

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



2021 WINTER/SPRING COURSE SCHEDULE



Continuing Education & Workforce Development

CEWD winter and spring classes will be delivered primarily online to maintain public safety. Classes will be offered in the following formats: ■ **Online (ONL)**, ● **Structured Remote (SR)**, or ▲ **Hybrid Remote (HYR)**. Select classes will be held solely in a face-to-face format on campus. 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

REGISTRATION LOCATION*

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

HOURS OF OPERATION*

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

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

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

CONTACT US

301.624.2888 • CEInfo@Frederick.edu



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

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

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For contact information regarding CEWD programs, visit frederick.edu/ContactCEWD

■ Register for Classes

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

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

■ Phone Numbers

Registration Information: 301.624.2888

Bookstore: 301.846.2463

Services for Students with Disabilities: 301.846.2408

Testing Center: 301.846.2522

■ Register Early

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

■ Payment in Full

Tuition and fees are due at the time of registration. Payment plans are available for select programs. *See page 42 for details.*

■ Dropping a Class

See page 42 for details.

■ Refunds

Eligibility for a refund is based on the date the class drop request is received by CEWD Registration. Refunds are processed either by check or directly back to the credit card used. *See page 42 for details.*

COVID-19

For the most current information regarding class start dates, visit frederick.edu/QuickEnroll



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

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<p>BUSINESS</p> <ul style="list-style-type: none"> Project Management Professional (PMP®) Certified Associate in Project Management (CAPM®) Maryland Home Inspection License Maryland Real Estate License 	<p>HOSPITALITY, CULINARY & TOURISM INSTITUTE</p> <ul style="list-style-type: none"> National Restaurant Association ServSafe Food Protection Manager Certification
<p>HEALTHCARE</p> <ul style="list-style-type: none"> Maryland Nursing Assistant Certification NHA-Certified Phlebotomy Technician (NHA-CPT) Phlebotomy Technician, PBT (ASCP) Registered Phlebotomy Technician (RPT) AAPC Certified Professional Coder (CPC®) 	<p>INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"> CompTIA A+ Certification CompTIA Security+ Certification CompTIA Network+ Certification
	<p>SKILLED TRADES</p> <ul style="list-style-type: none"> Electrician Certificate HVAC Certificate Welding Certificate

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

Course Options | Winter & Spring 2021

FCC winter and spring classes will be delivered primarily online. Classes will be offered using the following learning formats:

Online Courses (ONL)

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

Structured Remote Courses (SR)

- The course is entirely online but has scheduled class times.
- 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 expected to attend real-time virtual sessions. However, these sessions will be recorded and made available for students unable to attend.
- If graded assessments are provided during a real-time virtual session, students not in attendance will be provided an opportunity to make up work or be provided with a comparable alternative assessment without penalty.

Hybrid Remote Courses (HYR)

- The course is primarily online, but with required periodic meetings at the main campus or Monroe Center during scheduled class times.
- Students will be expected to come to campus, clinical sites, or the Monroe Center for periodic class sessions in addition to participating in real-time virtual sessions during scheduled class time. Scheduled face to face and real-time virtual session meeting dates will be designated.
- Students are expected to attend real-time virtual sessions. However, these sessions will be recorded and made available for students unable to attend.
- If graded assessments are provided during a real-time virtual session, students not in attendance will be provided an opportunity to make up work or be provided with a comparable alternative assessment without penalty.

Select classes will be held in a face-to-face format on campus. There will be limited physical access to buildings, classrooms, labs, and College offices. Specific protocols will be in place to ensure the safety of students, employees, and community members. Guidelines and instructions for physical access are available to students and community members at frederick.edu. Comprehensive student resources remain available remotely to deliver College services to students.

Technology Requirements for Online Learning

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

- **Internet Access:** For ONL, HYR or SR courses, students must have internet access. A broadband internet connection is preferred, but not required.
 - » For students who do not currently have internet access, Comcast (Xfinity) is providing free internet access to the community through hotspots. Visit wifi.xfinity.com.
 - » 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://get2.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.

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

● SR QuickBooks Online Essentials

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details.

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



INSTRUCTOR: Kush Jenkins

21007 Tu, Th 5:30 - 8:30 PM 4/27 – 5/20 Online

■ ONL Accounting Fundamentals

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

ONL223 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20900	Online	1/13 – 2/19
20901	Online	3/17 – 4/23
20902	Online	4/14 – 5/21
20903	Online	5/12 – 6/18
20904	Online	6/16 – 7/23

■ ONL Accounting Fundamentals II

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

ONL224 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20905	Online	2/10 – 3/19
20906	Online	4/14 – 5/21
20907	Online	6/16 – 7/23

BUSINESS

■ ONL Start Your Own Small Business

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

ONL197 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20870	Online	1/13 – 2/19
20871	Online	3/17 – 4/23
20872	Online	5/12 – 6/18

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See pages 41-43.

ONL Fundamentals of Supervision and Management

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

ONL325 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20916	Online	1/13 – 2/19
20917	Online	2/10 – 3/19
20918	Online	3/17 – 4/23

ONL Administrative Assistant Fundamentals

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals.

Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL501 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20941	Online	2/10 – 3/19
20942	Online	4/14 – 5/21
20943	Online	6/16 – 7/23

ONL Administrative Assistant Applications

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship, discover ethics and organizational politics, and understand the basics of human resources management. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals.

Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20944	Online	4/14 – 5/21
20945	Online	6/16 – 7/23

ONL A to Z Grant Writing

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

ONL310 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20908	Online	1/13 – 2/19
20909	Online	4/14 – 5/21
20914	Online	5/12 – 6/18
20915	Online	6/16 – 7/23

Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

NEW! ■ **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.

ONL213 | 24 hours | \$129

INSTRUCTOR: **CE Instructor**

21154	Online	1/13 – 2/19
21155	Online	2/10 – 3/19
21156	Online	3/17 – 4/23
21157	Online	4/14 – 5/21
21158	Online	5/12 – 6/18
21159	Online	6/16 – 7/23

NEW! ■ **ONL Leadership Academy**

This course is designed for current and aspiring leaders and provides instruction on the personal and organizational strategies and skills that are necessary to be an effective leader within an organization. Topics reviewed include methods for developing personal leadership skills, tactical versus strategic aspects of leadership, ways to maximize the performance of a team, and the importance of decision making and effective daily planning.

