

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



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“My programs at FCC were challenging, but the great environment and instructors provided the courage and support I needed to be successful.”

Inok Kim

Certified Nursing Assistant,
Patient Care Technician

2024 WINTER/SPRING COURSE SCHEDULE

Registration opens October 30, 2023

 **Frederick Community College**



Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, OCTOBER 30, 2023

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

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

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



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

ON THE COVER: For more information about Healthcare Careers learning opportunities at FCC, please visit frederick.edu/healthcarecareers.

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



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Frederick Community College (FCC) prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. • Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email humanresources@frederick.edu. For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, please email interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. • If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

» Register for Classes

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

In person: CEWD Registration office is located in Jefferson Hall (J Building).

Hours of Operation:

Monday: 8:30 a.m. – 6:00 p.m.

Tuesday-Friday: 8:30 a.m. – 4:30 p.m.

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

January, July & August

» Phone Numbers

Registration Information: 301.624.2888

Bookstore: 301.846.2463

Disability Access Services (DAS): 301.846.2408

Testing Center: 301.846.2522

» Register Early

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

» Tuition Assistance

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 29 and 42 for details.*

» Dropping a Class & Refunds

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

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BUSINESS

- Project Management Professional (PMP®)
- Certified Associate in Project Management (CAPM®)
- Maryland Home Inspection License
- Maryland Real Estate License

HEALTHCARE

- NHA-Certified Phlebotomy Technician (CPT)
- ASCP-Phlebotomy Technician (PBT)
- AMT-Registered Phlebotomy Technician (RPT)
- NCCT-Phlebotomy Technician (NCPT)

HOSPITALITY, CULINARY & TOURISM INSTITUTE

- National Restaurant Association ServSafe Food Protection Manager Certification

INFORMATION TECHNOLOGY

- CompTIA A+ Certification
- CompTIA Security+ Certification
- CompTIA Network+ Certification

SKILLED TRADES

- Electrician Certificate
- HVAC Certificate
- Welding Certificate

Learn how to maximize your investment:

frederick.edu/CEtoCredit

FCC offers a variety of course formats to meet the individual needs of students.
Classes will be offered using the following learning formats:

In-Person Courses*

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

Students are expected to attend all class sessions in person.

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

Online Courses (ONL)

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

The class does not meet at a scheduled time.

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

Students complete work on their own time.

Structured Remote Courses (SR)*

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

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

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

Students are required to attend real-time virtual sessions.

Hybrid Courses (HYB)*

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

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

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

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

Please contact CEInfo@frederick.edu to answer any questions.

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

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

■ ONL Accounting Fundamentals

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

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

ONL223 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

■ ONL Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will 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.

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

ONL224 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

BUSINESS

■ ONL Start Your Own Small Business

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

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

ONL197 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

■ 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 will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

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

ONL325 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

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

Class registration open dates are as follows:

January classes – currently open | February classes – first week of November 2023

March classes – first week of December 2023 | April classes – first week of January 2024

May classes – first week of February 2024 | June classes – first week of March 2024

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

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

■ **ONL Administrative Assistant Fundamentals**

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

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

ONL501 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

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

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

ONL502 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

■ **ONL A to Z Grant Writing**

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

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

ONL310 | 24 hours | \$149

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

■ **ONL Effective Business Writing**

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

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

ONL213 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

PROFESSIONAL DEVELOPMENT

■ **ONL Grammar Refresher**

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

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

ONL420 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Class registration open dates are as follows:
January classes – currently open | February classes – first week of November 2023
March classes – first week of December 2023 | April classes – first week of January 2024
May classes – first week of February 2024 | June classes – first week of March 2024

ONL Project Management Fundamentals

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

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

ONL525 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor*

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Project Management Applications

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

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

ONL524 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor*

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Project Management Professional PMP® Prep

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

Note: This online class is offered in partnership with Ed2Go. Textbook required for this course- visit bookstore@frederick.edu for more information.

ONL218 | 24 hours | \$239

INSTRUCTOR: Ed2Go Instructor*

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

▲ HYB Train the Trainer – Effective Adult Learning Principles

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work.

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



INSTRUCTOR: Danielle Stoffer

26107	Tu 6:30 - 9:30 PM	2/6 – 2/20	Monroe Center/MC104
26108	Tu 6:30 - 9:30 PM	4/30 – 5/14	Monroe Center/MC116

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

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

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

Certification & Licensure

REAL ESTATE & HOME INSPECTION

◆ Principles and Practices of Real Estate In Maryland

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

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

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

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

INSTRUCTOR: Larry Riggs
26213 M, W 6 - 9 PM 3/4 – 5/22* Braddock Hall/B106
**No class 4/1 & 4/3*

▲ HYB Principles and Practices of Real Estate In Maryland

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. The first class will meet in person. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Maryland requires state-licensed Real Estate Agents to be 18+ years old and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

REA277 | 60 hours | \$449 (\$340 tuition + \$109 fees) 

INSTRUCTOR: Greg Phillips
26231 Tu, Th 6 - 9 PM 3/5 – 5/23* Monroe Center/MC104
**No class 4/4*

◆ Home Inspection Pre-Licensure

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

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

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

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

INSTRUCTOR: Welmoed Sisson
26211 M-F, 9 AM - 4 PM 2/5 – 2/21 Monroe Center/MC144

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

INSTRUCTOR: Welmoed Sisson
26212 Tu, Th 6 - 9 PM 3/12 – 6/18* Monroe Center/MC104
**No class 4/2 & 4/4*

Thrive

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

CHILD CARE CAREER PREPARATION

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

NEW! ▲ **HYB Child Development Associate II**

In this course, students will strengthen knowledge, understanding, and practices of early childhood education. The course prepares students to take the Child Development Associate (CDA) certification exam, develop a professional portfolio, and demonstrate skills in a CDA Verification Visit. CDA Certification holders are eligible to apply for six credits of college-level coursework toward an Early Childhood Associate degree at Frederick Community College.

Note: This course is intended for those that have already met the 90-hour requirement. The price for the book and exam are included in the fees. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students schedule testing and observation visit dates through the online CDA Council Portal.

CDA102 | 30 hours | \$840 (\$290 tuition + \$550 fees)   

INSTRUCTOR: **Wendy Bayer**

26221	Tu 6:30 - 8 PM	3/5 – 5/4*	Monroe Center/MC135
	Sat 9 AM - 12 PM	*No class 4/2	

NEW! ● **ParaPro Assessment Preparation**

In this course students will prepare for and take the ParaPro Exam. This course covers reading, writing, and mathematical skills at the level required by the exam. The course also includes test-taking strategies, study skills, a timed practice test, and administration of the assessment itself.

Note: Last day of class (5/7) will run from 4 – 7 PM in the FCC Testing Center (L-204).

CMA596 | 11 hours | \$235 (\$160 tuition + \$75 fees)   

INSTRUCTOR: **Courtney Stewart**

26222	Tu 5 - 7 PM	4/9 – 5/7	Linganore Hall/L203
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■ **ONL Praxis Core Preparation**

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

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

ONL346 | 24 hours | \$129 

INSTRUCTOR: **Ed2Go Instructor***

Online	1/17 – 2/23	2/14 – 3/22	3/13 – 4/19
	4/17 – 5/24	5/15 – 6/21	

■ **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: This online class is held in partnership with Howard Community College. The course does not meet at specific times. You will receive login instructions via email after you register. There is a required textbook for this course; visit bookstore.frederick.edu for more details. Purchase prior to class start. A digital credential will be awarded after successful completion of CHI300: Child Growth & Development and CHI301: Preschool Curriculum & Activities.

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

INSTRUCTOR: **CE Instructor**

26166	Online	1/12 – 3/1
26168	Online	4/5 – 5/24

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

Class registration open dates are as follows:

January classes – currently open | February classes – first week of November 2023
 March classes – first week of December 2023 | April classes – first week of January 2024
 May classes – first week of February 2024 | June classes – first week of March 2024

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

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

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

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

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: This online class is held in partnership with Howard Community College. The course does not meet at specific times. You will receive login instructions via email after you register. There is a required textbook for this course; visit bookstore.frederick.edu for more details. Purchase prior to class start. A digital credential will be awarded after successful completion of CHI300: Child Growth & Development and CHI301: Preschool Curriculum & Activities.

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

INSTRUCTOR: CE Instructor

26169	Online	1/8 – 2/26
26170	Online	4/8 – 5/27

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 6-13. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour school age child care certification. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. You will receive login instructions via email after you register. There is a required textbook for this course; visit bookstore.frederick.edu for more details. Purchase prior to class start.

