutes · $130

frederick.edu/cadence
Cadence@frederick.edu

National Electric Code Update-10 Hour

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

TRD265 | **10 hours** | **$185** ($159 tuition + $26 fees) TW SW

INSTRUCTOR: **CE Instructor**

16979	M,Tu 4 PM - 9 PM	6/10/19–6/11/19	Monroe Center/ MC144

HVAC

Fundamentals of HVACR

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

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 or Co-requisite EN 75. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

HVC121 | **90 hours** | **$648** ($480 tuition + $168 fees) TW SW

INSTRUCTOR: **CE Instructor**

16959	Tu,Th 6 PM - 9 PM	1/29/19–3/14/19	Monroe Center/ MC147

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.

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

Prerequisite: BLD109 or HVC121. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

HVC126 | **60 hours** | **$504** ($360 tuition + $144 fees) TW SW

INSTRUCTOR: **CE Instructor**

16963	Tu,Th 6 PM - 8:30 PM	4/2/19–5/16/19	Monroe Center/ MC147

HVAC Installation & 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.

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

Prerequisite: BLD110 or HVC122 or HVC126. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

HVC128 | **60 hours** | **$504** ($360 tuition + $144 fees) TW SW

INSTRUCTOR: **CE Instructor**

16960	M,W 6 PM - 8:30 PM	1/28/19–3/13/19	Monroe Center/ MC147

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.

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

Prerequisite: BLD110 or HVC122 or HVC126. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

HVC127 | **60 hours** | **$504** ($360 tuition + $144 fees) TW SW

INSTRUCTOR: **CE Instructor**

16964	M,W 6 PM - 8:30 PM	4/1/19–5/15/19	Monroe Center/ MC147

WELDING

Welding Symbols & Blueprint Reading

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

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 or Co-requisite EN 75. You must register on main campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

WLD165 | **30 hours** | **$288** ($240 tuition + $48 fees) TW SW

INSTRUCTOR: **CE Instructor**

16955	M,W 5 PM - 6 PM	1/28/19–5/15/19*	Monroe Center/ MC144

**No class 03/25/19, 03/27/19*

Payment Plans Available!
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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.

Prerequisite: EN 70 or EN 75 or EN 51 or ESL 97 or ESL 70 or Co-requisite EN 75. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

WLD160 | 90 hours | $676 ($480 tuition + $196 fees) TW SW

INSTRUCTOR: **CE Instructor**

16956	Tu,Th 6 PM - 9 PM	1/29/19–5/16/19*	Monroe Center/ MC149

**No class 03/26/19, 03/28/19*

Advanced Welding: SMAW

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

Prerequisite: BLD 121 or WLD 160. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. You must register on campus.

WLD161 | 90 hours | $676 ($480 tuition + $196 fees) TW SW

INSTRUCTOR: **CE Instructor**

17027	M, W 6 PM - 9 PM	1/28/19–5/15/19*	Monroe Center/ MC149A

**No class 03/25/19, 03/27/19*

Advanced Welding: GMAW

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

Prerequisite: BLD 121 or WLD 160. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. You must register on campus.

WLD171 | 75 hours | $532 ($360 tuition + $172 fees) TW SW

INSTRUCTOR: **CE Instructor**

17024	M,W 6 PM - 8:30 PM	1/28/19–5/15/19*	Monroe Center/ MC149B

**No class 03/25/19, 03/27/19*

Online Course SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See pages 37 & 38

INDUSTRY TEST PREP

Commercial Driver's License - CDL - Class B Training

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

TRK155 | 65 hours | $1758 ($258 tuition + $1500 fees) TW SW

INSTRUCTOR: **CE Instructor**

16982	Sa 8 AM - 4:30 PM	1/19/19–3/2/19	Hagerstown Community College/HCC
16984	Sa 8 AM - 4:30 PM	4/6/19-5/18/19	Hagerstown Community College/HCC

Electricity: Journeyman/Master Exam Prep

Prepares students for the master's license exam. Reviews the NEC, calculations, and other critical components to prepare for the exam. Emphasis is on calculations.

Note: Students must bring a 2017 National Electrical code book.