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

MGT113 | 20 hours | \$795

INSTRUCTOR: **CE Instructor**

21152	Online	2/1 – 3/31
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PROFESSIONAL DEVELOPMENT

■ **ONL Grammar Refresher**

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

ONL420 | 24 hours | \$139

INSTRUCTOR: **CE Instructor**

20937	Online	1/13 – 2/19
20938	Online	2/10 – 3/19
20939	Online	3/17 – 4/23
20940	Online	5/12 – 6/18

■ **ONL Project Management Fundamentals**

In this six-week course, an experienced project management professional will help you master the essentials of project management. You will learn how to plan, implement, control and close any type of project. You'll develop all sections of a project plan and become comfortable with the project management body of knowledge. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course and its followup (Project Management Applications) includes essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

ONL525 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20953	Online	1/13 – 2/19
20954	Online	2/10 – 3/19
20955	Online	3/17 – 4/23
20956	Online	4/14 – 5/21
20957	Online	5/12 – 6/18

■ **ONL Project Management Applications**

In this class you will learn how to recruit project team members and develop and motivate team leaders. You will discover how to adapt to different organizational cultures and work group characteristics, as well as gain valuable knowledge about project planning, control and data analysis tools. This course includes essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

ONL524 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20946	Online	3/17 – 4/23
20947	Online	4/14 – 5/21
20952	Online	5/12 – 6/18

NEW! ■ **ONL Project Management Professional (PMP) Prep I**

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

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

ONL198 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20889	Online	1/13 – 2/19
20890	Online	2/10 – 3/19
20888	Online	3/17 – 4/23

NEW! ■ **ONL Project Management Professional (PMP) Prep II**

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

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

ONL199 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20891	Online	3/17 – 4/23
20892	Online	4/14 – 5/21
20893	Online	5/12 – 6/18

● **SR Life Change Coach & Wellness Specialist**

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. Registration for the 1/19/21 classes closes on 1/16/21. Registration for the 4/13/21 classes closes on 4/10/21.

CPD328 | 36 hours | \$599

INSTRUCTOR: **Sharon Young**

21124	Tu 9 - 10 AM	1/19 – 4/6	Online
21125	Tu 6 - 7 PM	1/19 – 4/6	Online
21126	Tu 9 - 10 AM	4/13 – 6/29	Online
21127	Tu 6 - 7 PM	4/13 – 6/29	Online

▲ **HYR Train the Trainer-Effective Adult Learning Principles**

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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



INSTRUCTOR: **Danielle Stoffer**

21097	M 6 - 9 PM	3/8 – 3/22	Monroe Center/MC116
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Business Solutions Manager
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REAL ESTATE & HOME INSPECTION

▲ HYR 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: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. A webcam is required for this course. There are required textbooks for this course. Please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Larry Riggs**

21031 M, W 6 PM - 9 PM 4/12 – 6/28 Monroe Center/MC115



**No class 5/31*

▲ HYR Home Inspection Pre-Licensure

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

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. A webcam is required for this course. There are required textbooks for this course. Please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Welmoed Sisson**

20996 M-F 9 AM - 4 PM 2/8 – 2/24 Monroe Center/MC144

20995 Tu, Th 6 PM - 9 PM 3/9 – 6/15 Monroe Center/MC114

**No class 3/30 & 4/1*



CHILD CARE CAREERS

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

■ ONL Child Growth and Development

This 45-hour certification course satisfies the child development portion of the MSDE requirement for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in either preschool or school age child care (totaling 90 hours), or this course and a 45-hour preschool course plus a 45-hour infant and toddler course (totaling 135 hours) is required to complete the certification for child care. Aligns with MD Staff Credential levels 2-4.

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

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

INSTRUCTOR: **CE Instructor**

20977 Online 1/8 – 2/26



20978 Online 3/26 – 5/14

21067 Online 4/16 – 6/4

■ ONL Preschool Curriculum and Activities

This 45-hour certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Become prepared for a position in a child care center or preschool. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include teaching strategies, environment design, and implementation of best practices in early childhood education. This course, along with the 45-hour Child Growth Development course, is required to complete the 90-hour preschool child care certification. Aligns with MD Staff Credential levels 2-4.

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

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

INSTRUCTOR: **CE Instructor**

20979 Online 1/11 – 3/1

20980 Online 3/29 – 5/17

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)
Learning formats have been listed with each course. See page 4 for more course option information.



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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver.
See pages 41-43.

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: There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

20981	Online	1/20 – 3/10
20982	Online	4/14 – 6/1

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

CHI311 | 45 hours | \$329 (\$119 tuition + \$210 fees)  



INSTRUCTOR: CE Instructor

20983	Online	1/11 – 3/1
20984	Online	3/29 – 5/17

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: You may register and begin this class anytime between the first class date and 5/13/2021 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

20975	Online	1/4 – 5/21
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ONL Including All Children and the ADA

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

Note: You may register and begin this class anytime between the first class date and 5/13/2021 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

20986	Online	1/4 – 5/21
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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: You may register and begin this class anytime between the first class date and 5/13/2021 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

20976	Online	1/4 – 5/21
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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.