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

INSTRUCTOR: CE Instructor

26171	Online	1/17 – 3/6
26173	Online	4/10 – 5/29

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 9-hour communication skills requirement. Gain the skills necessary to work with infants and toddlers and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age three. This course, along with the 45-hour Child Growth & Development course plus the 45-hour Preschool Curriculum and Activities course, is required to complete the 135-hour infant and toddler child care certification. Aligns with MD Staff Credential levels 2-4.

Note: This online class is held in partnership with Howard Community College. You will receive logon instructions via email after you register. Textbook is included.

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

INSTRUCTOR: CE Instructor

26174	Online	1/8 – 2/26
26175	Online	4/8 – 5/27

ONL Engaging Children with Remote Learning

Remote learning is here to stay! Now more than ever, teachers and caregivers are engaging children with remote learning, and are tasked with helping parents support learning when working one on one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents.

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

CHI156 | 5 hours | \$95 (\$30 tuition + \$65 fees)  

INSTRUCTOR: CE Instructor

26179	Online	1/8 – 5/17
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ONL Pandemics and Outbreaks: Reducing Risk in Child Care

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

CHI155 | 5 hours | \$95 (\$30 tuition + \$65 fees)  

INSTRUCTOR: CE Instructor

26178	Online	1/8 – 5/17
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ONL Basic Health and Safety Training

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

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

INSTRUCTOR: CE Instructor

26157 Online 1/8 – 5/17

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: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

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

INSTRUCTOR: CE Instructor

26177 Online 1/8 – 5/17

ONL Sudden Infant Death Syndrome (SIDS)

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

CHI151 | 2 hours | \$50 (\$10 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

26158 Online 1/8 – 5/17

ONL Supporting Breastfeeding in Child Care

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

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

INSTRUCTOR: CE Instructor

26176 Online 1/8 – 5/17

GOOGLE PROFESSIONAL CERTIFICATES

Google Professional Certificates offer flexible and affordable professional-level online curriculum designed to enhance current skill sets or prepare individuals for immediate employment upon completion. Google Certificates are awarded upon successful completion of all modules within a designated program (five total modules in IT Support; six total modules in Project Management). Learn more and register at frederick.edu/GoogleCerts.

NEW! ONL Google IT Support Module 1: Technical Support Fundamentals

This course is the first of a series that prepares individuals for a role as an entry-level IT Support Specialist. In this course, students will be introduced to the world of Information Technology, or IT. They'll learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to provide an overview of what's to come in the certificate program.

Note: This class is offered in partnership with Coursera. This is Module 1 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL100 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: Graydon Moir*

26043 Online 1/29 – 2/25

*** Coursera:** Students will be provided with login instructions. This class does not meet at a specific time and students complete work on their own schedule. FCC will assign an instructor to facilitate this class. Students will have access to the instructor during scheduled virtual office hours and via email.

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

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

NEW! ■ **ONL** **Google IT Support Module 2:
The Bits and Bytes of Computer Networking**

This course is the second in the Google IT Support Series. It is designed to provide a full overview of computer networking. Topics include the fundamentals of modern networking technologies and protocols, an overview of the cloud, practical applications, and network troubleshooting.

Note: This class is offered in partnership with Coursera. This is Module 2 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL101 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Graydon Moir***

26044 Online 2/26 – 3/24

NEW! ■ **ONL** **Google IT Support Module 3:
Operating Systems and You – Becoming a Power User**

This course is the third in the Google IT Support Series. In this course, through a combination of video lectures, demonstrations, and hands-on practice, individuals learn about the main components of an operating system and how to perform critical tasks like managing software and users and configuring hardware.

Note: This class is offered in partnership with Coursera. This is Module 3 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL102 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Graydon Moir***

26045 Online 3/25 – 4/21

NEW! ■ **ONL** **Google IT Support Module 4:
System Administration and IT Infrastructure Services**

This course is the fourth in the Google IT Support Series. It will transition individuals from working on a single computer to an entire fleet. Systems administration is the field of IT that's responsible for maintaining reliable computer systems in a multi-user environment. In this course, individuals learn about the infrastructure services that keep all organizations, big and small, up and running. The course examines cloud so that students understand everything from typical cloud infrastructure setups to how to manage cloud resources. They will learn how to manage and configure servers and how to use industry tools to manage computers, user information, and user productivity. Finally, they will learn how to recover an organization's IT infrastructure in the event of a disaster.

Note: This class is offered in partnership with Coursera. This is Module 4 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL103 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Graydon Moir***

26048 Online 4/22 – 5/19

NEW! ■ **ONL** **Google IT Support Module 5:
IT Security – Defense Against the Digital Dark Arts**

This course is the fifth and final in the Google IT Support Series. It covers a wide variety of IT security concepts, tools, and best practices and introduces threats and attacks and the many ways they can appear. Background on encryption algorithms and how they're used to safeguard data will be provided. The course also explores the three A's of information security - authentication, authorization, and accounting - as well as network security solutions ranging from firewalls to Wi-Fi encryption options. The course concludes with combining all elements into a multi-layered, in-depth security architecture, followed by recommendations on how to integrate a culture of security into an organization or team.

Note: This class is offered in partnership with Coursera. This is Module 5 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL104 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Graydon Moir***

26049 Online 5/20 – 6/16

NEW! ■ **ONL** **Google Project Management Module 1:
Foundations of Project Management**

This course is the first in a series of six to equip individuals with the skills needed to apply to introductory-level roles in project management. Project managers play a key role in leading, planning and implementing critical projects to help organizations succeed. In this course, individuals discover foundational project management terminology and gain a deeper understanding of the role and responsibilities of a project manager. The course also introduces the kinds of jobs individuals might pursue after completing the program. Throughout the program, individuals learn from current Google project managers who can provide a multi-dimensional educational experience to help build skills for immediate on-the-job application. Learners who complete this program should be equipped to apply for introductory-level jobs as project managers. No previous experience is necessary.

Note: This class is offered in partnership with Coursera. This is Module 1 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL105 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Lawrence Devan***

26050 Online 1/29 – 2/25

*** Coursera:** Students will be provided with login instructions. This class does not meet at a specific time and students complete work on their own schedule. FCC will assign an instructor to facilitate this class. Students will have access to the instructor during scheduled virtual office hours and via email.

NEW! **ONL** **Google Project Management Module 2: Project Initiation – Starting a Successful Project**

This is the second course in the Google Project Management Certificate program. It will show students how to set a project up for success in the first phase of the project life cycle: the project initiation phase. In exploring the key components of this phase, they'll learn how to define and manage project goals, deliverables, scope, and success criteria. Students will discover how to use tools and templates like stakeholder analysis grids and project charters to help set project expectations and communicate roles and responsibilities. Current Google project managers will provide hands-on approaches for accomplishing tasks while showing the best project management tools and resources for the job at hand.

Note: This class is offered in partnership with Coursera. This is Module 2 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL106 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: Lawrence Devan*

26051 Online 2/26 – 3/24

NEW! **ONL** **Google Project Management Module 3: Project Planning – Putting It All Together**

This is the third course in the Google Project Management Certificate program. It will explore how to map out a project in the second phase of the project life cycle: the project planning phase. Students will examine the key components of a project plan, how to make accurate time estimates, and how to set milestones. Next, they will learn how to build and manage a budget and how the procurement processes work. Students will discover tools that can help identify and manage different types of risk and how to use a risk management plan to communicate and resolve risks. Finally, they will explore how to draft and manage a communication plan and how to organize project documentation. Current Google project managers will instruct and provide hands-on approaches for accomplishing tasks while showing the best project management tools and resources for the job at hand.

Note: This class is offered in partnership with Coursera. This is Module 3 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL107 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: Lawrence Devan*

26052 Online 3/25 – 4/21

NEW! **ONL** **Google Project Management Module 4: Project Execution – Running the Project**

This is the fourth course in the Google Project Management Certificate program. It will delve into the execution and closing phases of the project life cycle. Students will learn what aspects of a project to track and how to track them and effectively manage and communicate changes, dependencies, and risks. They will learn how to measure customer satisfaction, implement continuous improvement and process improvement techniques, examine how to prioritize and use data to inform decision-making, and how to effectively present that data. Students will also learn how to strengthen leadership skills as they study team development and managing team dynamics, providing effective project team communication, organizing and facilitating meetings, and communicating project status updates. Finally, students will examine the steps of the project closing process and how to create and share project closing documentation.