TRD157 | 30 hours | $259 ($239 tuition + $20 fees) TW SW

INSTRUCTOR: **CE Instructor**

16968	W 6 PM - 9 PM	4/3/19–6/5/19	Monroe Center/ MC104

EPA 608/CFC Certification

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

TRD260 | 8 hours | $179 ($119 tuition + $60 fees) TW SW

INSTRUCTOR: **CE Instructor**

16977	Sa 9 AM - 5:30 PM	5/18/19	B113
16978	M 9 AM - 5:30PM	6/3/19	Monroe Center/ MC142

MD Stationary Engineer Exam Prep I

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

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

INSTRUCTOR: **CE Instructor**

16969	M, W 6 PM - 9 PM	4/1/19–5/15/19	Monroe Center/ MC116

MD Stationary Engineer Exam Prep II

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

TRD190 | **45 hours** | **$370** ($340 tuition + $30 fees) TW SW

INSTRUCTOR: **CE Instructor**

16980	Tu, Th 6 PM - 9 PM	2/5/19–4/2/19*	Monroe Center/ MC116

**No class 03/26/19, 03/28/19*

PROFESSIONAL DEVELOPMENT

Small Gas Engine Repair

Provides basic instruction in the diagnosis, maintenance and repair of four-cycle and two-cycle gasoline engines. Includes practice troubleshooting and repairing techniques for small gasoline engines. Lecture and hands-on labs. List of required tools given out first night of class. (Liability form required.)

TRD132 | **30 hours** | **$239** ($199 tuition + $40 fees) TW SW

INSTRUCTOR: **CE Instructor**

16967	Tu, Th 6 PM - 9 PM	4/23/19–5/23/19	Monroe Center/ MC115

SAFETY

OSHA 10-Hour Construction Safety and Health Outreach Program

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

TRD205 | **12 hours** | **$101** ($75 tuition + $26 fees) TW SW

INSTRUCTOR: **CE Instructor**

16970	Sa 9 AM - 4 PM	5/4/19–5/11/19	Monroe Center/ MC144

Frederick Community College FOUNDATION, INC.

Scholarships

Qualified students may be eligible to receive a Continuing Education and Workforce Development Scholarship:

- Building Trades Scholarship
- Shirley Cruickshank-Wolfe Scholarship for Continuing Education

To see if you qualify, visit FCC Foundtaion in Annapolis Hall, Room 200A, or contact the Scholarship Program Manager at 301.846.2438 for more information.

Scholarships are made possible by generous donations to the Frederick Community College Foundation. For more information, please visit ***frederick.edu/foundation***

Payment Plans Available!
Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

The FCC Adult Education Program

Adult Basic Education & High School Diploma Preparation for adults and out-of-school youth 18 and older.

High School Diploma Preparation Classes

Preparing for your high school diploma? Adults and out-of-school youth 18 or older can get ready to test for a Maryland high school diploma.

Adult Basic Education Classes

Need to build basic skills in reading, writing, or math? The Adult Education Program offers small classes, friendly instructors, and a relaxed atmosphere.

DID YOU KNOW?

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

Pass the GED® Exam

Take and pass all four sections of the GED® Exam – Language Arts, math, Science, and Social Studies to receive a Maryland high school diploma

More information at **gogedgo.org**

Complete the National External Diploma Program

Earn a traditional high school diploma through NEDP's innovative approach. If you qualify, you can work from home, the library, or wherever you have a computer. The program is flexible and confidential and can be completed in 6 to 12 months. Use the skills you've gained from life and work experience to demonstrate your high school level skills.

More information at **casas.org/nedp**

CONTACT US

Adult Basic Ed, GED® Test Prep & National External Diploma • 240.629.7962 • adulted@frederick.edu • frederick.edu/adulted

Office located in Building A, Annapolis Hall, Suite 106 • Monday-Thursday 8:30am - 8 pm; Friday 8:30am - 4:30pm

Basic ESL

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

We offer:

- Caring teachers who work hard to make your English language learning successful
- A program of study that meets your needs
- Skill evaluation and testing at the beginning and end of all classes
- Certificates issued upon successful completion of your courses

New classes begin about every 10 weeks. All Basic ESL classes are free.

Weekday classes are held two times per week for three hours and are offered mornings or evenings at multiple locations throughout the county, including:

- FCC's main campus
- Monroe Center
- West Frederick Middle School (WFMS)

Saturday classes are held at FCC's main campus and are offered in the Fall and Spring.