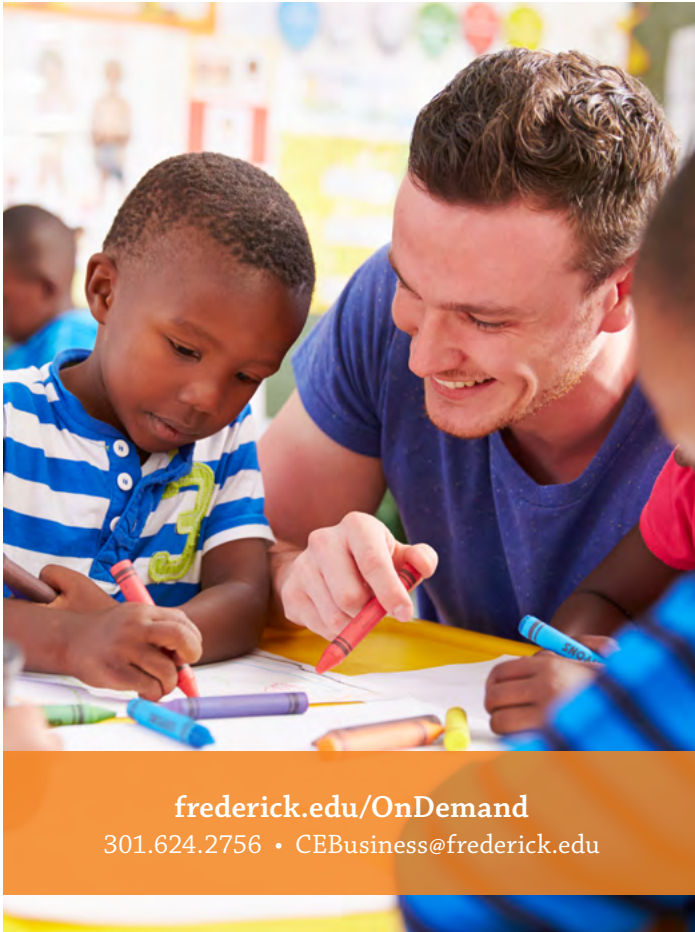
Note: You may register and begin this class anytime between the first class date and 5/18/2021 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

CHI313 | 3 hours | \$55 (\$15 tuition + \$40 fees)  

INSTRUCTOR: CE Instructor

20985	Online	1/4 – 5/21
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 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.



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

Child Care

Professional Development On-Demand Online

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

ON-DEMAND ONLINE CLASSES

Child Care Administration

CHI310 | 45 hours | \$329

Communication Skills for Childcare Professionals

CHI339 | 9 hours | \$154

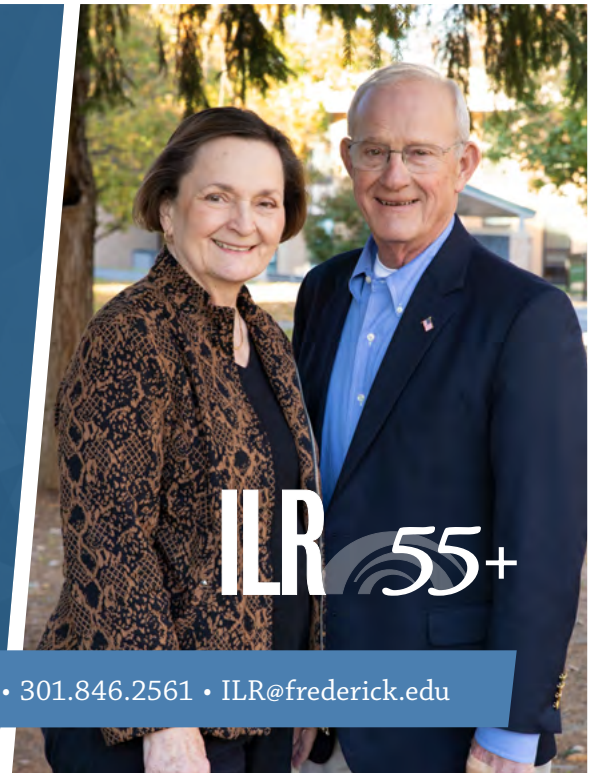
The Institute for Learning in Retirement

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.

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History, Cultures & Current Events
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Life Planning & Finances
Literature, Theater & Writing
Philosophy, Religion & Exploration
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Computers & Technology

DRONE TECHNOLOGY

● SR UAS (Drone) Ground School

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

Note: This Structured Remote Course is entirely online. The course does meet as a real-time online session during the scheduled class time. CPD 606 (Flight School) and CPD 607 (Ground School) are co-requisites. Students are required to register for both classes at the same time. This course is not available for online registration. Contact CEWD Registration at CEinfo@frederick.edu or 301.624.2888 (leave a message). This class is held in partnership with Carroll Community College. Email Jeremy Roop, jroop@carrollcc.edu, for the classroom access information.

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



INSTRUCTOR: CE Instructor

21169	Tu, Th 6 - 8 PM	2/11 - 3/2	Carroll Community College
21198	M, W 6 - 8 PM	3/29 - 4/14	Carroll Community College

● SR UAS (Drone) Flight School

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

Note: This Structured Remote Course is entirely online and meets as a real-time online session during the scheduled class time. CPD 606 (Flight School) and CPD 607 (Ground School) are co-requisites. Students are required to register for both classes at the same time. This course is not available for online registration. Contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888 to register. This class is held in partnership with Carroll Community College. Email Jeremy Roop, jroop@carrollcc.edu, for the classroom location.

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

INSTRUCTOR: CE Instructor

21168	Sa, Su 9 AM - 4 PM	3/6 - 3/7	Carroll Community College
21197	Sa 9 AM - 4 PM	4/17 - 4/24	Carroll Community College

● SR UAS (Drone) FAA Remote Pilot Certification Prep

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

Note: This Structured Remote Course is entirely online. The course does meet as a real-time online session during the scheduled class time. CPD 606 (Flight School) and CPD 607 (Ground School) are pre-requisites. Students are required to register for and successfully complete both classes at the same time prior to enrolling in CPD603 (FAA Remote Pilot Cert). This course is not available for online registration. Contact CEWD Registration at CEinfo@frederick.edu or 301.624.2888 (leave a message). This class is held in partnership with Carroll Community College. Email Jeremy Roop, jroop@carrollcc.edu, for the classroom access information.

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

INSTRUCTOR: CE Instructor


21167	Tu, Th 6 - 8 PM	3/9 - 3/16	Carroll Community College
21196	M, W 6 - 8 PM	4/26 - 5/3	Carroll Community College

DIGITAL FABRICATION

Discover 3D Printing

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

Note: This class will be delivered in a face-to-face format in the classroom. Bring a USB flash drive to class so you can take your files home.