Note: This class is offered in partnership with Coursera. This is Module 4 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL108 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: Lawrence Devan*

26053 Online 4/22 – 5/19

NEW! **ONL** **Google Project Management Module 5: Agile Project Management**

This is the fifth course in the Google Project Management Certificate program. This course will explore the history, approach, and philosophy of Agile project management, including the Scrum framework. Students will learn how to differentiate and blend Agile and other project management approaches. As they progress through the course, they will learn more about Scrum, exploring its pillars and values and comparing essential Scrum team roles. Discover how to build, manage, and refine a product backlog, implement Agile's value-driven delivery strategies, and define a value roadmap. Students will also learn strategies to effectively organize the five important Scrum events for a Scrum team, introduce an Agile or Scrum approach to an organization, and coach an Agile team. Finally, they will learn how to search for and land opportunities in Agile roles.

Note: This class is offered in partnership with Coursera. This is Module 5 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL109 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: Lawrence Devan*

26054 Online 5/20 – 6/16

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

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

NEW! **ONL** **Google Project Management Module 6: Capstone – Applying Project Management in the Real World**

In this final course, students apply the knowledge they have learned by “observing” a project manager in real world scenarios and completing dozens of activities, including analyzing project documents to identify project requirements, evaluating stakeholders, completing a project charter aligning project scope and goals, identifying tasks and milestones and creating a project plan, defining quality management standards, and demonstrating impact through effective reporting. By the end of this course, students will have a portfolio of artifacts demonstrating the skills learned throughout the program. To further prepare for project management job interviews, students will develop an “elevator pitch”, practice common interview questions, and have the opportunity to claim a certification of completion badge that is recognizable to employers.

Note: This class is offered in partnership with Coursera. This is Module 6 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL110 | 48 hours | \$55 (\$5 tuition + \$50 fees)

INSTRUCTOR: **Lawrence Devan***

26055 Online 6/17 – 7/14

Computers & Technology

COMPUTER APPLICATIONS

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

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

CMS376 | 5 hours | \$63 (\$49 tuition + \$14 fees)

INSTRUCTOR: **Jessica Young**

26504 Tu 5:30 – 7:30 PM 3/12 – 3/19 Monroe Center/MC144

▲ HYB **AutoCAD I**

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

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

DRF107 | 45 hours | \$465 (\$387 tuition + \$78 fees)



INSTRUCTOR: **Kyle Hess**

26149 Thu 5 - 8 PM 1/25 – 3/7 Braddock Hall/B114

▲ HYB **AutoCAD II**

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

Prerequisite or Co-requisite: CADT101 or DRF107. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF108 | 45 hours | \$465 (\$387 tuition + \$78 fees)



INSTRUCTOR: **Blackboard Instructor**

26154 Mon 5 - 8 PM 3/18 – 5/6 Conference Center/E139

▲ HYB **Revit (BIM)**

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

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

DRF103 | 37.5 hours | \$465 (\$387 tuition + \$78 fees)



INSTRUCTOR: **Blackboard Instructor**

26155 Thu 5 - 8 PM 3/14 – 5/9* Monroe Center/MC135
*No class 4/4

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

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

*** Coursera:** Students will be provided with login instructions. This class does not meet at a specific time and students complete work on their own schedule. FCC will assign an instructor to facilitate this class. Students will have access to the instructor during scheduled virtual office hours and via email.

ONL Keyboarding

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

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

ONL148 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor*

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

MS OFFICE SUITE

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 for more details. Purchase textbook prior to class start.

CMS283 | 12 hours | \$239 (\$179 tuition + \$60 fees)  

INSTRUCTOR: CE Instructor

26182 Tu, Th 6 - 9 PM 3/12 – 3/21 Catoctin Hall/C205

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 for more details. Purchase textbook prior to class start.

CMS281 | 12 hours | \$239 (\$179 tuition + \$60 fees)  

INSTRUCTOR: CE Instructor

26181 Tu, Th 6 - 9 PM 4/16 – 4/25 Catoctin Hall/C205



The Institute for Learning in Retirement

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

TOPICS INCLUDE:

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

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

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

CYBERSECURITY & COMPTIA

▲ **HYB CompTIA IT Fundamentals+**

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

Note: The first class will meet in person. There is a required textbook for this course; please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Harald Jazdzewski**

26183 M, W 6 - 9 PM 2/5 - 3/13 Monroe Center/MC142

▲ **HYB IT User Support Specialist I**

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

Note: The first class will meet in person. There are required materials for this course; visit bookstore.frederick.edu for more details. Redeem codes for labs at learn.comptia.org/access-key/frederick. Students may purchase discounted materials and certification vouchers at Academic-Store. CompTIA.org. Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. Email ceinfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use: show proof of CompTIA IT Fundamentals+ Certification, successfully complete CMT101 CompTIA IT Fundamentals+, or request a waiver from Kathi Groover (kgroover@frederick.edu).

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

INSTRUCTOR: **Thomas Dawson**

26184 Tu, Th 5:30 - 9:30 PM 4/30 - 6/18 Monroe Center/MC142

▲ **HYB IT User Support Specialist II**

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

Note: Refer to CMT102 notes.

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

INSTRUCTOR: **Thomas Dawson**

25317	Tu, Th 5:30 - 9:30 PM	1/9 - 2/20	Monroe Center/MC142
26209	Tu, Th 5:30 - 9:30 PM	6/20 - 8/6*	Monroe Center/MC142

*No class 7/4

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

Time to roll up those sleeves and dive inside the personal computer. This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.

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

ONL350 | 24 hours | \$179 

INSTRUCTOR: **Ed2Go Instructor ***

Online 1/17 - 2/23 | 2/14 - 3/22 | 3/13 - 4/19
4/17 - 5/24 | 5/15 - 6/21



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

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

Class registration open dates are as follows:
January classes - currently open | February classes - first week of November 2023
March classes - first week of December 2023 | April classes - first week of January 2024
May classes - first week of February 2024 | June classes - first week of March 2024

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

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

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

■ ONL CompTIA A+ Certification Prep 2: Software

The CompTIA A+ Certification Prep 2: Software course picks up where the CompTIA A+ Certification Prep 1: Hardware course left off and dives into Windows, macOS, and Linux. Throughout the CompTIA A+ prep training, you will learn about operating systems from installation to operations, maintenance to troubleshooting. Our computer software training course teaches you about virtualization and virtual machines, plus it goes in-depth on printer and multifunction device technologies. This CompTIA A+ prep course takes you through the second of three prep courses you need to become both a highly competent computer tech and a CompTIA A+ certified technician, using the 1101 and 1102 competencies.

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

ONL351 | 24 hours | \$179



INSTRUCTOR: **Ed2Go Instructor***

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

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

The CompTIA A+ Certification Prep 3: Networking/Security course focuses on fun and practical technology. You will learn how to select, install, and service sound and display components, and how to set up, maintain, and troubleshoot wired and wireless networks. During this network/security training, you will also learn about many aspects of PC and network security and discover how to configure and troubleshoot tablets and smartphones. This CompTIA A+ Prep 3 course completes the three-course CompTIA A+ certification exam prep series that is needed to prepare you for both the 220-1101/1102 exams and your career as a certified technician.

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

ONL352 | 24 hours | \$179



INSTRUCTOR: **Ed2Go Instructor***

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

▲ HYB Network Technician

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

Note: Students must have a valid CompTIA A+ certification, have successfully completed CMT103: IT User Support Specialist II, or request a waiver from Program Manager Kathi Groover (kgroover@frederick.edu).

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



INSTRUCTOR: **Thomas Dawson**

26208 Tu, Th 5:30 - 9:30 PM 2/27 – 4/25* Monroe Center/MC142
*No class 4/2 & 4/4

■ ONL Security Fundamentals

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

Note: This course is entirely online. Classes do not meet at specific times. Students must have successfully completed CMIS280, CIS180 or CMT103 or have a valid CompTIA A+ or Net+ certification along with Program Manager approval (jhatch@frederick.edu).

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



INSTRUCTOR: **Blackboard Instructor**

26210 Online 3/13 – 5/10

WEB DEVELOPMENT

■ ONL Creating Web Pages

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

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

ONL101 | 24 hours | \$149

INSTRUCTOR: **Ed2Go Instructor***

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

■ ONL Creating Web Pages - Level 2

Take your web design skills to the next level! Whether you want to work as a freelance web designer, join a web development team, or build websites for your organization, this course will give you the advanced tools you need. In this course, you will learn to write HTML code for page content and CSS code for page styling. You'll learn the latest versions of the languages used to create modern websites. With the help of step-by-step instructions, you'll build interactive websites that collect information from visitors through email signup and feedback forms. In addition, you'll learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment. Along the way, you'll explore aesthetics, color scheming, and accessibility in web page design.

