

# CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



2020 SUMMER/FALL COURSE SCHEDULE

 Frederick Community College



# Continuing Education & Workforce Development

CEWD summer and fall classes will be delivered primarily online to maintain public safety. Classes will be offered in the following formats: ■ **Online (ONL)**, ● **Structured Remote (SR)**, or ▲ **Hybrid Remote (HYR)**. Classes in this schedule include these designations and an overview of formats can be found on page 3. Other class requirements for these learning formats can be found in the class notes sections of the descriptions.

To browse our course options and view the most up-to-date information, please visit:

[frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)

## REGISTRATION LOCATION\*

Continuing Education & Workforce Development Registration is located in Jefferson Hall (J Building), 1<sup>st</sup> Floor.

## HOURS OF OPERATION\*

Monday: 8:30 a.m. - 6:00 p.m.

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

*\*On campus operations have been impacted by COVID-19. Please contact the CEWD Registration office via phone or email for assistance.*

## CONTACT US

301.624.2888 • [CEInfo@Frederick.edu](mailto:CEInfo@Frederick.edu)



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



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## Register for Classes

**Online:** Visit [frederick.edu/QuickEnroll](http://frederick.edu/QuickEnroll) to browse all classes and register online.

**On campus** operations have been impacted by COVID-19. Please contact the Continuing Education & Workforce Development (CEWD) Registration office at 301.624.2888 or [CEInfo@Frederick.edu](mailto:CEInfo@Frederick.edu) for assistance.

## 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 drop request is received by CEWD Registration. Refunds are processed either by check or directly back to the credit card used. *See page 38 for details.*

## COVID-19

For the most current information regarding class start dates, visit [frederick.edu/QuickEnroll](http://frederick.edu/QuickEnroll)



**Subscribe to News & Notes** | Be one of the first to learn about program news, updates, and schedule information to stay in the know about what's happening in Continuing Education & Workforce Development at Frederick Community College. Sign up for eNewsletters at [frederick.edu/ENews](http://frederick.edu/ENews) - customized to deliver the latest news to your inbox.

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*FCC summer and fall classes will be delivered primarily online to maintain public safety. Classes will be offered using the following learning formats:*

### ■ Online Courses (ONL)

- The course is entirely online.
- The class does not meet at a specific time.
- Students will meet all expected deadlines and expectations outlined by the professor.
- Students complete work on their own time.

### ● Structured Remote Courses (SR)

- The course is entirely online but has specific class times.
- Specific class times may be used for real-time virtual sessions, which may include virtual classes, group discussions, office hours, or other class activities.
- Frequency of real-time virtual sessions will vary from course to course. Students should check the syllabus for the schedule of sessions.
- All real-time sessions will be recorded and made available to students unable to attend.
- Students will be able to watch recorded sessions at a later time with no penalty.

### ▲ Hybrid Remote Courses (HYR)

- The course is primarily online, but with required periodic meetings at the main campus or Monroe Center during scheduled class times.
- Students will be expected to come to campus or the Monroe Center for periodic class sessions, or may also meet as a real-time virtual session during the scheduled class time.
- All real-time sessions will be recorded and made available to students unable to attend.
- Students will be able to watch recorded sessions at a later time with no penalty.

There will be limited physical access to buildings, classrooms, labs, and College offices. Specific protocols will be in place to ensure the safety of students, employees, and community members. Guidelines and instructions for physical access are available to students and community members at [frederick.edu](http://frederick.edu). Comprehensive student resources remain available remotely to deliver College services to students.

# Business & Careers

## ACCOUNTING, BOOKKEEPING & FINANCE

### ● SR 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 as your business's 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 you can expand your use to support your needs.

**Note:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

**SMB190 | 24 hours | \$299** (\$209 tuition + \$90 fees)



INSTRUCTOR: CE Instructor

20250 M,W 6 - 9 PM 9/29 - 10/22 Online

### ■ ONL 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 | \$139**

INSTRUCTOR: CE Instructor

19788	Online	7/15 - 8/21
19789	Online	8/12 - 9/18
19790	Online	9/16 - 10/23
19791	Online	10/14 - 11/20
19792	Online	11/11 - 12/18

### ■ ONL Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in the 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 | \$139**

INSTRUCTOR: CE Instructor

19793	Online	9/16 - 10/23
19794	Online	10/14 - 11/20
19795	Online	11/11 - 12/18

## BUSINESS

### ■ ONL Start Your Own Small Business

Want to take your dream of starting a business and put it into action? This is a great place to start. Learn everything you need to know about starting a business: discover the tricks to selecting the right opportunity, learn how to use proven marketing techniques to build sales, discuss traditional and nontraditional financing options, learn easy-to-implement employee management procedures, and learn how to write business policies that help you build your business. Additionally you'll learn time management techniques designed especially for entrepreneurs. While taking this course, you'll discover the secrets that separate the successful entrepreneurs from the struggling ones.

**ONL197 | 24 hours | \$139**

INSTRUCTOR: CE Instructor

19774	Online	9/16 - 10/23
19775	Online	10/14 - 11/20
19776	Online	11/11 - 12/18

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 3 for more course option information.

■ ONL Note: Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See pages 37-39.

**ONL Fundamentals of Supervision and Management**

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so 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 PDUs equal to the number of hours of this course.

**ONL325 | 24 hours | \$139**

INSTRUCTOR: CE Instructor

19799	Online	9/16 – 10/23
19800	Online	10/14 – 11/20
19801	Online	11/11 – 12/18

**ONL 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 | \$139**

INSTRUCTOR: CE Instructor

19823	Online	8/12 – 9/18
19824	Online	9/16 – 10/23
19825	Online	11/11 – 12/18

**ONL Administrative Assistant Applications**

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship, discover ethics and organizational politics, and understand the basics of human resources management. 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 | \$139**

INSTRUCTOR: CE Instructor

19833	Online	10/14 – 11/20
19838	Online	11/11 – 12/18

**ONL 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 | \$139**

INSTRUCTOR: CE Instructor

19796	Online	7/15 – 8/21
19797	Online	8/12 – 9/18
19798	Online	11/11 – 12/18

NEW THIS FALL

**CYBERSECURITY**

**CompTIA Cloud Essentials**  
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## PROFESSIONAL DEVELOPMENT

### ONL 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 | \$139**

INSTRUCTOR: CE Instructor

19818	Online	8/12 – 9/18
19820	Online	10/14 – 11/20

### ONL 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 | \$169**

INSTRUCTOR: CE Instructor

19987	Online	7/15 – 8/21
19990	Online	8/12 – 9/18
19992	Online	9/16 – 10/23
20000	Online	10/14 – 11/20
20005	Online	11/11 – 12/18

### ONL 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 | \$169**

INSTRUCTOR: CE Instructor

19840	Online	9/16 – 10/23
19842	Online	10/14 – 11/20
19844	Online	11/11 – 12/18

### NEW! ONL Project Management Professional (PMP) Prep I

Learn how to prepare for the Project Management Institute's prestigious Project Management Professional (PMP®) certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge Guide, 6th edition*—the essential resource for the certification exam. Explore the 10 Project Management Knowledge Areas, 5 Process Groups, and 47 Project Management Processes. Use proven learning strategies to help absorb key terminology, concepts, and formulas. Discover tips and techniques related to the questions you'll encounter on the exam.

**Note:** There is a required textbook for this course. Please purchase the latest version of *A Guide to the Project Management Body of Knowledge (PMBOK Guide)* prior to class start. Not available at the FCC bookstore.

**ONL198 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

20201	Online	9/16 – 10/23
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### NEW! ONL Project Management Professional (PMP) Prep II

In this course, the second part of the two-part certification preparation series, you will learn more about the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You will also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the guide, you will gain insight into Project Management Institute's code of professional responsibility and discover powerful techniques you can use to continue preparing for the exam after this course is over.

**Note:** There is a required textbook for this course. Please purchase the latest version of *A Guide to the Project Management Body of Knowledge (PMBOK Guide)* prior to class start. Not available at the FCC bookstore.

**ONL199 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

20202	Online	11/11 – 12/18
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● **SR 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. This three-month online national certification and training program, offered in partnership with Holistic Approaches Association, is ideal for professionals from all industries as well as anyone who wants to enhance their own life or begin a new career in wellness.

**Note:** Registration for the 9/15/20 classes closes on 9/13/20. Registration for the 9/16/20 class closes on 9/14/20.

**CPD328 | 36 hours | \$599**

INSTRUCTOR: **Sharon Young**

20088	Tu, 9 - 10 AM	9/15 - 12/1	Online
20089	Tu, 6 - 7 PM	9/15 - 12/1	Online
20090	W, 7 - 8 PM	9/16 - 12/9	Online

▲ **HYR 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 online as well as meeting face to face. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course.

**Note:** This is a hybrid class that will meet in person on Saturday, 9/26/20 and 10/3/20. The rest of the work will be completed online through Blackboard.

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

INSTRUCTOR: **Danielle Stoffer**

20137	Sa, 9 AM - 12 PM	9/19 - 10/3	Monroe Center/MC127
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**REAL ESTATE & HOME INSPECTION**

● **SR 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:** There are required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

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

INSTRUCTOR: **Larry Riggs**

20058	M,W 6 - 9 PM	9/16 - 12/2*	Online
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\*No class 11/23 & 11/25

▲ **HYR 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\*.

\*The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. Students must attend a minimum of 24 of the 27 real time sessions to meet this requirement. Watching of recorded sessions later is an absence. As such, participants are required to sign in/out and are expected to be on time for each class.

**Note:** This is a hybrid remote class that will meet in person on Thursday, 11/19/20 and Thursday, 12/17/20. The rest of the work will be completed online; a laptop or PC/MAC and active webcam are required for this course. There are required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

**CPD323 | 81 hours | \$1,009** (\$850 tuition + \$159 fees)  

INSTRUCTOR: **Welmoed Sisson**

20970	Tu,Th 6 - 9 PM	9/10 - 12/17*	Monroe Center/MC115
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\*No class 10/29 & 11/26

■ **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 37-39.