MKR105 | 4 hours | \$49 (\$39 tuition + \$10 fees)  

INSTRUCTOR: Glenn Mossy

20998	Sa 9:30 AM - 2 PM	1/30	Monroe Center/MC135
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■ Online Courses (ONL)
 ● Structured Remote Courses (SR)
 ▲ Hybrid Remote Courses (HYR)

Learning formats have been listed with each course. See page 4 for more course option information.

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


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

See pages 41-43.

3D Printing and Prototyping

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

Note: This class will be delivered in a face-to-face format in the classroom. Bring a USB flash drive to class so you can take your files home.

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


INSTRUCTOR: Glenn Mossy

20997 Sa 9 AM - 4 PM 2/6 Monroe Center/MC135

Designing Smart Textiles: Arduino meets 3D Printing

Wearable or fashion electronics are smart electronic devices with micro-controllers that can be incorporated into clothing or worn on the body as implants or accessories. Today, wearables are being incorporated into navigation systems, augmented and virtual reality headsets, advanced textiles, and healthcare. This course is intended for those with an interest in physical computing and creating interfaces to devices that are worn or portable. Perfect for makers new to wearable tech, this course is a hands-on introduction to the software coding and 3D printing for creating interactive electronic circuits and embedding them in something you can wear, or create an entire new category of portable devices. Students will use an all-in-one e-textile prototyping kit that provides a platform for lessons in physical computing programming. Students will leave with an e-textile that they have programmed and 3D printed.

Note: This class will be delivered in a face-to-face format in the classroom.

MKR117 | 6 hours | \$79 (\$60 tuition + \$19 fees) 

INSTRUCTOR: Glenn Mossy

21005 Sa 9:30 AM - 4 PM 2/27 Monroe Center/MC135



Tuition Assistance & Scholarships Now Available!

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

Tuition Assistance Opportunities

Fill out CEWD Financial Assistance Request Form at frederick.edu/CEWDFinancialAssistance. A College representative will be in touch to assist you with determining what aid opportunities you may qualify.

Scholarship Opportunities

CEWD Scholarships for Spring 2021 are available through the FCC Foundation. Valued at up to \$500 per eligible recipient, funds can be applied toward course costs. Eligible applicants are Frederick County residents enrolled in a continuing education vocational or skills training program exemplifying academic promise and financial need. Apply now for Trades & Vocational Training (HVAC, Electrical, or Welding) scholarships or a CEWD General Program scholarship.



Questions about scholarship opportunities? Contact Michael Thornton, FCC Foundation Scholarship Program Manager mthornton@frederick.edu • 301.624.2888

ELECTRONICS & ROBOTICS

Power On! Electronics Basics

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

Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

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



INSTRUCTOR: Glenn Mossy

21001 Sa 9:30 AM - 2 PM 3/13 Monroe Center/MC135

Power On! Electronics, Transistors, and Chips

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

Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR119 | 4 hours | \$69 (\$50 tuition + \$19 fees)  



INSTRUCTOR: Glenn Mossy

21002 Sa 9:30 AM - 2 PM 3/20 Monroe Center/MC135

The Inputs and Outputs of Physical Computing with Arduinos I

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

Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

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



INSTRUCTOR: Glenn Mossy

21003 Sa 9:30 AM - 4 PM 4/10 Monroe Center/MC135

The Inputs and Outputs of Physical Computing with Arduino II

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

Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR114 | 6 hours | \$69 (\$50 tuition + \$19 fees)  



INSTRUCTOR: Glenn Mossy

21004 Sa 9:30 AM - 4 PM 4/24 Monroe Center/MC135

Motor Control Using the Arduino




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


Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR109 | 4 hours | \$49 (\$39 tuition + \$10 fees)  

INSTRUCTOR: Glenn Mossy

21000 Sa 9:30 AM - 2 PM 5/15 Monroe Center/MC135

 Online Courses (ONL)  Structured Remote Courses (SR)  Hybrid Remote Courses (HYR)
Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

Explore Robotics with Arduino

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

Note: This class will be delivered in a face-to-face format in the classroom. Kit required for this class. Purchase kit from FCC bookstore prior to class start.

MKR106 | 6 hours | \$69 (\$50 tuition + \$19 fees)



INSTRUCTOR: Glenn Mossy

20999 Sa 9 AM - 4 PM 6/5 Monroe Center/MC135

COMPUTER APPLICATIONS**▲ HYR Intro to AutoCAD I**

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

Note: Prerequisite: ENGL70 or ENGL75 or ESOL72 or ESOL100. This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times.

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



INSTRUCTOR: CE Instructor

21182 Th 5 PM - 8 PM 1/28 - 3/4 Braddock Hall/B114

■ ONL Keyboarding

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

Note: Course provides download of Keyboarding Pro 5 to the student's PC. Not Mac compatible.

ONL148 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20852 Online 1/13 - 2/19
20853 Online 3/17 - 4/23
20854 Online 4/14 - 5/21

● SR Microsoft: Windows Basics

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

20988 Tu, Th 6 - 9 PM 1/26 - 2/2 Online

MS OFFICE SUITE WORKSHOPS**● SR Microsoft Foundation Series: Computer Skills**

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

20987 Tu, Th 6 - 9 PM 1/26 - 3/11 Online



SPRING 2021 | Unique non-credit courses developed for adults with intellectual disabilities to support their ability to function more independently at home, at work, and in the community.

Structured Remote classes are entirely online. The course does meet as a real-time online session during the scheduled class time. Students are required to provide their own supplies.