CONTACT US

Basic ESL, Adult Education • 240.629.7962
adulted@frederick.edu • frederick.edu/esl

Orientation Schedule

Take the first step by attending a **free orientation session** at FCC

Day of Week	Date	Time	Location
Saturday	1/12/2019	9:00 am	FCC
Wednesday	1/23/2019	9:00 am	FCC
Wednesday	1/23/2019	6:30 pm	FCC
Saturday	1/26/2019	9:00 am	FCC
Tuesday	1/29/2019	9:00 am	FCC
Thursday	1/31/2019	6:30 pm	FCC
Tuesday	2/5/2019	6:30 pm	WFMS
Thursday	2/7/2019	9:00 am	FCC
Tuesday	4/2/2019	9:00 am	FCC
Wednesday	4/3/2019	6:30 pm	FCC
Wednesday	4/17/2019	9:00 am	FCC
Tuesday	4/23/2019	6:30 pm	FCC
Thursday	4/25/2019	9:00 am	FCC

Orientations take approximately three hours to complete and are given in two parts *(the date for part two will be given out at part one)*. Saturday orientations last approximately 5 hours. You do not need to register. *(Childcare is not provided; no children at orientation.)*

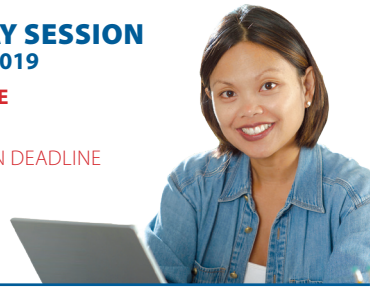
TARGETED **ESL**

Session Offerings

SESSION A
January 23 - March 21, 2019
REGISTRATION DEADLINE
January 22, 2019
SCHOLARSHIP APPLICATION DEADLINE
January 16, 2019

SESSION B
April 3 - June 3, 2019
REGISTRATION DEADLINE
April 2, 2019
SCHOLARSHIP APPLICATION DEADLINE
March 22, 2019

SPRING SATURDAY SESSION
January 23 - April 27, 2019
REGISTRATION DEADLINE
January 30, 2019
SCHOLARSHIP APPLICATION DEADLINE
January 23, 2019



Course Offerings

Reading *(Levels 1 & 2)***$199** (*$160 tuition + $39 fee*)
Develop strategies to improve reading, critical thinking, and language skills.
Monday & Wednesday | *8:30 - 10:00 am* *or* ***8:00 - 9:30 pm***
Saturday | *9:00 - 11:00 am*

Pronunciation *(Levels 1 & 2)* **– $199** (*$160 tuition + $39 fee*)
Improve your clarity of speech by practicing sound features and employing proper use of rhythm, stress, pitch, and intonation.
Monday & Wednesday | *10:30 am - 12:00 noon*

Conversational English – $199 (*$160 tuition + $39 fee*)
Improve your clarity of speech by practicing sound features and employing proper use of rhythm, stress, pitch, and intonation.
Monday & Wednesday | *12:30 - 2:00 pm*
Saturday | *12:30 - 2:30 pm*

Communication for Academic Purposes – $199
(*$160 tuition + $39 fee*)
Learn to start and guide conversations and clearly express yourself in academic settings.
Monday & Wednesday | *12:30 - 2:00 pm*

Listening & Speaking Introduction – $199
(*$160 tuition + $39 fee*)
Begin to develop academic speaking and listening skills through lessons in public speaking, presenting, and note-taking.
Monday & Wednesday | *12:30 - 2:00 pm* | *Class at Monroe Center*

Intro to Grammar – $199 (*$160 tuition + $39 fee*)
Begin to increase English accuracy by developing understanding and usage of English verb forms and sentence structure rules.
Tuesday & Thursday | *12:30 - 2:00 pm*

Listening & Speaking *(Levels 1 & 2)* **– $199** (*$160 tuition + $39 fee*)
Develop academic speaking and listening skills through lessons in public speaking, presenting, and note-taking.
Tuesday & Thursday | *8:30 - 10:00 am*
Monday & Wednesday | *6:00 - 7:30 pm*
Saturday | *11:15 am - 1:15 pm*