**CHILD CARE CAREERS**

■ **ONL Child Growth and Development**

This 45-hour certification course satisfies the child development portion of the MSDE requirement for child care teachers and directors. Gain a broad overview of major concepts, theories, and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in 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 levels 2-4.

**Note:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

**CHI300 | 45 hours | \$329** (\$119 tuition + \$210 fees)  

INSTRUCTOR: CE Instructor

20084 Online 9/11 – 10/23

■ **ONL 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 levels 2-4.

**Note:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

**CHI301 | 45 hours | \$329** (\$119 tuition + \$210 fees)  

INSTRUCTOR: CE Instructor

20085 Online 9/9 – 10/21

■ **ONL 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 six to 13. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour school age child care certification. Aligns with MD Staff Credential levels 2-4.

**Note:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

**CHI302 | 45 hours | \$329** (\$119 tuition + \$210 fees)  

INSTRUCTOR: CE Instructor

20086 Online 9/14 – 10/26

■ **ONL 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 nine-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 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 | \$329** (\$119 tuition + \$210 fees)  

INSTRUCTOR: CE Instructor

20087 Online 9/9 – 10/21

■ **ONL Basic Health and Safety Training**

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

**Note:** You may register and begin this class anytime between the first class date and 12/4/20 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

**CHI102 | 5 hours | \$89** (\$29 tuition + \$60 fees)  

INSTRUCTOR: CE Instructor

20082 Online 8/31 – 12/11

■ **ONL Including All Children and the ADA**

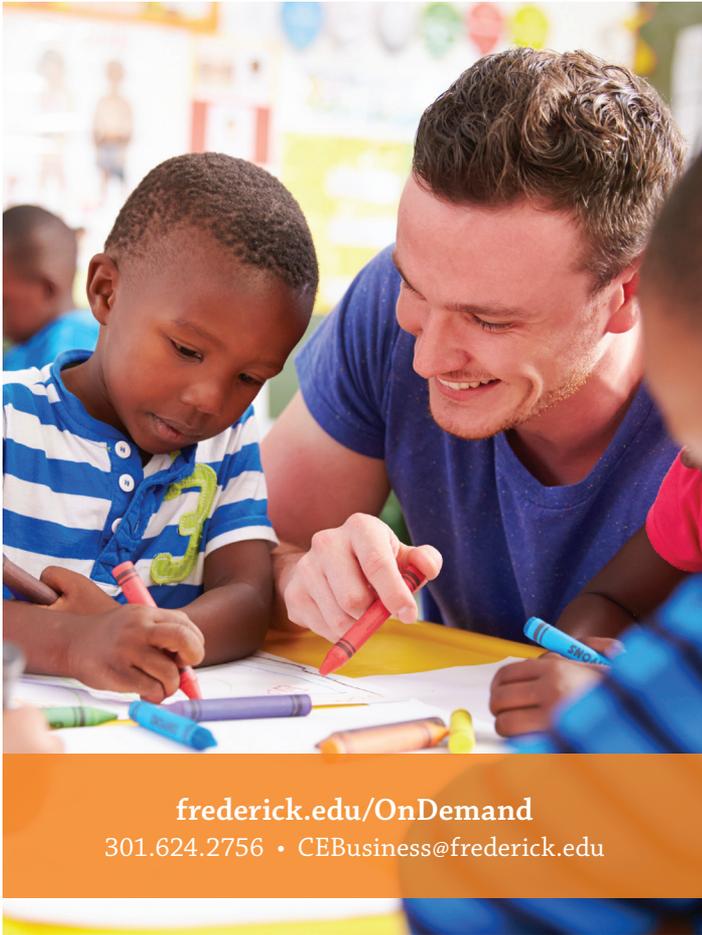
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies, and resources for implementing an early childhood or school age environment that is inclusive to all children and families.

**Note:** You may register and begin this class anytime between the first class date and 12/4/20 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

**CHI331 | 3 hours | \$55** (\$15 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

20083 Online 8/31 – 12/11



[frederick.edu/OnDemand](http://frederick.edu/OnDemand)  
301.624.2756 • [CEBusiness@frederick.edu](mailto:CEBusiness@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

#### Child Care Administration

CHI310 | 45 hours | \$329

#### Communication Skills for Childcare Professionals

CHI339 | 9 hours | \$154

#### Supporting Breastfeeding in Child Care

CHI313 | 3 hours | \$55

#### Sudden Infant Death Syndrome (SIDS)

CHI151 | 2 hours | \$50

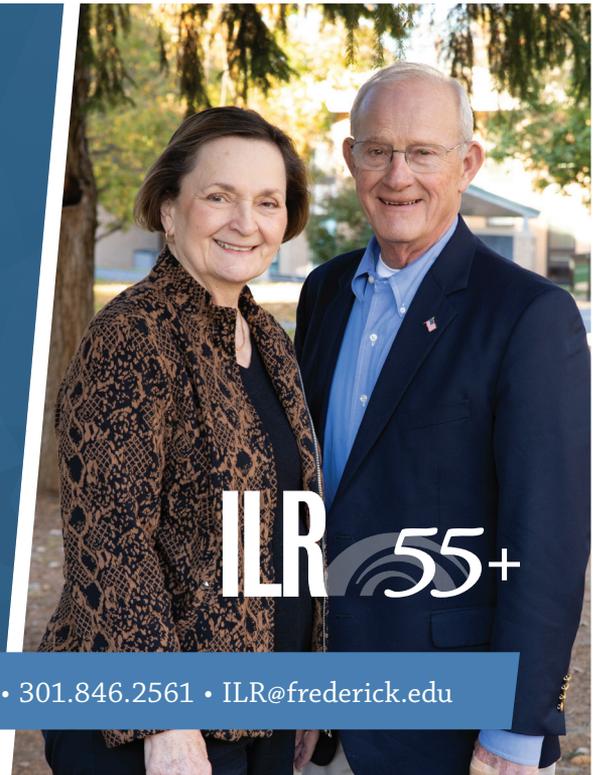
## The Institute for Learning in Retirement

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

### TOPICS INCLUDE:

Creative Arts & Music  
Computers, Internet & Technology  
Health & Wellness  
History, Cultures & Current Events  
Home & Hobbies

Life Planning & Finances  
Literature, Theater & Writing  
Philosophy, Religion & Exploration  
Science & Nature  
Learning on Location



Visit [ILRatFCC.com](http://ILRatFCC.com) to learn more and view course offerings • 301.846.2561 • [ILR@frederick.edu](mailto:ILR@frederick.edu)

# Computers & Technology

## DRONE TECHNOLOGY

### ● SR 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 affects 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:** CPD 606 (Flight School) and CPD 607 (Ground School) are co-requisites. Students are required to register for both classes at the same time. Please contact the CEWD Registration Office at CEInfo@frederick.edu or 301.624.2888 for registration information. This class is held in partnership with Carroll Community College.

**CPD607 | 12 hours | \$419** (\$76 tuition + \$343 fees)  

INSTRUCTOR: CE Instructor

20094 Tu,Th 6 - 8 PM 9/10 - 9/29 Online

### ● SR 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 drone's on board camera.

**Note:** CPD 606 (Flight School) and CPD 607 (Ground School) are co-requisites. Students are required to register for both classes at the same time. Please contact the CEWD Registration Office at CEInfo@frederick.edu or 301.624.2888 for registration information. This class is held in partnership with Carroll Community College.

**CPD606 | 12 hours | \$570** (\$250 tuition + \$320 fees)  

INSTRUCTOR: CE Instructor

20092 Sa,Su 9 AM - 4 PM 10/3 - 10/4 Online

 Online Courses (ONL) ●  Structured Remote Courses (SR) ▲  Hybrid Remote Courses (HYR)  
Learning formats have been listed with each course. See page 3 for more course option information.

 **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver.  
See pages 37-39.

### ● SR UAS (Drone) FAA Remote Pilot Certification Prep

Designed for those seeking Remote Pilot Certification, course content features the application process and focuses 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:** CPD 606 (Flight School) and CPD 607 (Ground School) are pre-requisites. Students are required to register for and successfully complete both classes at the same time prior to enrolling in CPD603 (FAA Remote Pilot Cert). Please contact the CEWD Registration Office at CEInfo@frederick.edu or 301.624.2888 for registration information. This class is held in partnership with Carroll Community College.

**CPD603 | 6 hours | \$349** (\$26 tuition + \$323 fees)  

INSTRUCTOR: CE Instructor

20078 Tu,Th 6 - 8 PM 10/6 - 10/13 Online

## ELECTRONICS & ROBOTICS

### ● SR 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

20050 Sa, 9:30 AM - 2 PM 10/17 Online

### ● SR 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.

**MKR119 | 6 hours | \$69** (\$50 tuition + \$19 fees)  

INSTRUCTOR: Glenn Mossy

20259 Sa, 9 AM - 4 PM 10/24 Online

### ● SR 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 micro controller 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 with the kit that they'll be taking home.

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

**MKR118 | 6 hours | \$69** (\$50 tuition + \$19 fees)  

INSTRUCTOR: Glenn Mossy

20305 Sa, 9 AM - 4 PM 11/7 Online

### ● SR The Inputs and Outputs of Physical Computing with Arduino II

Continue your exploration of the world of Arduino. 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)  

INSTRUCTOR: Glenn Mossy

20053 Sa, 9 AM - 4 PM 11/14 Online

### ● SR 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)  

INSTRUCTOR: Glenn Mossy

20049 Sa, 9:30 AM - 2 PM 12/5 Online

### ● SR 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)  

INSTRUCTOR: Glenn Mossy

20042 Sa, 9 AM - 4 PM 12/12 Online

## COMPUTER APPLICATIONS

### ▲ HYR Intro to AutoCAD I

Introduces the in-depth study of the fundamentals of AutoCAD. This is an intensive hands-on course covering the basic commands used to create 2-D production drawings. Students learn how to create and modify geometrical designs, plot from Paper Space, and use layers to organize and separate information. Also offered for credit as CADT101 (formerly CAD101).