● SR SPA143 Yoga Breathe & Flow
 Thursdays • February 18 - March 25 • 4 - 5:30 PM • \$109
 Learn to reduce stress while calming the body and mind in this gentle and Hatha inspired yoga class.
Instructor: Teresa Holler • **Location:** Online



● SR SPA155 Latinx Dances with Rosa
 Thursdays • April 8 - May 13 • 5 - 6 PM • \$69
 Jive to the music and cool on down in this virtual hands-on class where you'll learn traditional Latino dances, step-by-step.
Instructor: Rosa Raez • **Location:** Online



● SR SPA148 Introduction to American Sign Language
 Thursdays • April 8 - May 27 • 4 - 5:30 PM • \$139
 Learn the manual alphabet, how to count, colors, and how to introduce yourself in American Sign Language (ASL).
Instructor: Martha Pugh • **Location:** Online



● SR SPA159 Minecraft: Seven Wonders of the World
 Mondays • January 25 - March 8 • 10 - 11 AM • \$79
 Learn about the ancient wonders and architectural styles when you create them in Minecraft.
Instructor: Rowland Cooney • **Location:** Online



● SR SPA149 Fun with Friends- Six Feet Apart(y)!
 Tuesdays • February 2 - March 23 • 10 - 11 AM • \$89
or Thursdays • February 4 - March 25 • 11 AM - 12 PM • \$89
 Virtually explore a different theme each week including healthy snack recipes, storytelling and seasonal craft projects.
Instructor: Carla Malik • **Location:** Online



● SR SPA160 Video Game Design: Pixel Art
 Fridays • February 26 - March 26 • 1 - 2 PM • \$59
 Create pixel art for your very own video games.
Instructor: Rowland Cooney • **Location:** Online



● SR SPA151 Sing-a-Long With Friends
 Mondays • January 25 - March 15 • 5 - 6 PM
OR April 5 - May 24 • 5 - 6 PM • \$99
 This class is less about performance and more about the pleasure that comes from singing together.
Instructor: Meg Dewing • **Location:** Online



● SR SPA161 Pizza Party
 Wednesdays • February 3 - March 10 • 5 - 6:30 PM • \$109
 Cook from your very own kitchen and learn how to make six different varieties of pizza and a dessert.
Instructor: Christy Lynch • **Location:** Online



● SR SPA152 Sketch & Draw
 Tuesdays • March 23 - May 11 • 12 - 1 PM • \$89
 Explore pencil sketching, charcoal, and pastels in this class for artists of all levels.
Instructor: Rick Nalley • **Location:** Online



SPA156 Simple Baking
 Wednesday • March 24 • 5:30 - 7:30 PM • \$29
 Learn how to make three, fun-to-eat desserts.
Instructor: Christy Lynch • **Location:** Conference Center/E125



● SR SPA153 Reading for Fun & Knowledge
 Tuesdays • February 9 - March 16 • 10:30 - 11:30 AM • \$69
 Read amusing short stories as you build vocabulary, improve comprehension and reading speed.
Instructor: Rick Nalley • **Location:** Online



SPA157 Gluten-Free Baking
 Wednesday • April 21 • 5:30 - 7:30 PM • \$29
 Learn how to make three gluten-free goodies.
Instructor: Christy Lynch • **Location:** Conference Center/E125



● SR SPA154 Beginning Spanish: Language & Culture
 Tuesdays • March 2 - April 20 • 5 - 6:30 PM • \$129
 Learn Hispanic culture and basic vocabulary through interactive and conversation-based activities.
Instructor: Rosa Raez • **Location:** Online



SPA158 Dinner, Southern Style
 Wednesday • May 5 • 5 - 7:30 PM • \$34
 In this cooking class students will observe how to create scrumptious Southern cuisine.
Instructor: Christy Lynch • **Location:** Conference Center/E125

The following three, one-session classes will meet in a face-to-face format and will not include online instruction. Recipes and to-go samples will be provided.

Full descriptions and registration information at frederick.edu/Thrive • 301.846.2661 • thrive@frederick.edu

● SR Microsoft Word: Level 1

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

20989 Tu, Th 6 - 9 PM 2/9 - 2/18 Online

● SR Microsoft Word: Level 2

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

20992 Tu, Th 6 - 9 PM 3/16 - 3/25 Online

● SR Microsoft Excel: Level 1

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. 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 | \$229 (\$179 tuition + \$50 fees)  



INSTRUCTOR: Michele Swing

20990 Tu, Th 6 - 9 PM 2/23 - 3/4 Online

● SR Microsoft Excel: Level 2

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. 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 | \$229 (\$179 tuition + \$50 fees)  

INSTRUCTOR: Michele Swing

20993 Tu, Th 6 - 9 PM 4/13 - 4/22 Online

● SR Microsoft PowerPoint: Level 1

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing



20991 Tu, Th 6 - 9 PM 3/9 - 3/11 Online

CYBERSECURITY

▲ HYR CompTIA IT Fundamentals+

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details.

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




INSTRUCTOR: CE Instructor

20994 M, W 6 - 9 PM 2/15 - 3/24 Monroe Center/MC142

NEW! ▲ **HYR IT User Support Specialist I**

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

Note: Students must enroll in CMT102 and CMT103 at the same time. Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details.

CMT102 | 60 hours | \$699 (\$549 tuition + \$150 fees)   




INSTRUCTOR: **Thomas Dawson**

21008 Tu, Th 5:30 - 9:30 PM 1/26 – 3/16 Monroe Center/MC142

NEW! ▲ **HYR IT User Support Specialist II**

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

Note: Students must enroll in CMT102 and CMT103 at the same time. Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

CMT103 | 54 hours | \$629 (\$494 tuition + \$135 fees)   

INSTRUCTOR: **Thomas Dawson**

21035 Tu, Th 5:30 - 9:30 PM 3/23 – 5/13 Monroe Center/MC142

**No class 3/30 & 4/1*

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

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

ONL350 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20921	Online	1/13 – 2/19
20922	Online	2/10 – 3/19
20923	Online	3/17 – 4/23

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

This course picks up where the Basics course ends and plunges you headfirst into Windows, macOS, and Linux. You learn how to install, organize, maintain, and troubleshoot Windows Vista, 7, and 10, plus explore similar features in macOS and Linux. You'll gain a deeper understanding of how to use virtualization and virtual machines in modern networks. Plus you'll learn about printers and multi-function devices, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician.

ONL351 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20924	Online	3/17 – 4/23
20926	Online	4/14 – 5/21
20927	Online	5/12 – 6/18

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

This course delivers everything you need to know to select, install, and service video, sound, and portable computers. Learn networking, both wired and wireless, and gain insights into security and adding mobile devices such as tablets and smartphones to your computing environment. This course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 901/902 exams and for real life as a PC tech.