Listening & Speaking *(Level 3)* **– $199** (*$160 tuition + $39 fee*)
Build on academic speaking and listening skills through lessons in public speaking, presenting, and note-taking.
Tuesday & Thursday | *8:30 - 10:00 am*

Writing *(Levels 1 & 2)* **– $199** (*$160 tuition + $39 fee*)
Understand sentence grammar, pre-writing and editing, and organization to improve academic writing skills.
Tuesday & Thursday | *10:30 am - 12:00 noon* *or* ***8:00 - 9:30 pm***
Saturday | *11:15 am - 1:15 pm*

Grammar *(Levels 1 & 2)* **– $199** (*$160 tuition + $39 fee*)
Increase English accuracy by developing understanding and usage of English verb forms and sentence structure rules.
Tuesday & Thursday | *12:30 - 2:00 pm* *or* ***6:00 - 7:30 pm***
Saturday | *9:00 - 11:00 am*

Advanced Reading & Grammar for Writing – $335
(*$295 tuition + $40 fee*)
Develop essential sentence structure rules for increased sophistication and effective academic writing while further developing strategic reading skills for a variety of text styles.
Tuesday & Thursday | *11:30 am - 1:00 pm*

Register now in Annapolis Hall, A-106
Monday - Thursday, 8:30 am - 7:00 pm | Friday, 8:30 am - 4:30 pm

frederick.edu/esl • 240.629.7962 • esl@frederick.edu

Payment plans are available. Financial Assistance is available to those that qualify. Must apply by the deadline to ensure review. Applications submitted after the deadline are not guaranteed to be accepted for review. All courses and levels are subject to placement policies.

REGISTER ONLINE

Frederick.edu/QuickEnroll

- **Sign In** or create a new student profile*
- **Browse** by category or use the search feature. Click on class titles for descriptions and details.
- **Register** by clicking "Add to Cart", then "View Cart" and select "Check Out" to submit payment. Two separate emails will then confirm payment has been received and registration is complete.
- **Online Classes** After registering for an online class, a third communication will arrive (up to 48 hours prior to the class start date) with details and steps to access your online classroom.

Important Notes

- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- To pay for classes by cash, check, or money order, please register in person in our new Registration Office in the Conference Center.

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

REGISTER IN PERSON

CEWD Registration Office - Student Center - H Building

The Continuing Education & Workforce Development Registration Office is located in the Student Center, Building H, Room 105. Visit us for assistance with both online and in person registrations.

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.

Monday: 8:30 am - 6:00 pm
Tuesday - Thursday 8:30 am - 4:30 pm
Friday - 10:00 am - 4:30 pm

301.624.2888 • CEInfo@Frederick.edu

Please visit Linganore Hall (L Building) for student services including Admissions, Counseling & Advising, and Financial Aid. Learn more at frederick.edu (keyword: admissions).

FEES

Registration Fee - An $8 one-time-per-year, non-refundable registration fee is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

Continuing Education & Workforce Development offers a variety of affordable and convenient education, professional development and job training opportunities via the internet 24 hours a day, seven days a week. Prior to registering for an online course, be sure to review individual course requirements for each class.

Technical Requirements

Internet access, email and Internet Explorer or Mozilla Firefox browser.

To Register and Access Your Class

- Visit frederick.edu/QuickEnroll and scroll to "Online Classes" in the far right column
- Click a subcategory and then a course title for class details
- To register, click "Add to Cart" (first-time users will be prompted to create a new student profile)
- Submit payment (debit or credit card)
- Two separate emails will confirm your payment and registration. An additional confirmation will arrive (up to 48 hours prior to your class) with details and steps to access your online classroom.

Blackboard

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

- Hospitality: HCT112, HCT102
- Trades: ELC166, ELC167, ELC168, ELC169, HVC121, HVC126, HVC127, HVC128, WLD160, WLD161, WLD165, WLD171

TUITION PAYMENT PLAN

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

Tuition Payment Plan Programs include:

- Automotive (TRD258 & TRD259)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrical: (ELC167 & ELC168)
- Electrical: (ELC166 & ELC169)
- Home Inspection Pre-Licensure
- HVAC: (HVC121 & HVC126)
- HVAC: (HVC128 & HVC127)
- Medical Billing & Coding
- Patient Care Technician
- Personal Training
- Phlebotomy Technician
- Sterile Processing
- Veterinary Assistant
- Welding: (WLD165 & WLD160)
- Welding: (WLD165 & WLD171)
- Welding: (WLD165 & WLD161)

For additional information and assistance, contact us at 301.624.2888 or visit frederick.edu/QuickEnroll.