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

ONL505 | 24 hours | \$149

INSTRUCTOR: **Ed2Go Instructor***

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21



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

CODING AND PROGRAMMING

ONL Introduction to SQL

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

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

ONL140 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Introduction to Python 3 Programming

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

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

ONL214 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Introduction to C# Programming

This course starts with programming fundamentals: input/output operations, decision making, and looping. Then, you will explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples. Then, you will gain hands-on experience with sequential data files, and you will be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer. Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

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

ONL183 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Introduction to CSS3 and HTML5

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

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

ONL195 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Introduction to Java Programming

Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So, whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

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

ONL184 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

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

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

* **Ed2Go:** Students can log into their class from their Continuing Education registration system dashboard under current registrations at frederick.edu/QuickEnroll. Two lessons are released each week for the six-week duration of the class. Students do not have to be present when lessons are released and will have access to all lessons as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Class registration open dates are as follows:
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 March classes – first week of December 2023 | April classes – first week of January 2024
 May classes – first week of February 2024 | June classes – first week of March 2024

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

26056	Tue	9 AM - 3:30 PM	1/9	Monroe Center/MC126
26058	Thu	9 AM - 3:30 PM	1/12	Monroe Center/MC126
26059	Tue	9 AM - 3:30 PM	1/20	Monroe Center/MC126
26060	Sat	9 AM - 3:30 PM	1/23	Monroe Center/MC126
26061	Fri	9 AM - 3:30 PM	2/6	Monroe Center/MC126
26067	Tue	9 AM - 3:30 PM	2/9	Monroe Center/MC126
26068	Thu	9 AM - 3:30 PM	2/14	Monroe Center/MC126
26069	Fri	9 AM - 3:30 PM	2/17	Monroe Center/MC126
26070	Tue	9 AM - 3:30 PM	2/22	Monroe Center/MC126
26075	Sat	9 AM - 3:30 PM	2/27	Monroe Center/MC126
26076	Tue	9 AM - 3:30 PM	3/5	Monroe Center/MC126
26077	Fri	9 AM - 3:30 PM	3/9	Monroe Center/MC126
26078	Thu	9 AM - 3:30 PM	3/14	Monroe Center/MC126
26079	Sat	9 AM - 3:30 PM	3/19	Monroe Center/MC126
26080	Tue	9 AM - 3:30 PM	3/21	Monroe Center/MC126
26081	Tue	9 AM - 3:30 PM	4/12	Monroe Center/MC126
26082	Thu	9 AM - 3:30 PM	4/16	Monroe Center/MC126
26083	Tue	9 AM - 3:30 PM	4/20	Monroe Center/MC126
26084	Sat	9 AM - 3:30 PM	4/24	Monroe Center/MC126
26085	Fri	9 AM - 3:30 PM	5/3	Monroe Center/MC126
26086	Tue	9 AM - 3:30 PM	5/7	Monroe Center/MC126
26087	Thu	9 AM - 3:30 PM	5/11	Monroe Center/MC126
26088	Sat	9 AM - 3:30 PM	5/15	Monroe Center/MC126
26089	Tue	9 AM - 3:30 PM	5/23	Monroe Center/MC126
26090	Tue	9 AM - 3:30 PM	6/1	Monroe Center/MC126
26091	Fri	9 AM - 3:30 PM	6/4	Monroe Center/MC126
26092	Tue	9 AM - 3:30 PM	6/7	Monroe Center/MC126
26093	Tue	9 AM - 3:30 PM	6/12	Monroe Center/MC126
26094	Tue	9 AM - 3:30 PM	6/20	Monroe Center/MC126
26095	Fri	9 AM - 3:30 PM	6/26	Monroe Center/MC126

Note: Students must possess a current AHA CPR Basic Life support card: 1) prior to starting CAH190 or CAH158 or 2) enroll in SAF157 at the same time as CAH272, CAH273 or CAH333.

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.

● 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.

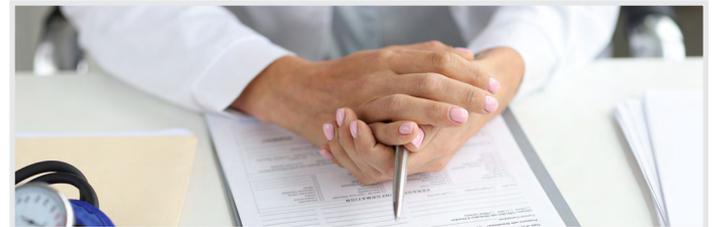
SAF149 | 7 hours | \$85 (\$40 tuition + \$45 fees)



INSTRUCTOR: CE Instructor

26057	Sat	8:30 AM - 4 PM	1/6	Monroe Center/MC126
26062	Sat	9 AM - 3:30 PM	2/3	Monroe Center/MC126
26063	Fri	8:30 AM - 4 PM	3/1	Monroe Center/MC126
26064	Fri	8:30 AM - 4 PM	3/29	Monroe Center/MC126
26065	Sat	8:30 AM - 4 PM	4/27	Monroe Center/MC126
26066	Sat	8:30 AM - 4 PM	5/18	Monroe Center/MC126

[Register online for CPR classes at frederick.edu/CPR](https://frederick.edu/CPR)



Interested in a career in healthcare?

Get started with FCC's introductory course **CAH145: Foundations for Healthcare Careers**. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most of FCC's healthcare career programs. See below for Winter/Spring 24 classes and refer to specific healthcare programs on pages 20-26 for correlating CAH145 class.

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

26104	M, W	5:30 - 8:30 PM	1/8 - 2/19*	MC126
26161	M, W	6 - 9 PM	1/8 - 2/19*	MC124
26102	Tu, Th	6 - 9 PM	1/16 - 2/22	MC126
26156	Tu, Th	9 AM - 12 PM	1/16 - 2/22	MC124
26164	Tu, Th	6 - 9 PM	1/18 - 2/27	MC124
26196	Tu, Th	9 AM - 1 PM	1/18 - 2/15	MC116
26197	M, W	5:30 - 9:30 PM	1/17 - 2/14	MC116
26198	M-Th	9 AM - 1 PM	5/20 - 6/4**	MC115

*No class 1/15 **No class 5/27

CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

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

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

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

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.
- Provide proof of being 16 years of age or older at time of registration
- The Maryland Board of Nursing requires students to have a Social Security Number to apply for CNA Certification.
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare.

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- 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 information regarding their physical exam, immunizations, fingerprinting, and background check during the beginning of the CNA course, CAH132.

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

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

Become a Certified Nursing Assistant in just a few weeks. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with CAH133 & 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 of both written and practical (hands on) skills which must be passed to successfully complete the course & begin CAH133 (CNA Part II).

Prerequisite: Students must have successfully completed CAH145: Foundations for Healthcare Careers or ADE632: Bridge to Careers-Healthcare prior to start date of CAH132.

CAH133 Certified Nursing Assistant, Part II

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

CAH190 Certified Nursing Assistant–Clinicals

Students must have successfully completed CAH133: Certified Nursing Assistant, Part II. Students will participate in supervised clinical rotations with experienced nursing faculty in local health care facilities and will interact with residents performing the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

Prerequisite: Students must have successfully completed CAH133- Certified Nursing Assistant, Part II prior to start date of CAH190.

CNA/GNA EVENING OPTION

▲ **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees) 
 26197 M, W 5:30 - 9:30 PM 1/17 – 2/14 MC116

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

See page 19 for list of class section options.

▲ **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees) 
 26200 M, W, Th 5:30 - 9:30 PM 2/19 – 3/21 MC116/MC127

▲ **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees) 
 26203 M, W, Th 5:30 - 9:30 PM 3/25 – 5/2* MC116/MC127
 *No class 4/1, 4/3, 4/4

● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees) 
 26206 M-F 5 - 9 PM 5/6 – 5/31* OFF CAMPUS
 *No class 5/27

Total Program Hours: 207

Total Program Cost: \$3,220

CNA/GNA DAYTIME OPTION

▲ **CAH145** | 36 hours | \$523 (\$229 tuition + \$294 fees)   
 26196 Tu, Th 9 AM - 1 PM 1/18 - 2/15 MC116

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

See page 19 for list of class section options.