ONL352 | 24 hours | \$169

INSTRUCTOR: **CE Instructor**

20929	Online	5/12 – 6/18
20930	Online	6/16 – 7/23



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The

plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

■ ONL CompTIA® Security+ Certification Prep 1

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

ONL360 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20931	Online	1/13 – 2/19
20932	Online	2/10 – 3/19
20933	Online	3/17 – 4/23

■ ONL CompTIA® Security+ Certification Prep 2

This course is the second in a two-part series and dives deeper into the terminology and concepts you need to know to pass the SY0-501. The course provides additional study tools and practice exam questions, with content geared towards helping you prepare for and pass the SY0-501 exam.

ONL361 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20934	Online	3/17 – 4/23
20935	Online	4/14 – 5/21
20936	Online	5/12 – 6/18

WEB DEVELOPMENT

■ ONL Creating Web Pages

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

ONL101 | 24 hours | \$139

INSTRUCTOR: CE Instructor

20847	Online	1/13 – 2/19
20848	Online	3/17 – 4/23

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)
Learning formats have been listed with each course. See page 4 for more course option information.

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

SN Eligible for senior tuition waiver. TW Eligible for disabled & retired tuition waiver.
See pages 41-43.

ON-DEMAND ONLINE Technology Classes



Creating Web Pages II

ONL505 \$139

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

CompTIA Network+ Certification Prep

ONL358 \$169

CompTIA Security+ Certification Prep 2

ONL361 \$169

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

CODING AND PROGRAMMING

ONL Introduction to SQL

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

ONL140 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20849	Online	1/13 – 2/19
20850	Online	2/10 – 3/19
20851	Online	5/12 – 6/18

NEW! 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. An important tool for programmers working in web development, Python supports a wide range of applications from simple text processing to web browsers to games. While Python contains the same basic structures as other languages, it also offers unique functionality that makes programming easier. This course will show you how to create basic programming structures like decisions and loops and then move on to more advanced topics such as object-oriented programming with classes and exceptions. You will explore unique Python data structures and learn how to create Python programs with graphic elements. 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.

ONL214 | 24 hours | \$159

INSTRUCTOR: CE Instructor

21160	Online	1/13 – 2/19
21161	Online	2/10 – 3/19
21162	Online	3/17 – 4/23
21164	Online	4/14 – 5/21
21165	Online	5/12 – 6/18
21166	Online	6/16 – 7/23

ONL Introduction to C# Programming

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

ONL183 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20855	Online	1/13 – 2/19
20856	Online	5/12 – 6/18

ONL Introduction to CSS3 and HTML5

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

ONL195 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20866	Online	3/17 – 4/23
20869	Online	5/12 – 6/18

ONL Introduction to Java Programming

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

ONL184 | 24 hours | \$169

INSTRUCTOR: CE Instructor

20857	Online	2/10 – 3/19
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■ Online Courses (ONL)
 ● Structured Remote Courses (SR)
 ▲ Hybrid Remote Courses (HYR)
 Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.
  Eligible for disabled & retired tuition waiver.
 See pages 41-43.

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.

Note: These classes will be delivered in a face-to-face format in the classroom and will not include online instruction.

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



INSTRUCTOR: **CE Instructor**

21032	F 9 AM - 3:30 PM	1/8	Monroe Center/MC124
21033	Th 9 M - 3:30 PM	1/14	Monroe Center/MC126
21036	W 9 AM - 3:30 PM	1/20	Monroe Center/MC124
21039	Sa 9 AM - 3:30 PM	1/30	Monroe Center/MC126
21175	Sa 9 AM - 3:30 PM	2/13	Monroe Center/MC126
21042	W 9 AM - 3:30 PM	2/18	Monroe Center/MC124
21043	Tu 9 AM - 3:30 PM	2/22	Monroe Center/MC126
21044	Sa 9 AM - 3:30 PM	2/27	Monroe Center/MC126
21045	F 9 AM - 3:30 PM	3/5	Monroe Center/MC127
21046	Th 9 M - 3:30 PM	3/11	Monroe Center/MC126
21047	W 9 AM - 3:30 PM	3/19	Monroe Center/MC126
21048	Tu 9 AM - 3:30 PM	3/23	Monroe Center/MC126
21049	Sa 9 AM - 3:30 PM	3/27	Monroe Center/MC126
21050	Tu 9 AM - 3:30 PM	4/6	Monroe Center/MC126
21051	Sa 9 AM - 3:30 PM	4/10	Monroe Center/MC126
21053	Th 9 M - 3:30 PM	4/22	Monroe Center/MC126
21054	W 9 AM - 3:30 PM	4/26	Monroe Center/MC126
21055	Tu 9 AM - 3:30 PM	5/4	Monroe Center/MC126
21056	Sa 9 AM - 3:30 PM	5/8	Monroe Center/MC126
21057	F 9 AM - 3:30 PM	5/14	Monroe Center/MC126
21058	Th 9 M - 3:30 PM	5/22	Monroe Center/MC126
21059	W 9 AM - 3:30 PM	5/26	Monroe Center/MC126
21060	Tu 9 AM - 3:30 PM	6/1	Monroe Center/MC124
21061	Sa 9 AM - 3:30 PM	6/5	Monroe Center/MC126
21062	F 9 AM - 3:30 PM	6/11	Monroe Center/MC126
21063	Th 9 M - 3:30 PM	6/17	Monroe Center/MC124
21064	W 9 AM - 3:30 PM	6/23	Monroe Center/MC126
21178	Sa 9 AM - 3:30 PM	6/26	Monroe Center/MC126
21065	Tu 9 AM - 3:30 PM	6/29	Monroe Center/MC124

Heartsaver CPR/AED for the Layperson

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

Note: These classes will be delivered in a face-to-face format in the classroom and will not include online instruction.