BILLING ARRANGEMENTS

Full payment of tuition and fees or third-party payment documentation must accompany the completed registration form(s). Students are individually responsible for payment of tuition, fees and all other charges. If the college does not receive payment from third parties, students will be billed directly for all charges and are expected to pay.

Employees of businesses that operate within Frederick County are eligible for in-county tuition, regardless of their legal domicile. The employee must provide verification of current employment from the human resources office of the Frederick County business at the time of registration.

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. Email foundation@frederick.edu and include Continuing Education scholarships in the subject line to learn more.

DROPPING A CLASS

Students may officially withdraw from a class by completing the Drop/Transfer Form and submiting the signed form to the CEWD Registration Office or by email to CERequest@frederick.edu.

REFUND POLICY

Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least two (2) workdays before the beginning date of the class. Classes with a different full refund period will be noted in the individual class description.

Refund Request Outside of Full Refund Period

Students requesting a refund for a drop outside of the full refund period must make the request in writing to the Associate Vice President for CEWD, and be accompanied by 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 or disapprove full or partial refund requests that are submitted outside of the full refund period.

Contact us with questions at 301.624.2888

SENIOR CITIZEN STUDENTS SW

Tuition on select eligible courses is waived for Maryland residents 60 years of age and older. Associated course fees (books and/or supplies) may still apply and are due at the time of registration. Eligible courses are identified by the "SW" icon following course descriptions. Please contact 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 6 credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

- Provide certification of total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or Federal Office of Personnel Management.
- Submit payment of course fees (required to hold classes).

For additional information and assistance, contact us at 301.624.2888 or visit frederick.edu (keyword: Continuing Education Payment Options).

COURSE ENROLLMENT – REGISTER EARLY!

Maximum enrollment: Every class has a maximum number of students that may enroll and popular classes fill quickly.

Minimum enrollment: Low enrollment may result in a class cancellation. These decisions are typically made three business days prior to the class start date.

COURSE CHANGES

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

BOOKSTORE (STUDENT CENTER, ROOM H-117)

Continuing Education textbooks can be purchased a week prior to the class start date.

Monday - Thursday ..... 8:30 am - 6:00 pm

Friday ..... 8:30 am - 4:30 pm

SERVICES FOR STUDENTS WITH DISABILITIES

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

Contact Information:

Services for Students with Disabilities Office
301.846.2408 or via email at DisabilityServices@frederick.edu

Coordinator for Deaf & Hard of Hearing Services
240.629.7819 (Voice), 240.575.1803 (VP) or via email at Interpreting@frederick.edu

CONTINUING EDUCATION RECORD

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

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

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE 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, call the counseling office (301.846.2471). Certain programs or courses of study include higher minimum age for participation when the college has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

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

COLLEGE POLICIES & PROCEDURES

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

LOCATION KEY

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

Campus Locations

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
P–Plant Operations
S–Sweadner Hall
K–Mercer-Akre Kiln