▲ **CAH132** | 60 hours | \$992 (\$496 tuition + \$496 fees)   
 26199 Tu, Th 9 AM - 2:30 PM 2/20 - 3/28 MC116/MC127

▲ **CAH133** | 60 hours | \$896 (\$496 tuition + \$400 fees)   
 26202 Tu, Th 9 AM - 2:30 PM 4/9 - 5/16 MC116/MC127

● **CAH190** | 45 hours | \$724 (\$424 tuition + \$300 fees)   
 26205 M-F 8:30 AM - 2:30 PM 5/20 - 6/14* OFF CAMPUS
 *No class 5/27

Total Program Hours: 207

Total Program Cost: \$3,220

CNA/GNA BOOTCAMP OPTION

▲ **CAH145** | 36 hours | \$523 (\$229 tuition + \$294 fees)   
 26198 M-Th 9 AM - 1 PM 5/20 - 6/4* MC115
 *No class 5/27

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

See page 19 for list of class section options.

▲ **CAH132** | 60 hours | \$992 (\$496 tuition + \$496 fees)   
 26201 M-Th 9 AM - 1:30 PM 6/5 - 7/2* MC116/MC127
 *No class 6/19

▲ **CAH133** | 60 hours | \$896 (\$496 tuition + \$400 fees)   
 26204 M-Th 9 AM - 1:30 PM 7/3 - 7/30* MC116/MC127
 *No class 7/4

● **CAH190** | 45 hours | \$724 (\$424 tuition + \$300 fees)   
 26207 M-F 8:30 AM - 1:30 PM 7/31 - 8/16 OFF CAMPUS

Total Program Hours: 207

Total Program Cost: \$3,220

PATIENT CARE TECH

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

This course is intended for Certified Nursing Assistants (CNAs) interested in obtaining advanced care skills within their scope of practice to work as a Patient Care Technician in hospitals and other health care settings. As 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, obtaining electrocardiograms (EKG), glucose monitoring, respiratory care, intravenous therapy, advanced wound care, urinary catheterization, pre/post-surgical care and pediatric patient care. Successful course completion satisfies eligibility requirements for the National Health Career Association Patient Care Technician Certification Exam. You must have a firm understanding and knowledge of basic patient care skills in order to enroll and be successful in this class.

Note: Students must be 18 years of age and hold a Nursing Assistant Certification to work as a Patient Care Technician.

▲ **CAH487** | 42 hours | \$1,384 (\$692 tuition + \$692 fees)   

INSTRUCTOR: CE Instructor

26101 Tue 5:30 - 9 PM 1/30 - 4/23* Monroe Center/MC116

*No class 4/2

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

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



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

DENTAL ASSISTING & DENTAL RADIOGRAPHY

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

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

INSTRUCTOR: CE Instructor

26161	M, W 6 - 9 PM	1/8 - 2/19* <i>*No class 1/15</i>	Monroe Center/MC124
26156	Tu, Th 9 AM - 12 PM	1/16 - 2/22	Monroe Center/MC124

▲ **HYB Fundamentals of Dental Assisting**

This course introduces students to all aspects of entry-level dental assisting knowledge and skills and prepares students for the Dental Association National Board 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: Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE632 prior to CAH272 class start date. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

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

INSTRUCTOR: CE Instructor

26160	M, W 5:30 - 9:30 PM	2/26 - 5/6* <i>*No class 4/3</i>	Monroe Center/MC124
26159	Tu, Th 9 AM - 1 PM	2/27 - 5/7* <i>*No class 4/4</i>	Monroe Center/MC124

PRICE DROP! ▲ **HYB Oral Radiography**

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

Note: This course requires entry level knowledge of dental assisting and dental anatomy, and is intended for those with 0-6 months of dental assisting work experience or successful completion of a dental assisting program. If claiming successful completion of prior learning, a completion certificate or unofficial transcripts will be required. For those actively working in a dental office, an employer verified letter will be required prior to enrollment. Maryland requires state certified Dental Radiation Technologists be 18+ years old and hold a high school diploma or equivalent. Students do not need to be 18 to register or take the course. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

CAH273 | 39 hours | \$842 (\$427 tuition + \$415 fees)   

INSTRUCTOR: CE Instructor

26162	Fri 9 AM - 1 PM	1/19 - 3/22	Monroe Center/MC124
26163	Sat 9 AM - 1 PM	5/11 - 7/13	Monroe Center/MC124

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

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

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

MEDICAL BILLING AND CODING CERTIFICATION

ONL Anatomy & Physiology for Medical Coding

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

Note: The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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



INSTRUCTOR: Patrick Beacham

26187	Online	1/3 - 2/3
26188	Online	2/3 - 3/3
26190	Online	4/8 - 5/8
26191	Online	5/8 - 6/8

ONL Medical Terminology for Billing & Coding

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

Note: The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined by in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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



INSTRUCTOR: Patrick Beacham

26192	Online	1/3 - 2/3
26193	Online	2/3 - 3/3
26194	Online	4/8 - 5/8
26195	Online	5/8 - 6/8

HYB Medical Billing - AAPC Certified Professional Biller (CPB)

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

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



INSTRUCTOR: CE Instructor

25560 Tue 6:30 - 9:30 PM 2/20 - 6/11 Monroe Center/MC103

HYB Medical Coding - AAPC Certified Professional Coder (CPC)

Would you like to translate the language of healthcare? This medical coding course will train you to review clinical reports and translate them into uniform medical codes used in the medical billing and reimbursement cycle. Upon successful completion you can sit for the AAPC Certified Professional Coder exam. Course fees cover the cost of the AAPC learning platform, two attempts for the CPC exam, and one year membership to AAPC.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding and CAH185: Anatomy & Physiology for Medical Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

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



INSTRUCTOR: Corella Lumpkins

25559 Wed 6:30 - 9:30 PM 1/17 - 5/15*
*No class 4/3 Monroe Center/MC104

25561 Tue 6:30 - 9:30 PM 3/5 - 6/25 Monroe Center/MC105

INSTRUCTOR: CE Instructor

26100 Wed 6 - 9 PM 7/10 - 10/23 Monroe Center/MC105



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

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 successfully and safely. Our program offers clinical practice with experienced phlebotomists at local healthcare facilities to give you hands-on experience. This program prepares students to take several national certification exams.

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

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

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.
- Provide proof of being 18 years of age or older at the start of CAH158
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare.

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- 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 included in course fees
- Students will receive information regarding their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH156

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

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

CAH145 Foundations for Healthcare Careers

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

PRICE DROP! 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 successfully and safely as they progress to Part II: Practical Applications. The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take several national certification exams.

Prerequisite: Students must have successfully completed CAH145: Foundations for Healthcare Careers or ADE632: Bridge to Careers-Healthcare prior to start date of CAH156.

PRICE DROP! 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.

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

CAH158 Phlebotomy Technician Clinical

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

Prerequisite: Students must have successfully completed CAH157-Phlebotomy Technician Preparation II: Practical Applications prior to start date of CAH158.

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

PHLEBOTOMY TECHNICIAN

▲ **CAH145** | 36 hours | \$523 (\$229 tuition + \$294 fees)  
 26164 Tu, Th 6 - 9 PM 1/18 - 2/27 MC124

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

See page 19 for list of class section options.

▲ **CAH156** | 33 hours | \$585 (\$335 tuition + \$250 fees)  
 26165 Tu, Th 6 - 9 PM 2/29 - 4/11* MC124
 *No class 4/2, 4/4

▲ **CAH157** | 48 hours | \$700 (\$405 tuition + \$295 fees)  
 26167 Tu, Th 6 - 9 PM 4/16 - 6/6* MC124
 *No class 5/27

● **CAH158** | 100 hours | \$512 (\$100 tuition + \$412 fees)  
 26172 M-F 7 AM - 4 PM 6/17 - 10/11* OFF CAMPUS
 *No class 6/19, 7/4, 9/2

Total Program Hours: 223

Total Program Cost: \$2,405

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

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



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

STERILE PROCESSING

▲ **HYB Foundations for Healthcare Careers**

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

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

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

INSTRUCTOR: CE Instructor

26102 Tu, Th 6 - 9 PM 1/16 - 1/22 Monroe Center/MC126

● **Sterile Processing Technician Training: Fundamentals**

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

Note: Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE632 prior to the start date of CAH333. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

▲ **CAH333** | 60 hours | \$1,104 (\$552 tuition + \$552 fees)  

INSTRUCTOR: CE Instructor

26103 Tu, Th 6 PM - 9 PM 2/27 - 5/9* Monroe Center/MC126
 *No class 4/2, 4/4

VETERINARY ASSISTANT

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

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

Prerequisites & other requirements:

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

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 1 of the veterinary assistant course series students will be introduced to veterinary office and hospital administrative procedures, communication and client relations. Students also learn Veterinary Pharmacy and Pharmacology, including filling medications, inventory control and vaccinations and 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.