**Note: Prerequisite:** ENGL70 or ENGL75 or ESOL72 or ESOL100 LA. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**DRF104 | 37.5 hours | \$525** (\$450 tuition + \$75 fees)  

INSTRUCTOR: CE Instructor

20193 Th, 5 PM - 8 PM 8/27 - 10/8 Braddock Hall/B114

**▲ HYR Intro to AutoCAD II**

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three dimensional drawings. Additionally, students will be introduced to other CAD systems such as Autodesk, Architecture, Revit, Civil 3D, and Microstation. Also offered for credit as CADT102 (formerly CAD102).

**Note:** *Prerequisite:* DRF104 or CADT101. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**DRF106 | 37.5 hours | \$525** (\$450 tuition + \$75 fees) 

INSTRUCTOR: **CE Instructor**

20199 M, 5 PM - 8 PM 10/19 – 12/7 Braddock Hall/B114

**■ ONL Keyboarding**

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you. In these lessons, you 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.

**Note:** Course provides download of Keyboarding Pro 5 to the student’s selected PC.

**ONL148 | 24 hours | \$139**

INSTRUCTOR: **CE Instructor**

19782 Online 7/15 – 8/21  
19783 Online 9/16 – 10/23

**● SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: **Michele Swing**

20029 Tu,Th 6 PM - 9 PM 9/8 - 9/17 Online

**MS OFFICE SUITE WORKSHOPS**

**● SR 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 almost every workplace setting. Courses also may be taken individually at the price listed for each class.

**Note:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: **Michele Swing**

20028 Tu,Th 6 PM - 9 PM 9/8 - 10/22 Online

**● SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: **Michele Swing**

20030 Tu,Th 6 PM - 9 PM 9/22 - 10/1 Online

**● SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: **Michele Swing**

20033 Tu,Th 6 PM - 9 PM 10/27 – 11/5 Online

● **SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

20031 Tu,Th 6 PM - 9 PM 10/6 - 10/15 Online

● **SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

20394 Tu,Th 6 PM - 9 PM 7/21 - 7/30 Online

20034 Tu,Th 6 PM - 9 PM 11/10 - 11/19 Online

● **SR 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:** There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

20032 Tu,Th 6 PM - 9 PM 10/20 - 10/22 Online

ON-DEMAND ONLINE  
**Technology Classes**



**Creating Web Pages II**  
ONL505 \$139

Complete your CompTIA certification prep training with the below on-demand courses. Introductory and intermediate courses can be found on page 14.

**Advanced CompTIA A+ Certification Prep**  
ONL352 \$169

**CompTIA Network+ Certification Prep**  
ONL358 \$169

**CompTIA Security+ Certification Prep 2**  
ONL361 \$169

[frederick.edu/OnDemand](http://frederick.edu/OnDemand)  
301.624.2756 • [CEBusiness@frederick.edu](mailto:CEBusiness@frederick.edu)

 Online Courses (ONL) 
  Structured Remote Courses (SR) 
  Hybrid Remote Courses (HYR)

Learning formats have been listed with each course. See page 3 for more course option information.

**ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver. 
  Eligible for disabled & retired tuition waiver.

See pages 37-39.

CYBERSECURITY

▲ **HYR CompTIA IT Fundamentals+**

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

**Note:** Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

**CMT101 | 36 hours | \$399** (\$210 tuition + \$189 fees)  

INSTRUCTOR: **Scott Reece**

20035 M,W 6 PM - 9 PM 9/14 – 10/26 Monroe Center/MC135

**NEW!** ● **SR CompTIA Cloud Essentials**

The CompTIA Cloud Essentials certification course focuses on the real-world issues and practical solutions of cloud computing in business and IT. Cloud Essentials is an internationally recognized, vendor-neutral certification and the preferred cloud certification for business professionals and non-IT staff. It is also a great place to begin your path to a career in cloud computing. While it isn't a technical-heavy certification, its coverage of cloud computing principles is anything but superficial. This course will ensure that you understand the fundamental approach to cloud computing and the work it takes to move and govern in the cloud. You will learn cloud and business principles, as well as a wide range of technologies related to cloud services as you prepare for the CompTIA CLO-002 exam.

**Note:** *Prerequisite:* CompTIA IT Fundamentals+ or Program Manager approval. CNS102 and CNS103 are co-requisites. You must register for both classes at the same time – please email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or call 301.624.2888 to register. There is a required textbook and voucher bundle for this course; please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details and purchase prior to class start.

**CNS102 | 39 hours | \$579** (\$529 tuition + \$50 fees)   

INSTRUCTOR: **Alexander Akpodiete**

20077 M,W 6 PM - 9 PM 10/26 – 12/14\* Online  
\*No class 11/23 & 11/25

**NEW!** ● **SR AWS Cloud Foundations**

Amazon Web Services (AWS) provides secure cloud solutions to millions of clients to help businesses grow. Skills related to cloud computing and knowledge of AWS are in high demand as companies leverage the cloud for a variety of applications. AWS Cloud Foundations is intended for those who seek an overall understanding of cloud computing concepts independent of technical roles. Learn about cloud computing concepts, AWS core services, security, architecture, pricing, and support. This is the foundational certification for the AWS Associate certifications. Certification exam voucher for AWS Certified Cloud Practitioner is included in course price.

**Note:** *Prerequisite:* CNS102 Cloud Essentials. You must register for both classes at the same time (CNS102 and CNS103) – please call 301.624.2888 or email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) to register.

**CNS103 | 39 hours | \$749** (\$649 tuition + \$100 fees)   

INSTRUCTOR: **Alexander Akpodiete**

20230 M,W 6 PM - 9 PM 1/11/21–2/24/21\* Online  
\*No class 1/18/21

■ **ONL 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 exam preparation.

**ONL350 | 24 hours | \$169**

INSTRUCTOR: **CE Instructor**

19803 Online 7/15 – 8/21  
19805 Online 9/16 – 10/23  
19806 Online 10/14 – 11/20

■ **ONL Intermediate CompTIA A+ Certification Prep**

This course picks up where the Basics course ends and plunges you headfirst into Windows, macOS, and Linux. You learn how to install, organize, maintain, and troubleshoot Windows Vista, 7, and 10, plus explore similar features in macOS and Linux. You'll gain a deeper understanding of how to use virtualization and virtual machines in modern networks. Plus you'll learn about printers and multi-function devices, 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.

**Note:** The third class Advanced CompTIA A+ Certification Prep is available on demand. See page 13 for details.

**ONL351 | 24 hours | \$169**

INSTRUCTOR: **CE Instructor**

19808 Online 9/16 – 10/23  
19810 Online 11/11 – 12/18

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)  
Learning formats have been listed with each course. See page 3 for more course option information.

■ **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 37-39.

### ■ ONL CompTIA® Security+ Certification Prep 1

This course is the first in a two-part series and 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.

**Note:** Second course in series CompTIA Security+ Certification Prep 2 is available on demand. See page 13 for details.

**ONL360 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

19812	Online	7/15 – 8/21
19815	Online	9/16 – 10/23
19817	Online	11/11 – 12/18

## WEB DEVELOPMENT

### ■ ONL 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 | \$139**

INSTRUCTOR: CE Instructor

19777	Online	7/15 – 8/21
19778	Online	9/16 – 10/23
19779	Online	10/14 – 11/20

## CODING AND PROGRAMMING

### ■ ONL 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 | \$169**

INSTRUCTOR: CE Instructor

19780	Online	7/15 – 8/21
19781	Online	9/16 – 10/23

### ■ ONL 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 own schedule and on your very own computer.

**ONL183 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

19784	Online	7/15 – 8/21
19785	Online	9/16 – 10/23

### ■ ONL Introduction to CSS3 and HTML5

Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. If you want to survive and excel in the fast-paced world of web publishing, you're going to need to keep up with ever-evolving standards. The new standard for web developers is to use CSS3 and HTML5. CSS3 and HTML5 not only make it easier for you to build and manage large websites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5. This course will provide you with the foundation you'll need to master two critical and fast-growing new web languages.

**ONL195 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

19786	Online	7/15 – 8/21/20
19787	Online	9/16 – 10/23/20

### ■ ONL Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises.

**ONL184 | 24 hours | \$169**

INSTRUCTOR: CE Instructor

20024	Online	7/15 – 8/21
20025	Online	9/16 – 10/23



FALL 2020 | **STRUCTURED REMOTE COURSES**

Unique non-credit courses developed for adults with intellectual disabilities to support their ability to function more independently at home, at work, and in the community.



● **SR SPA143 Yoga Breathe & Flow**

Thursdays • Sept 17 - Oct 22 or Oct 29 - Dec 10 • 5 - 6:30 PM • \$109

Learn to reduce stress while calming the body and mind in this gentle Hatha-inspired yoga class. This class will help you learn to regulate stress in everyday life. Students should wear comfortable clothing and have a bottle of water nearby. They should also have a yoga, exercise, or hiking mat.

**Instructor:** Teresa Holler • **Location:** Online • **Note:** No class 11/26



● **SR SPA147 Dinner and Dessert**

Wednesdays • Oct 7 - Nov 11 • 5 - 6:30 PM • \$99

Join this class and dine online each week when you create an entree and a dessert. Materials needed for class include the use of an oven, stove-top, microwave, cooking utensils, baking sheets, and measuring spoons/cups. An estimated average cost of \$16 per week for food expenses will leave you with extra ingredients to make additional servings using the recipes provided. All supplies will be the responsibility of the student. Please notify thrive@frederick.edu with any food allergies.