SAF159 | 5 hours | \$77 (\$32 tuition + \$45 fees)



INSTRUCTOR: **CE Instructor**

21079	W 9 AM - 2:30 PM	4/17	Monroe Center/MC126
21080	M 9 AM - 2:30 PM	5/24	Monroe Center/MC126

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

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

Note: These classes will be delivered in a face-to-face format in the classroom and will not include online instruction.

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



INSTRUCTOR: **CE Instructor**

21066	Th 8:30 AM - 4 PM	1/28	Monroe Center/MC126
21071	Sa 8:30 AM - 4 PM	5/1	Monroe Center/MC126

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

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

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to AHA.

CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

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

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

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

Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 306 Accuplacer ESL (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 16 years of age or older at time of registration
- CAH145 – Foundations for Healthcare Careers or ADE625 – 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
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support
- Undergo a background investigation, fingerprinting, and drug testing; cost included in course fees

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

Textbooks: Textbooks available at bookstore.frederick.edu

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

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




CAH133 Certified Nursing Assistant, Part II

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




CAH190 Certified Nursing Assistant—Clinical

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

CNA/GNA EVENING OPTION




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

21114 M, Tu, Th 5:30 - 9:30 PM 2/8 – 2/25 MC127

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




21128 M, Th 4:30 - 9 PM 3/1 – 4/15 MC127

*No class 4/1

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

21129 M, Tu, Th 4:30 - 9:30 PM 4/19 – 5/20 MC127

Note: Students must be available to participate during the scheduled days and times for the above Hybrid Remote classes; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

21132 M-F 4 - 9:30 PM 5/24 – 6/9* OFF CAMPUS




*No class 5/31

Note: This class will be delivered in a face-to-face format and will not include online instruction. Due to COVID-19 it may be offered in a simulated format at Monroe Center.




Total Program Hours: 201

Total Program Cost with CPR: \$2,800




CNA/GNA DAYTIME OPTION

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

21118 M, Tu, Th 9 - 1 PM 5/17 - 5/27 MC127

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




21133 M, Tu, Th 9 AM - 2:30 PM 6/1 - 6/29 MC127

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

21135 M, Tu, Th 9 AM - 2:30 PM 7/1 - 7/27* MC127

*No class 7/5

Note: Students must be available to participate during the scheduled days and times for the above Hybrid Remote classes; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

21136 M-F 9 AM - 2:30 PM 8/2 - 8/17 OFF CAMPUS

Note: This class will be delivered in a face-to-face format and will not include online instruction. Due to COVID-19 it may be offered in a simulated format at Monroe Center.

Total Program Hours: 201

Total Program Cost with CPR: \$2,800

Advance your CNA Skills with CAH487 Patient Care Technician/
Advanced Patient Care, see page 25.



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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

Learning formats have been listed with each course. See page 4 for more course option information.

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




 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

DENTAL ASSISTING & DENTAL RADIOGRAPHY

▲ **HYR 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: Prerequisites: Placement into ENGL75; ESOL72 or ESOL100, or Floor score of 53 (classic) or 237 (Next Gen); or 306 Accuplacer ESL (students need to take placement tests at the FCC Testing Center). Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

INSTRUCTOR: CE Instructor




21115 M, W 5:30 - 9:30 PM 2/8 - 3/8 Monroe Center/MC126

21119 Tu, Th 9 AM - 1 PM 6/1 - 6/29 Monroe Center/MC126

▲ **HYR Fundamentals of Dental Assisting**

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

Note: Placement into ENG75; ESOL72 or ESOL100, or Floor score of 53 (classic) or 237 (Next Gen); or 306 Accuplacer ESL (students need to take placement tests at the FCC Testing Center). Successful completion of CAH145 or ADE625. Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

INSTRUCTOR: Robrita Swann

21121 M, W 6 - 9:30 PM 3/10 - 5/26* Monroe Center/MC124

*No class 3/31

21122 Tu, Th 9 AM - 1 PM 7/1 - 9/2 Monroe Center/MC124

▲ HYR Oral Radiography with Clinical




Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association. Course includes an online component; internet access required.

Register for this section if you will complete your clinical requirements at the Maryland State Dental Association in Columbia, MD.

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

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

* Maryland requires state certified Dental Radiation Technologists to be 18 and hold a H.S. diploma or equivalent. The clinical date for 21139 is 6/5/2021. The clinical date for 21140 is 7/26/2021.

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

INSTRUCTOR: **Robrita Swann**

21139	Sa 9 AM - 1 PM	3/6 – 5/22*	Monroe Center/MC124
		<i>*No class 4/3</i>	
21140	M, W 6:30 - 9:30 PM	6/7 – 7/26*	Monroe Center/MC124
		<i>*No class 7/5</i>	




▲ HYR Oral Radiography

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association. Course includes an online component; internet access required.

Register for this section if you are currently employed as a dental assistant and will complete your clinical requirements at your place of employment.

Note: Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

* Maryland requires state certified Dental Radiation Technologists to be 18 and hold a H.S. diploma or equivalent.

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




INSTRUCTOR: **Robrita Swann**

21141	Sa 9 AM - 1 PM	3/6 – 5/15*	Monroe Center/MC124
		<i>*No class 4/3</i>	
21142	M, W 6:30 - 9:30 PM	6/7 – 7/21*	Monroe Center/MC124
		<i>*No class 7/5</i>	

Expanded Functions – General Chairside

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

Note: These classes will be delivered in a face-to-face format in the classroom and will not include online instruction.