Prerequisites: Students must have successfully completed CAH145: Foundations for Healthcare Careers or ADE632: Bridge to Careers-Healthcare prior to start date of VET130. To enroll students are asked to show academic readiness in Math. See page 37 for details.

VET131 Veterinary Assistant 2

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 2 of the veterinary assistant course series students will be introduced to small animal nursing safety and care procedures, surgical preparation and assisting, 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. Students must have successfully completed VET130 – Veterinary Assistant 1 prior to the start date of VET131.

Prerequisites: Students must have successfully completed VET130- Veterinary Assistant 1 prior to class start date of VET131.

VETERINARY ASSISTANT				
	CAH145	36 hours	\$523 (\$229 tuition + \$294 fees)	  
26104	M,W	5:30 - 8:30 PM	1/8 – 2/19*	MC126
*No class 1/15				
	VET130	60 hours	\$851 (\$399 tuition + \$452 fees)	  
26105	M,W	5:30 - 9:30 PM	2/21 – 4/17*	MC126
*No class 4/1, 4/3				
	VET131	60 hours	\$851 (\$399 tuition + \$452 fees)	  
26106	M,W	5:30 - 9:30 PM	4/22 – 6/12*	MC126
*No class 5/27				
Total Program Hours: 156				
Total Program Cost: \$2,225				

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

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

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

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

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

PROFESSIONAL TRAINING

ONL Spanish for Medical Professionals I

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

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

ONL215 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

ONL Spanish for Medical Professionals II

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

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

ONL216 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
4/17 – 5/24 | 5/15 – 6/21

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

Class registration open dates are as follows:

January classes – currently open | February classes – first week of November 2023
March classes – first week of December 2023 | April classes – first week of January 2024
May classes – first week of February 2024 | June classes – first week of March 2024

▲ HYB Train the Trainer – Effective Adult Learning Principle

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work.

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



INSTRUCTOR: Danielle Stoffer

26107	Tue 6:30 - 9:30 PM	2/6 – 2/20	Monroe Center/MC104
26108	Tue 6:30 - 9:30 PM	4/30 – 5/14	Monroe Center/MC116



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Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

▲ HYB Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of food-borne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager. Also offered for credit as HCTI101.

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

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

INSTRUCTOR: Charles Colison
26072 Th 9 AM - 11 AM 1/25 - 3/28 Monroe Center/MC117

■ ONL Sanitation and Food Safety

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

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

INSTRUCTOR: Charles Colison
26073 Online 1/20 - 3/29

● Baking I

Provides students with the basic skills required for entry-level work in a bakery or pastry shop of a food service operation. These skills include working in a safe and sanitary manner; reading, scaling and accurately following a recipe; demonstrating proper use of terminology, tools, and equipment; preparing, baking, and evaluating cookies, cakes, breads, pastries, pies, and tarts. Beginning plating techniques, cake decorating, and dietary alternatives are explored. Also offered for credit as HCTI104.

Note: To enroll students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in HCTI101, HCT117, HCT119 or hold a current ServSafe Food Manager Certification.

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

INSTRUCTOR: Melissa Miller
26109 Wed 5 PM - 10 PM 1/24 - 5/8* Monroe Center/MC121
**No class 4/3*

INSTRUCTOR: TBD
26516 Fri 8:30 AM - 1:30 PM 1/26 - 5/10* Monroe Center/MC121
**No class 4/5*

● Culinary I

Examines the basic concepts, skills, and attributes related to preparation of food: knife skills, product identification, and culinary terminology. Measures, prepares, and converts standardized recipes. Learns and applies classical cooking principles and techniques to food preparation. Topics include stock and sauce preparation; egg/breakfast cookery; product qualities; preparation of vegetables, fruit, and starches; and dietary guidelines and nutrition principles. Demonstrates proper food sanitation and safety practices. Learns and applies good sustainability practices for food service operations. Also offered for credit as HCTI102.

Note: To enroll students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in either HCTI101, HCT117, HCT119, or hold a current ServSafe Food Manager Certification. Visit frederick.edu/CEWDCourseAccess for help with student course access

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

INSTRUCTOR: Mary Evans
26074 Mon 5 PM - 10 PM 1/22 - 5/6 Monroe Center/MC121
26515 Wed 8 AM - 1 PM 1/24 - 5/8* Monroe Center/MC121
**No class 4/3*



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

HOSPITALITY/TOURISM MANAGEMENT

▲ HYB Introduction to Hospitality Management

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

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

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

INSTRUCTOR: **Danny Vasquez**

26110 Tue 6 - 8:40 PM 1/23 - 3/12 Monroe Center/MC115

▲ HYB Event Management

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

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

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

INSTRUCTOR: **Raymond Maldo**

26111 Mon 6 PM - 8:40 PM 1/22 - 3/11 Monroe Center/MC117



Tuition Assistance & Scholarships Now Available!

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

Tuition Assistance Opportunities

FCC offers tuition assistance opportunities for eligible students in many Continuing Education & Workforce Development training programs. Visit frederick.edu/CEWDScholarships to learn more about assistance opportunities for which you may qualify.

Tuition Assistance Questions? Contact Dustyn Icard, *CEWD Registration Financial Coordinator*
CEInfo@frederick.edu • 301.624.2888

Scholarship Opportunities

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

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

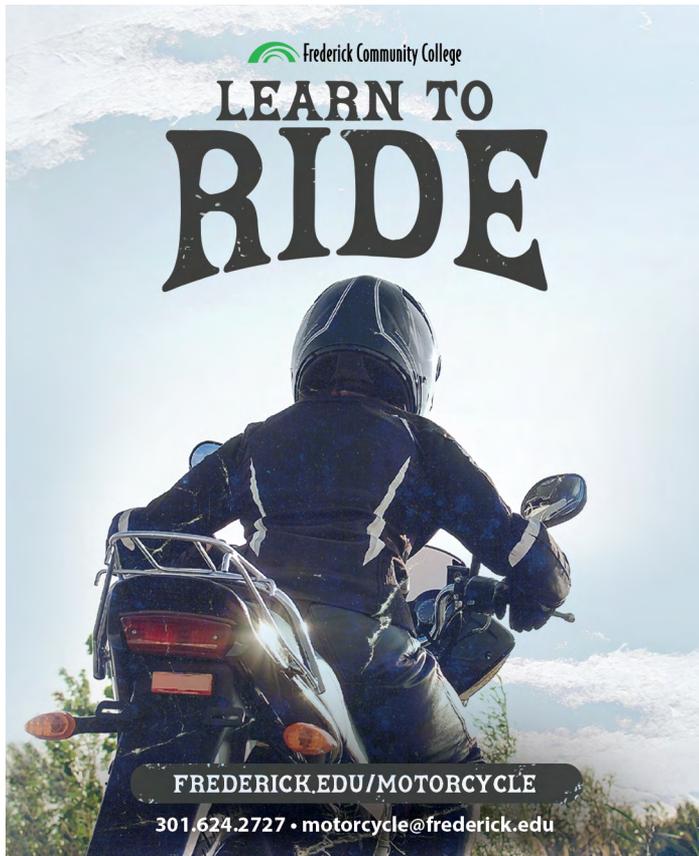
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 In-Person Courses  Online Courses (ONL)  Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

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



Logistics & Production

LOGISTICS & PRODUCTION

▲ HYB Certified Logistics Technician

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

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

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

INSTRUCTOR: Nathen Phillips

26219 Tu, Th 5:30 - 8:30 PM 4/9 - 6/13

Monroe Center/MC144

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

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

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

APPLIED BIOTECHNOLOGY

NEW! **ONL** Biotechnology and Society

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

Note: This course is entirely online. Classes do not meet at specific times.

Prerequisite or Corequisite: ENGL70 or ENGL75 or ESOL100 or appropriate score on placement test. This class is colisted with BIOT101. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Blackboard Instructor

26217 Online 1/20 - 5/10

▲ HYB Biotech Systems & Maintenance

This course prepares students to be successful in entry level positions, such as Production Technician, Process Technician, Process Mechanic, Maintenance Technician, and Manufacturing Associate, in the maintenance of biotechnology equipment and systems. The coursework combines regulations relevant to the biotechnology and bioprocessing manufacturing industries with hands-on, skills-based mechatronic learning. Students will demonstrate safe operation and maintenance on industrial trainers, troubleshoot common issues, and learn how to perform routine maintenance activities. The importance of calibration, validation and monitoring, good documentation and standard operating procedures are emphasized. Topics include safety, Good Manufacturing Practices, refrigeration, electricity, sensors, and programmable logic controllers (PLCs). May include one or more mandatory field trips and/or guest lectures.