**Instructor:** Christy Lynch • **Location:** Online



● **SR SPA148 Introduction to American Sign Language**

Tuesdays • Oct 20 - Dec 8 • 3 - 4:30 PM • \$129

Explore a fascinating language that requires your whole body. Through use of online instruction, movement, mime, and improvisation, you will learn the alphabet, how to count to 100 with one hand, and how to introduce yourself in American Sign Language (ASL). Materials needed for this class include a three-ring binder or a folder. All supplies will be the responsibility of the student, except for vocabulary packets, which will be distributed by mail or by organized student pick-up (TBD).

**Instructor:** Martha Pugh • **Location:** Online



● **SR SPA149 Fun with Friends – Six Feet Apart(y)!**

Thursdays • Oct 22 - Dec 17 • 11 AM - 12 PM • \$89

Social skills take on a whole new meaning when it comes to social distancing. Examine how things have recently changed in the social world and share tips with each other as you discuss the best way to deal with changes. All supplies will be the responsibility of the student. A suggested supply list will be provided one week before the start of class with an anticipated cost of no more than \$30, or \$0, depending upon what you can find around the house.

**Instructor:** Carla Malik • **Location:** Online • **Note:** No class 11/26



● **SR SPA 150 Karaoke**

Wednesday • Sept 30 - Nov 18 • 5 - 6 PM • \$89

It's your time to shine because you are the performer and everyone else is your audience. Exercise those vocal cords in this amusing class that brings the audience into your home when you entertain them with your musical and tuneful talents.

**Instructor:** Meg Dewing • **Location:** Online



● **SR SPA151 Sing-a-Long with Friends**

Mondays • Oct 26 - Dec 14 • 5 - 6 PM • \$89

This class is less about performance and more about the pleasure that comes from singing together. Learn about songs from different styles of music and suggest your favorites. You may be physically far away from your friends, but socially you'll be hanging out and having a great time.

**Instructor:** Meg Dewing • **Location:** Online



● **SR SPA152 Sketch & Draw**

Tuesdays • Oct 6 - Nov 24 • 12 - 1 PM • \$89

Explore pencil sketching, charcoal, and pastels in this class for artists of all levels. Practice basic drawing skills, and tap into the creative half of your brain. Supplies needed for this class include a large sketch pad or drawing paper (18" x 24"), pencils and sharpener, drawing charcoal, and pastel crayons. All supplies will be the responsibility of the student.

**Instructor:** Rick Nalley • **Location:** Online



● **SR SPA153 Reading for Fun and Knowledge**

Tuesdays • Sept 22 - Oct 27 • 10:30 - 11:30 AM • \$69

Read amusing short stories as you build vocabulary, improve comprehension and reading speed, and learn to identify the main idea of a story. Students should be able to read and comprehend at a third-grade level.

**Instructor:** Rick Nalley • **Location:** Online



● **SR SPA154 Beginning Spanish: Language and Culture**

Tuesdays • Oct 27 - Dec 15 • 5 - 6:30 PM • \$129

Learn Hispanic culture and basic vocabulary through interactive and conversation-based activities. By the end of the class, students will be able to engage in basic communication with their newly acquired vocabulary as well as develop an appreciation for the Hispanic culture. All supplies will be the responsibility of the student.

**Instructor:** Rosa Raez • **Location:** Online

Learn more and register at [frederick.edu/Thrive](https://frederick.edu/Thrive) • 301.846.2661 • [thrive@frederick.edu](mailto:thrive@frederick.edu)

# Healthcare Careers

## 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)



INSTRUCTOR: CE Instructor

20174	Th, 9 AM - 3:30 PM	7/24	Monroe Center/MC124
20179	W, 9 AM - 3:30 PM	7/31	Monroe Center/MC124
20173	Tu, 9 AM - 3:30 PM	8/4	Monroe Center/MC126
20165	Sa, 9 AM - 3:30 PM	8/8	Monroe Center/MC126
20160	F, 9 AM - 3:30 PM	8/14	Monroe Center/MC126
20175	Th, 9 AM - 3:30 PM	8/20	Monroe Center/MC124
20180	W, 9 AM - 3:30 PM	8/26	Monroe Center/MC124
20170	Tu, 9 AM - 3:30 PM	9/1	Monroe Center/MC126
20166	Sa, 9 AM - 3:30 PM	9/12	Monroe Center/MC126
20181	W, 9 AM - 3:30 PM	9/16	Monroe Center/MC124
20161	F, 9 AM - 3:30 PM	9/25	Monroe Center/MC127
20176	Th, 9 AM - 3:30 PM	10/1	Monroe Center/MC124
20182	W, 9 AM - 3:30 PM	10/7	Monroe Center/MC124
20171	Tu, 9 AM - 3:30 PM	10/13	Monroe Center/MC126
20167	Sa, 9 AM - 3:30 PM	10/17	Monroe Center/MC126
20162	F, 9 AM - 3:30 PM	10/23	Monroe Center/MC127
20177	Th, 9 AM - 3:30 PM	10/29	Monroe Center/MC124
20183	W, 9 AM - 3:30 PM	11/4	Monroe Center/MC124
20172	Tu, 9 AM - 3:30 PM	11/10	Monroe Center/MC126
20168	Sa, 9 AM - 3:30 PM	11/14	Monroe Center/MC126
20163	F, 9 AM - 3:30 PM	11/20	Monroe Center/MC127
20178	Th, 9 AM - 3:30 PM	12/3	Monroe Center/MC124
20184	W, 9 AM - 3:30 PM	12/9	Monroe Center/MC124
20169	Sa, 9 AM - 3:30 PM	12/12	Monroe Center/MC126

### 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)



INSTRUCTOR: CE Instructor

20156	Sa, 9 AM - 2:30 PM	8/29	Monroe Center/MC126
20157	F, 9 AM - 2:30 PM	10/9	Monroe Center/MC127
20158	Sa, 9 AM - 2:30 PM	12/5	Monroe Center/MC127

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

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

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



INSTRUCTOR: CE Instructor

20264	Sa, 8:30 AM - 4 PM	9/12	Monroe Center/MC127
20265	Tu,W 6 PM - 9:30 PM	10/20, 10/21	Monroe Center/ MC126, MC103
20266	Sa, 8:30 AM - 4 PM	11/7	Monroe Center/MC126
20267	W, 8:30 AM - 4 PM	11/18	Monroe Center/MC127
20270	Tu, 8:30 AM - 4 PM	12/15	Monroe Center/MC126

**Note:** CPR classes will be delivered in a face-to-face format and will not include online instruction.

**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 purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to AHA.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver.  
See pages 37-39.

## 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.

Please email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or call 301.624.2888 for registration information. For more information on this program, contact 240.629.7907. Payment plan available. Call 301.624.2888 for details.

### Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP (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 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](http://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.

### CAH190 Certified Nursing Assistant—Clinical

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 EVENING OPTION

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

20123 Tu,Th 5:30 - 9:30 PM 8/25 – 9/22 MC127

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

20126 Tu,Th 5:30 - 9:30 PM 9/24 – 11/19 MC127

\*No class 11/3

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

20128 Tu,Th 5:30 - 9:30 PM 12/1 – 2/4\* MC127

\*No class 12/22, 12/24, 12/29, 12/31

**Note:** Students must reserve time each week on the scheduled days and times for the above Hybrid Remote classes. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

CAH190 | 45 hours | \$648 (\$300 tuition + \$348 fees)   

20140 M-F, 4 - 9 PM 2/8 – 2/23 OFF CAMPUS

**Total Program Hours:** 201

**Total Program Cost with CPR:** \$2,800

**Note:** Due to COVID-19 CNA clinical may be offered in a simulated format at Monroe Center.

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 3 for more course option information.

■ **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 37-39.

**CNA/GNA DAYTIME OPTION**

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

20125 M,Tu,Th 9:30 AM - 2:30 PM 10/19 - 11/5\* MC127

\*No class 11/3

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

20127 M,Tu,Th 9:30 AM - 2:30 PM 11/9 - 12/8\* MC127

\*No class 11/26

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

20129 M,Tu,Th 9:30 AM - 2:30 PM 12/10 - 1/21\* MC127

\*No class 12/21, 12/22, 12/24, 12/28, 12/29, 12/31, 1/18

**Note:** Students must reserve time each week on the scheduled days and times for the above Hybrid Remote classes. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

▲ **CAH190 | 45 hours | \$648** (\$300 tuition + \$348 fees) 

20141 M-F, 9:30 AM - 2:30 PM 1/25 - 2/9 OFF CAMPUS

**Total Program Hours:** 201

**Total Program Cost with CPR:** \$2,800

**Note:** Due to COVID-19 CNA clinical may be offered in a simulated format at Monroe Center.

Advance your CNA Skills with CAH487 Patient Care Technician/Advanced Patient Care, see page 22.

# Allied Health Academy



“The Allied Health Academy helped me get a great job. Shortly after completing my training in sterile processing I was offered a full time position with the University of Maryland Medical Center as a sterile processing tech. I would recommend AHA to anyone. The staff helps accommodate your needs and with any hardships that might come during the process.”