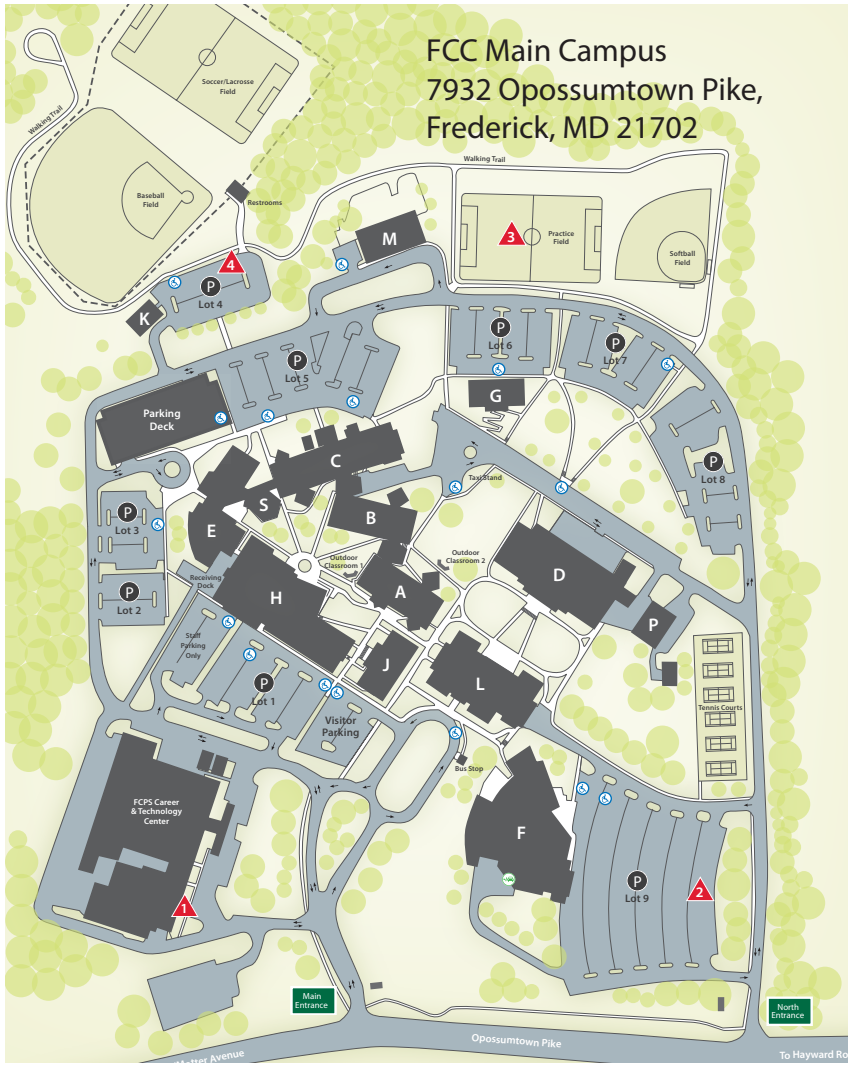
Off Campus Locations

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

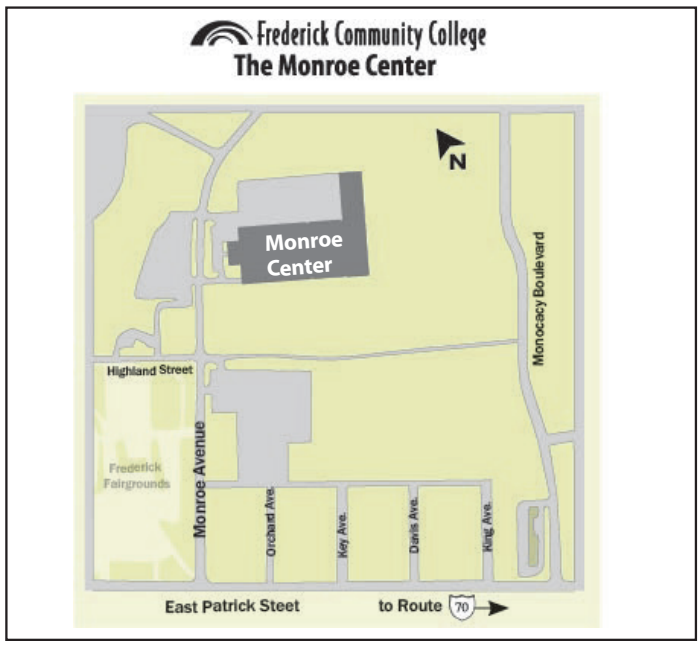
Monocacy Middle School (MMS)
8009 Opossumtown Pike, Frederick, MD 21702 • 240.236.4700

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

301.624.2888 • frederick.edu/QuickEnroll



Evacuation Locations Accessible Parking Electric Car Charging



Frederick Community College
Continuing Education
7932 Opossumtown Pike
Frederick, Maryland 21702

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ECRWSS

happy little trees:

THE BOB ROSS PAINTING CLASS

Bob Ross, the soft spoken artist known for painting happy little trees on television, always reassured viewers, "you can do it." Certified Bob Ross instructors carry on the tradition as they take you on a journey to create your own masterpiece. Join us this spring to experience the magic.

frederick.edu/hullabaloo

Sylvia Bowens, Bob Ross painting class participant, with her finished masterpiece.