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. The course below provides instruction through Blackboard, an online learning management system. Access to this class is provided to registered students 48 hours prior to the class start date. Visit frederick.edu/CEWDCourseAccess for help with student course access.

PRD134 | 90 hours | \$1,060 (\$845 tuition + \$215 fees)   

INSTRUCTOR: Travis Young

26218 M, W 5:30 - 8:30 PM 3/6 - 6/17* Monroe Center/MC135
*No class 4/1, 4/3, 5/27

NEW! **▲ HYB** Gene Therapy Fundamentals

Introduces students to the gene therapy field and the fundamentals of viral vectors. Course topics include an overview of the gene therapy drug development process, viral vectors and their components, viral production, and purification. Participants will receive hands-on training in gene therapy techniques including cell and virus banking, plasmid isolation, transfection and transduction, tangential flow filtration, digital PCR, and ion exchange chromatography using AKTA go system. This course may include one or more guest lectures.

Note: This course requires successful completion of BIOT110 or equivalent with Program Manager approval (sprabhakar@frederick.edu). Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class is colisted with BIOT224. Visit frederick.edu/CEWDCourseAccess for help with student course access.

PRD226 | 50 hours | \$633 (\$475 tuition + \$158 fees)   

INSTRUCTOR: Savita Prabhakar

26256 M, W 5:30 - 8:00 PM 3/13 - 5/10* Catoctin Hall/C102
*No class 4/3



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

Trades & Vocational Training

AUTOMOTIVE

PRICE DROP! ♦ Introduction to Automotive Technology

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

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

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

INSTRUCTOR: Joshua Logan

26215 M, W 6-9 PM 2/5 - 5/6* Monroe Center/MC144
*No class 4/3

♦ Braking Systems

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

Note: To enroll in the course students must have successfully completed TRD258: Introduction to Automotive Technology.

TRD150 | 48 hours | \$699 (\$649 tuition + \$50 fees) 

INSTRUCTOR: Joshua Logan

25326 Tu, Th 6-9 PM 1/9 - 2/29 Monroe Center/MC144
26216 M, W 6-9 PM 5/13 - 7/10* Monroe Center/MC144
*No class 5/27, 6/19

ELECTRICAL

▲ HYB Fundamentals of Structural Wiring

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. Also offered for credit as BLDT 140.

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

ELC181 | 90 hours | \$691 (\$516 tuition + \$175 fees) 

INSTRUCTOR: James Ensor

26146 M, W 6-9 PM 1/22 - 3/11 Monroe Center/MC129

▲ HYB Residential Electric

This course will advance student knowledge in the National Electric Code (NEC) and its application. Topics covered will include NEC calculations; as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting. Also offered for credit as BLDT 241.

Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC182 | 60 hours | \$536 (\$387 tuition + \$149 fees) 

INSTRUCTOR: James Ensor

26153 M, W 6-8:30 PM 3/13 - 5/8* Monroe Center/MC129
*No class 4/3

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▲ HYB Commercial Electric

Continues concepts and skills covered in the first two courses of the electrical building trades program. This course covers wiring methods mainly used in commercial construction. Topics covered to include: conduit (bending, installation), commercial lighting (fluorescent, HID), and transformers. Students will also have an overview of the applicable sections of the National Electrical Code (NEC), including box/conduit fill, and load calculations. Also offered for credit as BLDT 242.

Prerequisite: BLDT241 or ELC182. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC166 | 60 hours | \$536 (\$387 tuition + \$149 fees)   

INSTRUCTOR: Michael Bonner
26148 Tu, Th 6 - 8:30 PM 1/23 - 3/12 Monroe Center/MC129

▲ HYB Specialized Systems

Covers topics in the electrical field such as CAT5, CAT6, CATV, fiber optics, fire alarms, photovoltaic, and electric controls. Students will receive hands on experience working with materials and components in a lab setting. Students will also be introduced to the National Electrical Code (NEC) codes governing these various sub-fields of the electrical industry. Also offered for credit as BLDT 143.

Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC183 | 60 hours | \$565 (\$387 tuition + \$178 fees)   

INSTRUCTOR: Michael Bonner
26152 Tu, Th 6 - 8:30 PM 3/14 - 5/9*
*No class 4/4 Monroe Center/MC129

HOME INSPECTION

◆ Home Inspection Pre-Licensure

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

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

Note: There are required textbooks for this course. Please visit **bookstore.frederick.edu** for details. This course will meet on campus in an in-person environment.

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

INSTRUCTOR: Welmoed Sisson
26211 M-F 9 AM - 4 PM 2/5 - 2/21 Monroe Center/MC144

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

INSTRUCTOR: Welmoed Sisson
26212 Tu, Th 6 - 9 PM 3/12 - 6/18*
*No class 4/2, 4/4 Monroe Center/MC104

HVAC

▲ HYB Fundamentals of HVACR

Covers fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Students will receive hands on experience in a lab setting. Also offered for credit as BLDT 110.

Note: To enroll in the course students are asked to show academic readiness in English. Please see page 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC130 | 90 hours | \$691 (\$516 tuition + \$175 fees)   

INSTRUCTOR: Nick Pace
26145 Tu, Th 6 - 9:00 PM 1/23 - 3/12 Monroe Center/MC147

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

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


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

▲ **HYB Controls for HVACR**

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

Prerequisite: BLDT110 or HVC130. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC131 | 60 hours | \$536 (\$387 tuition + \$149 fees)   

INSTRUCTOR: **Travis Young**

26150 Tu, Th 6 - 8:30 PM 3/14 - 5/9* Monroe Center/MC147
*No class 4/4

▲ **HYB HVAC Installation and Troubleshooting**

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

Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC133 | 60 hours | \$565 (\$387 tuition + \$178 fees)   

INSTRUCTOR: **Blackboard Instructor**

26147 M, W 6 - 8:30 PM 1/22 - 3/11 Monroe Center/MC147

▲ **HYB Fossil Fuels & Hydronic Heating**

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

Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC132 | 60 hours | \$536 (\$387 tuition + \$149 fees)   

INSTRUCTOR: **Blackboard Instructor**

26151 M, W 6 - 8:30 PM 3/13 - 5/8* Monroe Center/MC147
*No class 4/3

WELDING

▲ **HYB Welding Symbols and Blueprint Reading**

Introduces students to interpret various types of prints used in the welding industry. Topics include: print reading, measurements, metallurgy, types of welds and joints, and welding symbols. Also offered for credit as BLDT120.

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

WLD172 | 30 hours | \$310 (\$258 tuition + \$52 fees)   

INSTRUCTOR: **Rebecca Lorenz**

26126 M, W 5 - 6 PM 1/22 - 5/8* Monroe Center/MC114
*No class 4/3

▲ **HYB Introduction to Welding**

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

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

WLD160 | 90 hours | \$720 (\$516 tuition + \$204 fees)   

INSTRUCTOR: **Blackboard Instructor**

26124 Tu, Th 6 - 9 PM 1/23 - 5/9* Monroe Center/MC114
*No class 4/4

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

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

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

▲ HYB Advanced Welding: GMAW

Focuses on Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and oxyfuel cutting on carbon steel. Students will develop skills to weld groove welds in multiple positions. Students will perform GMAW and FCAW welder performance qualification tests on limited thickness test plates on carbon steel in accordance with American Welding Society D1.1 structural Welding Code. Also offered for credit as BLDT 225.

Prerequisite: BLDT120 or WLD160; **Prerequisite or Corequisite:** BLDT121 or WLD172. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD174 | 75 hours | \$532 (\$360 tuition + \$172 fees) 

INSTRUCTOR: **Blackboard Instructor**

26143 M, W 6 - 8:30 PM 1/22 - 5/8* Monroe Center/MC105
*No class 4/3

▲ HYB Advanced Welding: SMAW

Introduces more advanced welding topics and projects in Oxy-Acetylene cutting, cutting, and Shielded Metal Arc Welding (SMAW). Students will develop skills to weld v-groove, butt joints in the flat, horizontal, vertical up and overhead positions, with root and face U-bend test being performed on the welds made in the vertical position. Students will prepare for and test in the SMAW Qualification and Certification (Hobart #37), American Welding Society D1.1 test, and Structural Steel 3-G and 4-G tests. Also offered for credit as BLDT 222.