—Kyndel Brown, FCC 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 Leiby-Cavalier Endowed Scholarship Fund.*



### 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. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

## Office of Adult Services

301.846.2483 • adultservices@frederick.edu

## DENTAL ASSISTING & DENTAL RADIOGRAPHY

### ▲ HYR Foundations for Healthcare Careers

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

**Note:** Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

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



INSTRUCTOR: CE Instructor

20122 M,W 5:30 - 9:30 PM 8/24 – 9/23\* Monroe Center/MC126  
\*No class 9/7

### ▲ HYR 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.

**Note:** Placement into ENG75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Successful completion of CAH145. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**CAH520 | 76 hours | \$1,210** (\$760 tuition + \$450 fees)



INSTRUCTOR: Robrita Swann

20142 M,W 6 - 9:30 PM 9/28 – 12/14\* Monroe Center/MC124  
\*No class 11/25

### ▲ HYR 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 complete your clinical requirements at the Maryland State Dental Association in Columbia, MD.**

**Note:** Clinical may be offered in a simulated lab due to COVID-19.

**Note:** This course requires knowledge of basic dental assisting. You must be enrolled in a dental assisting course, or have proof of successful completion of a basic dental assisting course or be working as a dental assistant to enroll. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

\* Students enrolled in CAH520 section 20142 who are new to dental assisting should enroll in CAH521 section 20143.

**CAH521 | 42 hours | \$1,012** (\$497 tuition + \$515 fees)



INSTRUCTOR: Robrita Swann

20919 Th, 6:30 - 9:30 PM 10/15 – 12/5\* Monroe Center/MC124  
*Online* \*Clinical 11/21, 9 AM - 4 PM  
Sa, 9 AM - 12 PM \*No class 11/26, 11/28  
*In person*

20143 M,W 6:30 - 9:30 PM 1/11/21 – 3/1/21\* Monroe Center/MC124  
\*No class 1/18/21

### ▲ HYR 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 complete your clinical requirements at your place of employment.**

**Note: Prerequisite:** You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Students registered for CAH520 who are new to dental assisting should register for section 20144..

**CAH522 | 39 hours | \$862** (\$497 tuition + \$365 fees)



INSTRUCTOR: Robrita Swann

20920 Th, 6:30 - 9:30 PM 10/15 – 12/5\* Monroe Center/MC124  
*Online* \*No class 11/21, 11/26, 11/28  
Sa, 9 AM - 12 PM  
*In person*

20144 M,W 6:30 - 9:30 PM 1/11/21 – 2/24/21\* Monroe Center/MC124  
\*No class 1/18/21

**Expanded Functions – General Chairside**

Advance your dental assistant training with this Maryland State Board of Dental Examiners-approved course. You must have experience in a dental office and working knowledge of oral anatomy, dental terminology, and infection control. Oral Radiology certification is preferred, but not mandatory. Successful completion prepares you for the Maryland General Dental Assisting Expanded Functions (MDG) exam administered by DANB. Students spend classroom hours engaging in both theory and hands-on lab and clinical practices.

**CAH438** | **40 hours** | **\$899** (\$599 tuition + \$300 fees)



INSTRUCTOR: **Janelle Merritt**

20135 F, 9 AM - 1 PM 9/11 – 11/20 Monroe Center/MC124

**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. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)

Learning formats have been listed with each course. See page 3 for more course option information.

■ **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See pages 37-39.

# Test Preparation

## PROGRAMS

Plan ahead and be ready for your exam with test preparation courses at FCC. We are here to help you become more comfortable with the testing experience. By building a solid foundation of knowledge, you will soon discover you have the confidence you need to achieve your goals.

**College Preparation**

301.846.2427

YouthPrograms@frederick.edu

- ACT Prep
- GRE Prep I & II
- SAT Prep – Math & Verbal

**Educator Exam Prep**

240.629.7962

AdultEd@frederick.edu

- ParaPro Assessment
- Praxis Core, Math, & Preparation Tutoring

**Industrial Professional**

240.629.7902

CATI@frederick.edu

- Electricity: Journeyman/Master
- MD Stationary Engineer I & II

**TOEFL**

240.629.7962

AdultEd@frederick.edu

- Test of English as a Foreign Language
- Listening, Reading, Speaking, Writing

Learn more and register at  
[frederick.edu/TestPrep](https://frederick.edu/TestPrep)

**MEDICAL BILLING AND CODING CERTIFICATION**

**ONL 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 | \$139**

INSTRUCTOR: CE Instructor

20108	Online	7/15 – 8/21
20109	Online	8/12 – 9/18
20110	Online	9/16 – 10/23
20111	Online	10/14 – 11/20
20112	Online	11/11 – 12/18
20113	Online	12/9 – 1/15

**ONL 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 | \$139**

INSTRUCTOR: CE Instructor

20114	Online	7/15 – 8/21
20115	Online	8/12 – 9/18
20116	Online	9/16 – 10/23
20117	Online	10/14 – 11/20
20118	Online	11/11 – 12/18
20119	Online	12/9 – 1/15

**HYR 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 two weeks following the last class.

**Note:** This is a hybrid class. Class will meet on Wednesdays from 6 – 9:30 PM weekly. Students will complete assignments in the online learning center outside of scheduled class time. *Prerequisite:* Medical Terminology (ONL401) and Introduction to Basic Anatomy and Physiology (ONL526).

**CAH250 | 100 hours | \$1,718** (\$898 tuition + \$820 fees)   

INSTRUCTOR: Corella Lumpkins

20148	W, 6 PM - 9:30 PM	11/18 – 3/24*	Monroe Center/MC135
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*\*No class 11/25, 12/23, 12/30*

**HYR Medical Billing AAPC Certified Professional Biller**

Prepare for the AAPC Certified Professional Biller (CPB) certification exam. Students will learn how medical billers maintain all aspects of the revenue cycle, the nuances of payer requirements, and how to maximize healthcare provider reimbursement through sound billing practices. Fees include first year’s membership in AAPC and Certified Professional Biller (CPB) certification exam. The certification exam will be scheduled approximately three weeks following the last class. This course is offered in a hybrid format where students meet with the instructor 3.5 hours per week and complete additional hours online.

**Note:** This is a hybrid class. Class will meet on Saturdays from 9 AM - 12:30 PM weekly. Students will complete assignments in the online learning center outside of scheduled class time. *Prerequisite:* Medical Terminology (ONL401).

**CAH251 | 100 hours | \$1,718** (\$898 tuition + \$820 fees)   

INSTRUCTOR: Corella Lumpkins

20149	Sa, 9 AM - 12:30 PM	9/26 – 2/6*	Monroe Center/MC114
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*\*No class 11/28, 12/19, 12/26, 1/2*

**PATIENT CARE TECH**

**HYR Patient Care Technician/Advanced Patient Care**

Designed for certified nursing assistants (CNAs) and CNA students 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.

**Note:** This is a hybrid format class. Students will complete assignments in the online learning environment and meet once a week for skills lab.

**CAH487 | 80 hours | \$1,183** (\$692 tuition + \$491 fees)   

INSTRUCTOR: Heather Hanson

20132	W, 6 PM - 9 PM	8/26 – 12/16	Monroe Center/MC127
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 Online Courses (ONL)  Structured Remote Courses (SR)  Hybrid Remote Courses (HYR)  
Learning formats have been listed with each course. See page 3 for more course option information.

 **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver.  
See pages 37-39.

## 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.

**Please email CEInfo@frederick.edu or call 301.624.2888 for registration information. For more information on this program contact FCC at 240.629.7907. Payment plan available. Call 301.624.2888 for details.**

### Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP (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 included in course fees
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH156

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

### CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

In Part I, Theoretical Applications, students learn basic phlebotomy technical background 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.

### CAH157 Phlebotomy Technician Preparation II: Practical Applications

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

### CAH158 Phlebotomy Technician Clinical

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

## PHLEBOTOMY TECHNICIAN

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

20123 Tu,Th 5:30 - 9:30 PM 8/25 - 9/22 MC127

▲ **HYR CAH156** | 33 hours | \$487 (\$357 tuition + \$130 fees) 

20145 Tu,Th 6 - 9 PM 9/24 - 11/5\* MC124

\*No class 11/3

**Note:** Students must reserve time each week on the scheduled days and times for the above Hybrid Remote classes. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**CAH157** | 48 hours | \$848 (\$578 tuition + \$270 fees) 

20146 Tu,Th 6 - 9 PM 11/10 - 1/21\* MC124

\*No class 11/24, 11/26, 12/22, 12/24, 12/29, 12/31

**CAH158** | 100 hours | \$462 (\$50 tuition + \$412 fees) 

20147 M-F, 9 AM - 5PM 2/2 - 5/27\* OFF CAMPUS

\*No class 3/31, 4/1, 4/2

**Total Program Hours:** 217

**Total Program Cost with CPR:** \$2,405

## STERILE PROCESSING

### ▲ HYR Foundations for Healthcare Careers

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

**Note:** Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

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



INSTRUCTOR: CE Instructor

20122 M,W 5:30 PM - 9:30 PM 8/24 – 9/23\* Monroe Center/MC126  
\*No class 9/7

### ▲ HYR Sterile Processing Technician Training: Fundamentals

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

**Note:** Placement into ENG75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Successful completion of CAH145. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

CAH333 | 60 hours | \$851 (\$399 tuition + \$452 fees)



INSTRUCTOR: CE Instructor

20150 M,W 6 PM - 9 PM 9/28 – 12/9\* Monroe Center/MC126  
\*No class 11/23, 11/25

## VETERINARY ASSISTANT

Please email CEInfo@frederick.edu or call 301.624.2888 for registration information. For more information on this program contact 240.629.7907. Payment plan available. Call 301.624.2888 for details.

### Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Math placement >64 (Classic) Floor score 64 (Classic), Floor score of QAS 237 (students will need to take placement tests at Testing Center)
- Provide proof of being 18 years of age or older at time of registration
- CAH145-Foundations for Healthcare Careers

### CAH145 Foundations for Healthcare Careers

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

### VET130 Veterinary Assistant 1

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

**Note: Prerequisites:** Placement into ENGL75 or ESOL72 or ESOL100 and a score of >64 on the elementary algebra math assessment; CAH145 (Foundations for Healthcare Careers).

**VET131 Veterinary Assistant 2**

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

**VETERINARY ASSISTANT**

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

20124 W,F 9 AM - 1 PM 8/26 - 9/23 Monroe Center/MC126

**Note:** Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**VET130 | 60 hours | \$777** (\$365 tuition + \$412 fees)   

20138 W,F 9 AM - 12 PM 9/25 - 12/11\* Monroe Center/MC126

\*No class 11/27

**VET131 | 60 hours | \$777** (\$365 tuition + \$412 fees)   

20139 W,F 9 AM - 12 PM 1/6 - 3/12/21 Monroe Center/MC126

**Total Program Hours:** 156

**Total Program Cost:** \$2,077

**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. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)

Learning formats have been listed with each course. See page 3 for more course option information.

■ **ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 37-39.

**PROFESSIONAL DEVELOPMENT****▲ HYR 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 online as well as meeting face to face. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course.

**Note:** This is a hybrid class that will meet in person on Saturday, 9/26/20 and 10/3/20. The rest of the work will be completed online through Blackboard.

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

INSTRUCTOR: **Danielle Stoffer**

20137 Sa, 9 AM - 12 PM 9/19 - 10/3 Monroe Center/MC127

**● SR 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. This three-month online national certification and training program, offered in partnership with Holistic Approaches Association, is ideal for professionals from all industries as well as anyone who wants to enhance their own life or begin a new career in wellness.

**Note:** Registration for the 9/15/20 classes closes on 9/13/20. Registration for the 9/16/20 class closes on 9/14/20. No drops or enrollments are permitted after this date.

**CPD328 | 36 hours | \$599**

INSTRUCTOR: **Sharon Young**

20088	Tu, 9 - 10 AM	9/15 - 12/1	Online
20089	Tu, 6 - 7 PM	9/15 - 12/1	Online
20090	W, 7 - 8 PM	9/16 - 12/9	Online

# Hospitality, Culinary & Tourism Institute

## CULINARY SKILLS

### ■ ONL 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 Hazard Analysis Critical Control Points (HACCP) planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager. Students will develop a HACCP plan. This course is co-listed with HCTI101 as listed in the credit schedule.

**Note:** *Prerequisite:* ENGL 70 or *Prerequisites or Co-requisites:* ENGL 75 or (ESOL 72 or ESOL 100 and ESOL 73).

**HCT113 | 15 hours | \$134** (\$110 tuition + \$24 fees)



INSTRUCTOR: Charles Colison

20198 Online 8/24 – 9/28

### ▲ HYR Baking I

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

**Note:** *Prerequisite:* (Appropriate score on mathematics placement test); *Prerequisites or Co-requisite:* HCTI 101 or HOS 121 or current ServSafe Food Manager Certification.

The course is conducted primarily on campus during the scheduled class times and there will be online requirements. All on campus requirements follow current FCC social distancing protocols. The class may also have online real-time/synchronous sessions that meet at the scheduled class times. Any virtual class sessions held during these times will be recorded for those unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the course syllabus. This class is co-listed with HCTI104, class number 2396, as shown in the credit schedule.

**HCT115 | 60 hours | \$568** (\$447 tuition + \$121 fees)

INSTRUCTOR: CE Instructor

20801 TH, 9 AM – 2 PM 8/27 – 12/10\* Monroe Center/MC118  
(\*no class 11/26)

### ■ ONL Baking I

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

**Note:** *Prerequisite:* (Appropriate score on mathematics placement test); *Prerequisites or Co-requisite:* HCTI 101 or HOS 121 or current ServSafe Food Manager Certification.

This course is entirely online and does not meet at specific times. Food product will be provided weekly for pickup at the Monroe Center. Uniform and knife kit (available from the FCC bookstore) are optional. Upon enrolling, list of basic tools/cooking equipment needed will be provided to each student. Please contact HCTI@frederick.edu with questions. This course is co-listed with HCTI 104 as shown in the credit schedule.

**HCT115 | 60 hours | \$568** (\$447 tuition + \$121 fees)

INSTRUCTOR: CE Instructor

20804 Online 9/8 - 12/12 (no class 11/26, 11/27, 11/28)

### ▲ HYR Culinary I

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

**Note:** *Prerequisite:* (Appropriate score on mathematics placement test); *Prerequisites or Co-requisite:* HCTI 101 or HOS 121 or current ServSafe Food Manager Certification.

The course is primarily conducted on campus during the scheduled class time and there will also be online requirements. All on campus requirements follow current FCC social distancing protocols. The class may also have online real-time/synchronous sessions that meet at the scheduled class times. Any virtual class sessions held during these times will be recorded for those unable to attend. The student will be unable to enroll in multiple courses with overlapping meeting times. Students should be prepared to meet the deadlines as listed in the course syllabus. This class is co-listed with HCTI102 as listed in the credit schedule.

**HCT116 | 60 hours | \$568** (\$447 tuition + \$121 fees)

INSTRUCTOR: Mary Evans

20802 M, 9 AM – 2 PM 8/24 - 12/7\* Monroe Center/MC118  
(\*no class 9/7)

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 3 for more course option information.

■ ONL Note: Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See pages 37-39.

**ONL Culinary I**

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

**Note:** *Prerequisite:* (Appropriate score on mathematics placement test); *Prerequisites or Co-requisite:* HCTI 101 or HOS 121 or current ServSafe Food Manager Certification.

This course is entirely online and does not meet at specific times. Food product will be provided weekly for pickup at the Monroe Center. Uniform and knife kit (available from bookstore) are optional. Upon enrolling, list of basic tools/cooking equipment needed will be provided to each student. Please contact HCTI@frederick.edu with questions. This course is co-listed with HCTI 102 as showing in the credit schedule.

**HCT116 | 60 hours | \$568** (\$447 tuition + \$121 fees)

INSTRUCTOR: **CE Instructor**

20803 Online 9/8 - 12/12

**HOSPITALITY/TOURISM MANAGEMENT**

**ONL 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.

**Note:** *Prerequisites:* (MA 80 or appropriate score on mathematics placement test) AND {(Prerequisite: ENGL 70) OR (Prerequisite or Co-requisite: ENGL 75 or [ESOL 72 and ESOL 73])}. Students earn an industry recognized Certification as Certified Guest Service Professional (CGSP) as part of this course.

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



INSTRUCTOR: **Peter Lee**

20200 Online 8/25 - 10/13

**SR Event Management**

Provides both practical knowledge and a comprehensive understanding of the catering and event management industry. Equips students with the knowledge to advance in the field if they are currently working in the field or will prepare them to enter the profession with an understanding of the industry. Provides the foundation for which students can build their careers in catering and special events or start their own business, and will examine the complex role of catering in the event management process. Topics include planning and development for special events such as weddings and anniversaries, menu planning, service planning, room selection, setup and operation, and coordination and management of the event from the inception phase to the post-evaluation of the event. This class is co-listed with HCTI155 as listed in the credit schedule.

**HCT114 | 37.5 hours | \$432** (\$360 tuition + \$72 fees)



INSTRUCTOR: **Raymond Maldo**

20206 W, 6 PM - 8:40 PM 8/26 - 10/14 Online



Lifelong  
LEARNING

**Events and experiences** for inquisitive minds.  
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For 2020, we have assembled the most in-demand classes, events, and experiences, based on the feedback of our community.

From whiskey tastings to watercolor, our lineup of Lifelong Learning courses is an opportunity for you to discover something new, revisit a favorite hobby, or share a memorable experience with friends and family. All courses are delivered by expert instructors who provide hands-on learning, doing, and growing opportunities.

2020 CLASSES

# 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 – \$319

Sat. & Sun. 7:30 AM - 5 PM

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

8/1-8/2 • 8/8-8/9 • 8/15-8/16 • 8/29-8/30  
9/12-9/13 • 9/19-9/20 • 10/10-10/11

### Motorcycle Safety: Basic Rider Course 2-License Waiver (BRC2-LW) – \$289

Saturday, 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.

8/22 • 9/26 • 10/17

**Note:** Motorcycle classes will not include online instruction. They will be delivered in a face-to-face format.

Due to COVID-19, students are no longer able to borrow helmets and gloves. Students must provide all required riding gear including DOT compliant helmet, full fingered gloves, and eye protection.

[frederick.edu/Motorcycle](http://frederick.edu/Motorcycle)

301.624.2727 • [motorcycle@frederick.edu](mailto:motorcycle@frederick.edu)

## Trades & Vocational Training

### AUTOMOTIVE

#### ▲ HYR 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 who successfully complete this course will be able to participate in the associated externship.

**Note: Prerequisite:** ENGL70 or ESOL 70 or ESOL100. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**TRD258 | 75 hours | \$1,300** (\$1,200 tuition + \$100 fees)



INSTRUCTOR: Joshua Logan

20074 M,W 6 PM - 9 PM 9/16 – 12/14\* Monroe Center/MC144

\*No class 11/23, 11/25

#### 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.

**Note: Prerequisite:** TRD258. Externships are conducted on-site at company locations.

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



INSTRUCTOR: CE Instructor

20075 M-F 9 AM - 4 PM 11/2 – 1/29\* OFF CAMPUS

\*No class 11/26, 11/27,

12/21 - 12/25, 12/28 - 1/1, 1/18



#### 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. For more information about the payment plan, contact CEWD Registration at [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or 301.624.2888.

## ELECTRICAL

### ▲ HYR Fundamentals of Structural Wiring

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT140.

**Note: Prerequisite or Co-Requisite:** ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**ELC167 | 90 hours | \$688** (\$512 tuition + \$176 fees)   

INSTRUCTOR: CE Instructor

20191 Tu,Th 6 PM - 9 PM 8/25 - 10/13 Monroe Center/MC129

### ▲ HYR Residential Electric

This course will advance student knowledge in the National Electric Code (NEC) and its application. Topics covered will include NEC calculations as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT241.