Prerequisite or Corequisite: BLDT121 or WLD160. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: **John Hill**

26130 M, W 6 - 9 PM 1/22 - 5/8* Monroe Center/MC114
*No class 4/3

SAFETY

▲ HYB Occupational Safety & Health

Identify factors and practices that aid in accident prevention and elimination of hazards in the workplace. Topics include liability, standards, OSHA, hazard control, accident investigation and safety management. Also offered for credit as CMTE100. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

Note: Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: **Charles LoSchiavo**

26144 Tue 5 - 7:35 PM 1/23 - 5/7 Monroe Center/MC135



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

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

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

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

Follow us on Instagram! [@fcctestingcenter](https://www.instagram.com/fcctestingcenter) | Leave a review on Google and Yelp

Workforce Development Courses Prerequisites & Corequisites

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

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

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

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

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

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

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



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

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

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

For questions, more information, or to register visit:

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

Workforce Training Certificates

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

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

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

No course substitutions are allowed.

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

Courses are not eligible for federal financial aid.

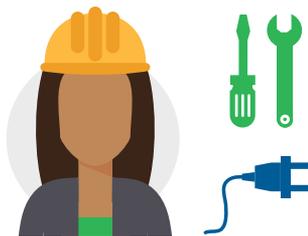
Workforce Training Certificates currently available are listed below.

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



Career & Technical Training

Real Estate
Home Inspection



Construction & Applied Technologies Institute (CATI)

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



Healthcare Careers

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

UPDATE

WINTER/SPRING 2024

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

Adult Basic Education & GED® Test Preparation

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

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

Adult Basic Education Classes

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

High School Diploma Preparation Classes

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

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

DID YOU KNOW?

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

Pass the GED® Exam

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

Complete the National External Diploma Program (NEDP)

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

Basic English as a Second Language (ESL)

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

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

Basic English Classes

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

All Basic ESL classes are free.

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

ORIENTATIONS

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

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



Targeted ESL

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

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

◆ Spring Session: January 31 – April 25

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

CLASSES	TUITION + FEES
Conversation & Pronunciation	\$344
Listening & Speaking	\$344
Grammar	\$344
Reading	\$344
Reading & Grammar for Writing	\$515
TOEFL Prep	\$515

For more information on registering for Targeted ESL classes, contact us at:
esl@frederick.edu • 246.629.7962

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

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

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

COURSE ENROLLMENT – REGISTER EARLY!

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

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

REGISTER ONLINE

frederick.edu/QuickEnroll

- **Sign In** 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.

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 already reserved in your name. Please do not create a new profile; instead, call 301.624.2888 to complete the set-up process. Thank you.

REGISTER IN PERSON

CEWD Registration Office – Jefferson Hall

Need help registering? For questions or assistance, please 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.

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

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

FEES

Registration Fee

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

Out-of-County Tuition

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

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. For technical requirements, see page 42.

To Register and Access Your Class

- Visit 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 emails will confirm your payment and registration

ACCESSING YOUR COURSE

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

Blackboard

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

- AutoCAD: DRF103, DRF107, DRF108
- Biotechnology: PRD104, PRD134, PRD226
- Computers: CMT101, CMT102, CMT103, CMT506
- Healthcare: CAH145, CAH185, CAH195, CAH252, CAH253, CAH272, CAH273, CAH333, VET130, VET131, CAH156, CAH157, CAH158, CAH132, CAH133, CAH190, CAH487, CAH277

REGISTRATION INFORMATION

- Hospitality: HCT102, HCT114, HCT115, HCT116, HCT117, HCT119
- Logistics: PRD121
- Targeted ESL: AEL108, AEL109, AEL112, AEL134, AEL252, AEL302
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, WLD160, WLD161, WLD170, WLD172, WLC173, WLD174

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

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

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

* Some courses may have additional technical and software requirements.

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

TUITION PAYMENT PLAN



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

Tuition Payment Plan Programs include:

- Applied Biotechnology (PRD134)
- Automotive (TRD258 & TRD150)
- Certified Logistics Technician (PRD121)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrical (ELC181 & ELC182), (ELC166 & ELC183)
- Home Inspection Pre-Licensure
- HVAC (HVC130 & HVC131), (HVC133 & HVC132)
- IT User Support Specialist I and II (CMT102 and CMT103)
- Medical Billing & Coding
- Network Technician (CMT500)
- Occupational Safety & Health
- Oral Radiography
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Targeted ESL Courses
- Welding (WLD172 & WLD160), (WLD172 & WLD161), (WLD172 & WLD174)

BILLING ARRANGEMENTS

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

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

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. See page 29 for information on scholarships as well as other tuition assistance opportunities.

DROPPING/REFUNDING A CLASS

Drop/Refund Request Within Refund Period

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

Students have two methods to drop a class:

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

Refund Request Outside of Refund Period

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

Approved Refunds

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

Registration Fee

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

SENIOR CITIZEN STUDENTS



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

DISABLED AND RETIRED STUDENTS



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

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

For additional information and assistance, contact us at 301.624.2888

DUAL ENROLLMENT STUDENTS

Students 16 years of age or older may enroll in college courses while concurrently enrolled in high school and are subject to the same assessment and placement policies and procedures as other students. Students must contact their high school guidance office for information and to complete appropriate paperwork and must adhere to FCPS guidelines. Visit <https://frederick.edu/admissions/dual-enrollment.aspx> for more information.

FCPS Open Campus

Take select FCC courses at FCC or online and earn your high school diploma and college credits from FCC simultaneously. FCPS Open Campus students receive free tuition and fees at FCC for all courses. FCPS students participating in Open Campus may obtain required textbooks and materials at the FCC bookstore at no cost. Homeschool and private school students participating in Open Campus receive a 25% discount on tuition and must pay for fees and textbooks.

FCPS Career Pathways

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

DISABILITY ACCESS SERVICES (DAS)

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

Contact Information

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

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

REGISTRATION INFORMATION

COURSE CHANGES

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

BOOKSTORE

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

Contact: bookstore@frederick.edu • 301.846.2463

CONTINUING EDUCATION RECORD

Continuing Education Transcript

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

Completion Award

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

Workforce Training Certificates

Workforce Training Certificates are conferred for completion of a course or a series of courses which demonstrate acquired knowledge, proven skills and recognized capabilities within a specific industry. See page 38 for a list of Workforce Training Certificates. To be eligible to receive a Workforce Training Certificate, students must:

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under

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

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE REQUIREMENTS

Students should be at least 16 years of age to enroll in most continuing education courses, except for those courses specifically designated for younger students. Students under the age of 16 who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, 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

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

CAMPUS LOCATIONS

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

Main Campus Locations

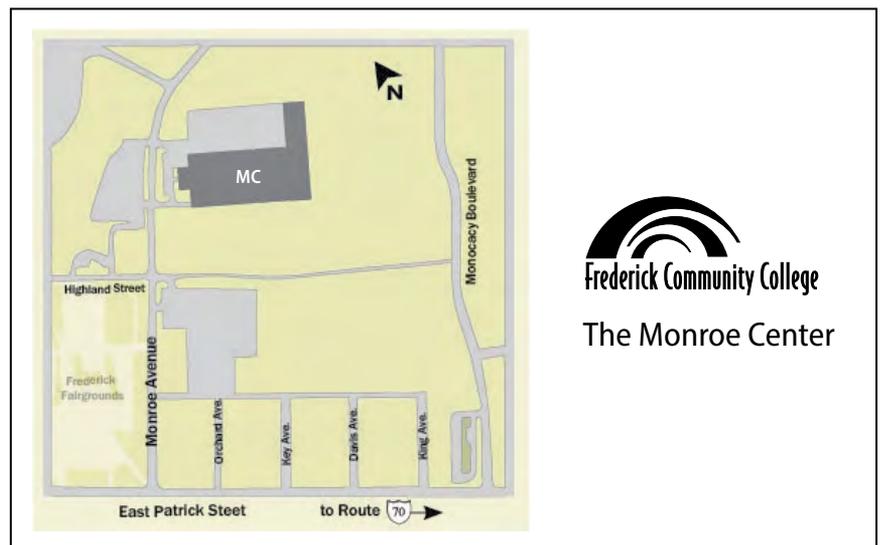
- A—Annapolis Hall
- B—Braddock Hall
- C—Catoctin Hall
- D—Athletics Center
- E—Conference Center
- F—Visual & Performing Arts Center
- G—Gambrell Hall
- H—Student Center
- J—Jefferson Hall
- L—Linganore Hall
- M—The Carl and Norma Miller Children's Center
- P—Plant Operations
- S—Swadner Hall
- K—Mercer-Akre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

Addresses

FCC Main Campus
7932 Opossumtown Pike, Frederick, MD 21702

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

Visit frederick.edu for directions and hours of operation.



NEED HELP PAYING FOR COLLEGE?

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

To learn more about assistance opportunities, turn to page 29.