**Note: Prerequisite or Co-Requisite:** BLDT241 or BLDT141 or ELC167. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**ELC168 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20197 Tu,Th 6 PM - 8:30 PM 10/20 - 12/10\* Monroe Center/MC129  
\*No class 11/26

### ▲ HYR Commercial Electric

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

**Note: Prerequisite or Co-Requisite:** BLDT140 or BLDT142 or ELC167. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**ELC166 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20192 M,W 6 PM - 8:30 PM 8/24 - 10/14\* Monroe Center/MC129  
\*No class 9/7

### ▲ HYR Specialized Systems

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

**Note: Prerequisite or Co-Requisite:** BLDT140 or BLDT141 or ELC167. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**ELC169 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20195 M,W 6 PM - 8:30 PM 10/19 - 12/9 Monroe Center/MC129

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 3 for more course option information.

■ ONL Note: Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 37-39.

**HVAC**

**▲ HYR 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 BLDT109. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times.

**Note:** *Prerequisite or Co-requisite:* ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely.

**HVC121 | 90 hours | \$688** (\$512 tuition + \$176 fees)   

INSTRUCTOR: CE Instructor

20189 Tu,Th 6 PM - 9 PM 8/25 – 10/13 Monroe Center/MC147

**▲ HYR Controls for HVACR**

Covers the topics of controls in HVACR with respect to thermostats, pressure, safety and temperature devices, and valves. In a lab environment students will be able to identify and apply usage of these components. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT111.

**Note:** *Prerequisite or Co-Requisite:* BLDT110 or BLDT109 or HVC121. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email ceinfo@frederick.edu for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**HVC126 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20194 Tu,Th 6 PM - 8:30 PM 10/20 – 12/10\* Monroe Center/MC147  
\*No class 11/26

**▲ HYR 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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT212.

**Note:** *Prerequisite or Co-Requisite:* BLDT111 or BLDT110 or HVC126. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email ceinfo@frederick.edu for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**HVC128 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20190 M,W 6 PM - 8:30 PM 8/24 – 10/14\* Monroe Center/MC147  
\*No class 9/7

**▲ HYR Fossil Fuels & Hydronic Heating**

Covers fossil fuel heating devices, hydronic, and forced air equipment. Students will apply troubleshooting, installation, service, and preventative maintenance techniques on these systems in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT113.

**Note:** *Prerequisite or Co-Requisite:* BLDT111 or BLDT110 or HVC126. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email ceinfo@frederick.edu for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**HVC127 | 60 hours | \$534** (\$384 tuition + \$150 fees)   

INSTRUCTOR: CE Instructor

20196 M,W 6 PM - 8:30 PM 10/19 – 12/9 Monroe Center/MC147

■ Online Courses (ONL) 
 ● Structured Remote Courses (SR) 
 ▲ Hybrid Remote Courses (HYR)

Learning formats have been listed with each course. See page 3 for more course option information.

**ONL Note:** Multiple sections may be available for this course. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver. 
  Eligible for disabled & retired tuition waiver.

See pages 37-39.



**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. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

**WELDING**

**▲ HYR Welding Symbols & Blueprint Reading**

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

**Note: Prerequisite or Co-Requisite:** ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**WLD165 | 30 hours | \$308** (\$256 tuition + \$52 fees)   

INSTRUCTOR: CE Instructor

20186 M,W 5 PM - 6 PM 8/24-12/9\* Monroe Center/MC114  
\*No class 9/7

**▲ HYR Introduction to Welding**

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

**Note: Prerequisite or Co-Requisite:** ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**WLD160 | 90 hours | \$716** (\$512 tuition + \$204 fees)   

INSTRUCTOR: CE Instructor

20185 M,W 6 PM - 9 PM 8/24-12/9\* Monroe Center/MC114  
\*No class 9/7

**▲ HYR Advanced Welding: GTAW**

Introduces Gas Tungsten Arc Welding (GTAW) on carbon steel, stainless steel, and aluminum. Topics include welding safety, basic machine maintenance, and welding techniques. Also offered for credit BLDT224.

**Note: Prerequisite or Co-Requisite:** BLDT121 or WLD165. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**WLD169 | 75 hours | \$562** (\$384 tuition + \$178 fees)   

INSTRUCTOR: CE Instructor

20187 Tu,Th 6 PM - 8:30 PM 8/25-12/10\* Monroe Center/MC114  
\*No class 11/26

**▲ HYR Advanced Welding: SMAW 4G**

Focuses on Shielded Metal Arc Welding (SMAW) and oxyfuel and plasma cutting on carbon steel. Students will perform SMAW welder performance qualification tests on limited thickness test plates in the 4G position on carbon steel in accordance with American Welding Society D1.1 structural Welding Code, this leads to an in house certification. Also offered for credit BLDT223.

**Note: Prerequisite or Co-Requisite:** BLDT121 or WLD165. Students must reserve time each week on the scheduled days and times for this Hybrid Remote class. At the start of class, instructors will indicate specific dates students will attend class on campus and which dates students will attend remotely. Email [ceinfo@frederick.edu](mailto:ceinfo@frederick.edu) for registration information. There is a required textbook for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu).

**WLD170 | 75 hours | \$562** (\$384 tuition + \$178 fees)   

INSTRUCTOR: CE Instructor

20188 Tu,Th 6 PM - 8:30 PM 8/25-12/10\* Monroe Center/MC105  
\*No class 11/26



## Scholarships

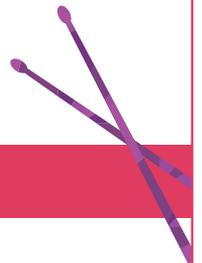
Qualified students may be eligible to receive a **Building Trades CEWD Scholarship**.

To see if you qualify, contact the FCC Foundation Scholarship Program Manager at 301.846.2438. Scholarships are made possible by generous donations to the FCC Foundation.

For more information, please visit [frederick.edu/foundation](http://frederick.edu/foundation)



# DON'T MISS THIS BEAT



## MUSIC SCHOLARSHIPS NOW AVAILABLE!

Submit a quick application online and you could receive a scholarship covering up to 100% tuition and fees for music lessons through the George L. Shields Foundation.

Lessons available for the following:

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

The following music scholarships are available through funding from the George L. Shields Foundation:

### Needs-Based Scholarship

100% funded • Based on Youth Scholarship Application

### Developing Scholarship

90% funded • Requires application/recommendation from music instructor

### Merit Scholarship

100% funded • Auditions required

No experience necessary. Applications are processed on a first-come, first-served basis. If you have a passion for music and a desire to learn from expert instructors, apply today.

[frederick.edu/cadencekids](http://frederick.edu/cadencekids)



# Workforce Training Certificates

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



## Career & Technical Training

- Child Care: Infant and Toddler Care
- Child Care: Preschool
- Child Care: School Age
- Real Estate
- Home Inspection

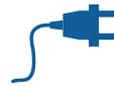
To be eligible to receive a Workforce Training Certificate, students must:

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

*No course substitutions are allowed.*

*Courses are not eligible for federal financial aid.*

Workforce Training Certificates currently available are listed to the right ▶▶▶



## Construction & Applied Technologies Institute (CATI)

- Electrical Foundations
- Electrical Advanced
- Welding Foundations
- Welding: GMAW
- Welding: SMAW



## Healthcare Careers

- Certified Nursing Assistant (CNA)
- Dental Assisting
- Oral Radiography (with or without Clinical)
- AAPC Medical Billing
- AAPC Medical Coding
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Veterinary Assistant

For more information or to register visit [frederick.edu/WorkforceCertificates](http://frederick.edu/WorkforceCertificates)



## Understanding Prerequisites & Placement Testing

Some courses require placement for reading, writing, math, or English as a Second Language (ESL). If a course description notes language such as *Prerequisite or Co-requisite: ENGL 70 or ENGL 75 or ESOL 70 or ESOL 72 or ESOL 100*, then students are required to take an Accuplacer Test at the FCC Testing Center (301.846.2522). An individual's test score will then determine if a reading/writing/math/or ESL development course is required to be taken either prior to or concurrently with the course/program of interest.

For questions on any course/program prerequisites or placement testing requirements, please contact the specific program area offering the course. Contact information is located on page 1. Please note there are certain exceptions and exemptions for placement testing. Further information can be found in the Academic Assessment Policy at [frederick.edu](http://frederick.edu).



### UPDATE – FALL 2020

Adult Education classes will be offered in a structured remote format\* for the next session.

Orientations will be by appointment. If you would like to make an orientation appointment:

- Go to [frederick.edu/adulted](http://frederick.edu/adulted)
- Scroll to "Upcoming Information Sessions" to see the latest updates
- Click on the link to fill out the form
- Please contact Adult Education at 240.629.7927 if you need help with (or cannot access) the website

*\*See page 3 for more course option information.*

## 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](http://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 six 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](http://casas.org/nedp)

### CONTACT US

Adult Basic Education and GED® Test Preparation • 240.629.7962 • [adulted@frederick.edu](mailto:adulted@frederick.edu) • [frederick.edu/adulted](http://frederick.edu/adulted)  
Monday-Thursday, 8:00 a.m. - 9:45 p.m. • Friday 8:00 a.m. - 4:30 p.m. • Saturday 7:30 a.m. - 12:30 p.m.



### UPDATE – FALL 2020

Basic ESL orientations and classes will be offered in a structured remote format\* for the next session.

Orientations will be by appointment. If you would like to make an orientation appointment:

- Go to [frederick.edu/esl](http://frederick.edu/esl)
- Scroll to "Upcoming Orientation Sessions" to see the latest updates
- Click on the link to fill out the form
- Please contact Adult Education at 240.629.7962 if you need help with (or cannot access) the website

*\*See page 3 for more course option information.*

## 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 or 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, upon request

New classes begin 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.

### Orientations

The first step to begin English classes is to attend an orientation session. 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 five hours. Visit [frederick.edu/esl](http://frederick.edu/esl) or call the Adult Education office at 240.629.7962 for orientation session information.

### CONTACT US

Basic ESL, Adult Education • 240.629.7962 • [adulted@frederick.edu](mailto:adulted@frederick.edu) • [frederick.edu/esl](http://frederick.edu/esl)

Monday-Thursday, 8:00 a.m. - 9:45 p.m. • Friday, 8:00 a.m. - 4:30 p.m. • Saturday 7:30 a.m. - 12:30 p.m.



# Targeted ESL

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

The FCC Targeted ESL program is offering structured remote ESL instruction focused on integrated skills for beginner and intermediate students, and reading for advanced level students.

● **SR Summer 2020 | Session A: 7/20/20 – 8/27/20**

- Online Beginner Reading & Grammar for Writing
- Online Intermediate Reading & Grammar for Writing
- Online Reading – Level 3

● **SR Fall 2020 Session B: 9/9/20-10/21/20**

- Online Reading - Level 3
- Conversational English
- Communication for Academic Purposes
- Beginning Reading & Grammar for Writing
- Intermediate Reading & Grammar for Writing

● **SR 13-week Session A: 9/8/20-12/10/20**

- Advanced Reading & Grammar for Writing (AM and PM sections available)

CLASSES	TUITION & FEES
Reading	\$160 + \$39 <b>Total: \$199</b>
Reading & Grammar for Writing	\$295 + \$40 <b>Total: \$335</b>

**For more information on registering for structured remote Targeted ESL classes, contact us at:**  
**[esl@frederick.edu](mailto:esl@frederick.edu) • 246.629.7962**

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 3 for more course option information.

## 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 contact CEWD Registration at CEInfo@frederick.edu or call 301.624.2888 for assistance.

\* 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

Summer/fall 2020 CEWD sessions and class start dates, as well as on-campus operations, have been impacted by COVID-19 and are subject to change. CEWD summer and fall classes will be delivered primarily online to maintain public safety. Classes will be offered in the following formats: Online (ONL), Structured Remote (SR), or Hybrid Remote (HYR).

To browse our course options and view the most up-to-date information, please visit [frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)

### CEWD Registration Office – Jefferson Hall

Need help registering? All CEWD registration services are currently being conducted remotely and in-person registration is not available. For questions or assistance, please email CEInfo@frederick.edu or call 301.624.2888 during normal business hours:

Monday: 8:30 a.m. - 6:00 p.m.

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

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

## FEES

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

### Out-of-County Tuition

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

## REGISTER FOR ONLINE CLASSES

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

### Blackboard

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

- AutoCAD: DRF104, DRF106
- Health: CAH521, CAH522
- Hospitality: HCT112, HCT102, HCT114
- QuickBooks: SMB190
- Trades: ELC166, ELC167, ELC168, ELC169, HVC121, HVC126, HVC127, HVC128, WLD160, WLD161, WLD165, WLD169, WLD170, WLD171

## REGISTRATION INFORMATION

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### TUITION PAYMENT PLAN



Students in select CEWD programs (noted below) may enroll in an interest-free Tuition Payment Plan whereby participants authorize the FCC payment plan provider to collect a pre-determined monthly payment from a checking account, debit card, or credit card. A \$25 non-refundable enrollment fee is required to participate. To learn more call 301.624.2888 or email CEInfo@Frederick.edu.

#### Tuition Payment Plan Programs include:

- Advanced Reading & Grammar for Writing (AEL106)
- Automotive (TRD258 & TRD259)
- Certified Nursing Assistant (CNA/GNA)
- Cloud Computing (CNS102 & CNS103)
- Dental Assistant
- Electrical: (ELC167 & ELC168)
- Electrical: (ELC166 & ELC169)
- Expanded Function- General Chairside
- Home Inspection Pre-Licensure
- HVAC: (HVC121 & HVC126)
- HVAC: (HVC128 & HVC127)
- Medical Billing & Coding
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Veterinary Assistant
- Welding: (WLD165 & WLD160)
- Welding: (WLD165 & WLD161)
- Welding: (WLD165 & WLD171)

For additional information and assistance, contact us at 301.624.2888 or visit [frederick.edu/QuickEnroll](http://frederick.edu/QuickEnroll).

### BILLING ARRANGEMENTS

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

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

### SCHOLARSHIPS

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

### DROPPING A CLASS

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Students may officially withdraw from a class by emailing the CEWD Registration Office at CEInfo@frederick.edu. Requests must be submitted from the email account on file.

### REFUND POLICY

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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 cart at time of checkout.

#### 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

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Tuition on select eligible courses is waived for Maryland residents 60 years of age and older. Associated course fees may still apply and are due at the time of registration. Eligible courses are identified by the "SW" icon following course descriptions. Please contact us at 301.624.2888 for assistance or additional information.

## DISABLED AND RETIRED STUDENTS



Permanently disabled Maryland residents out of the workforce are exempt from payment of tuition for classes designed to assist in securing employment as defined in Section 16-106 Education Article, Annotated Code of Maryland. Eligible individuals may take up to 12 credits per semester when enrolled in a degree or certificate program designed to lead to employment. Otherwise, individuals may enroll in classes equating to six credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

- Provide certification of total and permanent disability from 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*

## 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

On-campus operations have been impacted by COVID-19 and the FCC Bookstore remains closed to in-person shopping. Course materials may be purchased at **bookstore.frederick.edu**. Shipping and free contactless curbside pickup are available. Continuing Education textbooks can be purchased a week prior to the class start date.

*Contact: bookstore@frederick.edu • 301.846.2463*

## 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

To obtain a copy of your noncredit course record, please provide a written request to FCC Registration & Records office located on the main campus in Jefferson Hall (J-101). Your records, featuring a complete noncredit course history dating back to July 1, 2001, also include all earned CEUs as of July 2004.

The Continuing Education Certificate is an informal award (does not count towards a degree or academic certificate requirements) offered by FCC. 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.

Workforce Training Certificates are issued on the 15th of each month. Workforce Training Certificate recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

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

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

### **ALTERNATE CALENDARS**

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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)**

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The continuing education unit (CEU) was created to provide a standard unit of measure, quantify continuing adult education and training activities (non-credit), and serve the diversity of providers, activities, and purposes in adult education. One CEU equals 10 contact hours of participation in organized continuing education/training experience under responsible, qualified direction and instruction. To receive CEUs you must attend a CEU-eligible class, attend at least 80% of the class, and meet all class requirements.

### **AGE REQUIREMENTS**

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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]

### **COLLEGE POLICIES & PROCEDURES**

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

# CAMPUS LOCATIONS

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

## Campus Locations

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

## Addresses

**FCC Main Campus**  
7932 Opossumtown Pike, Frederick, MD 21702

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

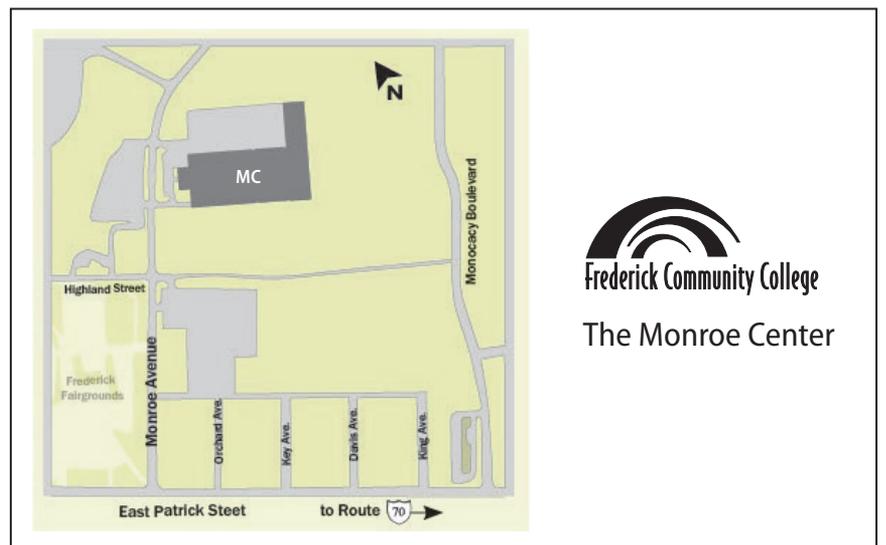
**Hagerstown Community College**  
11400 Robinwood Dr., Hagerstown, MD 21742  
240.500.2000

**Carroll Community College**  
1601 Washington Rd., Westminster, MD 21157  
410.386.8000

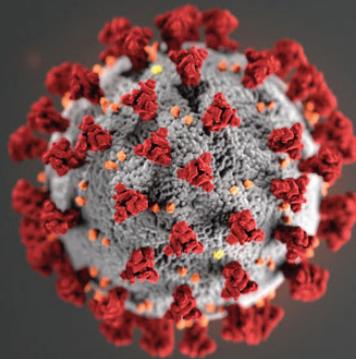
**Visit [frederick.edu](http://frederick.edu) for directions and hours of operation.**



- Evacuation Locations
- Accessible Parking
- Electric Car Charging



# COVID-19 UPDATE



## Important Message Regarding CEWD Sessions and Class Start Dates

We thank our students for all they have done during this difficult time related to the coronavirus (COVID-19). Student success remains our top priority.

Please note that as we continue to follow the recommendations outlined by the State of Maryland and the Frederick County Health Department to ensure the health and safety of our College community, the course dates included in this schedule remain subject to change.

For the most current information regarding class start dates, visit

[frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)

For important FCC updates and Covid-19 information, visit

[frederick.edu/coronavirus](https://frederick.edu/coronavirus)