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

INSTRUCTOR: **CE Instructor**

21143	F 9 AM - 1 PM	2/5 – 4/23*	Monroe Center/MC124
		<i>*No class 4/2</i>	
21144	Tu, Th 5:30 - 9:30 PM	6/29 – 8/3	Monroe Center/MC124

MEDICAL BILLING AND CODING CERTIFICATION

■ ONL Medical Terminology: A Word Association Approach

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

ONL401 | 24 hours | \$139

INSTRUCTOR: **CE Instructor**

21082	Online	1/13 – 2/19
21083	Online	2/10 – 3/19
21084	Online	3/17 – 4/23
21085	Online	4/14 – 5/21
21086	Online	5/12 – 6/18
21087	Online	6/16 – 7/23



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

■ ONL Introduction to Basic Anatomy and Physiology

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

ONL526 | 24 hours | \$139




INSTRUCTOR: CE Instructor

21088	Online	1/13 – 2/19
21089	Online	2/10 – 3/19
21090	Online	3/17 – 4/23
21091	Online	4/14 – 5/21
21092	Online	5/12 – 6/18
21093	Online	6/16 – 7/23

▲ HYR Medical Coding for the Physician's Office – AAPC

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

Note: Prerequisite: Medical Terminology (ONL401) and Introduction to Basic Anatomy and Physiology (ONL526). This is a Hybrid Remote course. Class 21095 meets on Tuesday, 21096 meets on Wednesday. Students will complete assignments in the online learning center outside of scheduled class time.

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




INSTRUCTOR: CE Instructor

21095	Tu 6 - 9:30 PM	3/16 – 6/29	Monroe Center/MC135
21096	W 6 - 9:30 PM	6/16 – 9/29	Monroe Center/MC135

▲ HYR Medical Billing AAPC Certified Professional Biller

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

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

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

INSTRUCTOR: Corella Lumpkins

21094	Sa 9 AM - 12:30 PM	3/6 – 6/26*	Monroe Center/MC104
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*No class 4/3 & 5/29

PATIENT CARE TECH

▲ HYR Patient Care Technician/Advanced Patient Care

Designed for certified nursing assistants (CNAs) interested in advanced care skills within the CNA scope of practice or those seeking work as a Patient Care Technician in hospitals and health care settings. As a member of a multidisciplinary team, Patient Care Technicians care for patients requiring both acute and chronic care. Learn to perform advanced skills for complex care settings and situations. Gain and practice new skills including sterile technique, phlebotomy, Electrocardiograms (EKG), glucose monitoring, enteral nutrition, respiratory care, Intravenous therapy, advanced wound care, urinary catheterization, pre/post surgical care and pediatric patient care. Successful course completion satisfies eligibility requirements for the National Healthcareer Association Patient Care Technician Certification Exam.

Note: This is a Hybrid Remote course. Class will meet weekly on Wednesdays from 6 - 9:30 PM for skills lab with students completing remaining work remotely.

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

INSTRUCTOR: Heather Hanson

21113	W 6 - 9:30 PM	3/3 – 5/26	Monroe Center/MC127
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*No class 3/31

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 306 Accuplacer ESL (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 18 years of age or older at start of CAH156
- CAH145 – Foundations for Healthcare Careers or ADE625 – 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
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support
- Undergo a background investigation; fees for background check and fingerprinting included in course fees
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH156

Textbooks: Textbooks available at bookstore.frederick.edu

CAH145 Foundations for Healthcare Careers

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

CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

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




CAH157 Phlebotomy Technician Preparation II: Practical Applications

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




CAH158 Phlebotomy Technician Clinical

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

PHLEBOTOMY TECHNICIAN




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

21433 Tu, Th 5:30 - 9:30 PM 6/15 - 7/13 MC116




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

21446 Tu, Th 6 - 9 PM 7/15 - 8/24* MC124
*No class 3/30 & 4/1

Note: Students must be available to participate during the scheduled days and times for the above Hybrid Remote classes; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

21447 Tu, Th 6 - 9 PM 8/26 - 10/21 MC124

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

21147 M-F 7 AM - 5 PM 10/25 - 2/4* OFF CAMPUS
*No class 11/25, 11/26, 12/20-12/24, 12/27-1/31/22

Note: These classes (CAH157 and CAH158) will be delivered in a face-to-face format and will not include online instruction.

Total Program Hours: 217

Total Program Cost with CPR: \$2,405



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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

Learning formats have been listed with each course. See page 4 for more course option information.

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




 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

STERILE PROCESSING

▲ HYR Foundations for Healthcare Careers

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

Note: Prerequisites: Placement into ENGL75; ESOL72 or ESOL100, or Floor score of 53 (classic) or 237 (Next Gen); or 306 Accuplacer ESL (students need to take placement tests at the FCC Testing Center). Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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




INSTRUCTOR: CE Instructor

21115 M, W 5:30 - 9:30 PM 2/8 - 3/8 Monroe Center/MC126

▲ HYR Sterile Processing Technician Training: Fundamentals

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

Note: Placement into ENG75; ESOL72 or ESOL100, or Floor score of 53 (classic) or 237 (Next Gen); or 306 Accuplacer ESL (students need to take placement tests at the FCC Testing Center). Successful completion of CAH145 or ADE625. Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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

INSTRUCTOR: CE Instructor

21098 M, W 6 - 9 PM 3/15 - 5/26 Monroe Center/MC126
*No class 3/29, 3/31

VETERINARY ASSISTANT

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

Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or ESOL100 or Floor score of 52 (Classic) or 237 (Next Gen); or 306 Accuplacer ESL. Math placement >64 (Classic) Floor score 64 (Classic), Floor score of QAS 237 (students will need to take placement tests at Testing Center)
- Provide proof of being 18 years of age or older at start of VET130
- CAH145 – Foundations for Healthcare Careers or ADE625 – Bridge to Careers - Healthcare

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1




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

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




VET131 Veterinary Assistant 2

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

VETERINARY ASSISTANT




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

21117 Tu, Th 5:30 - 9:30 PM 2/9 - 3/9 MC116

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

21170 Tu, Th 5:30 - 9 PM 3/16 - 5/18* MC126

*No class 3/30, 4/1

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

21171 Tu, Th 5:30 - 9 PM 5/20 - 7/15 MC126

*No class 5/31 & 7/5

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

Total Program Hours: 156

Total Program Cost: \$2,077



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR)
Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

Allied Health Academy

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

—**Kyndel Brown,**
FCC Sterile Processing Student



Certified Nursing Assistant • Phlebotomy Technician Sterile Processing Technician • Dental Assistant

If you are a single parent, unemployed or underemployed, AHA might be right for you. The Allied Health Academy (AHA) provides case management, referral to resources, academic advising, and tutoring (as available). Through the FCC Foundation, an AHA program scholarship is available to eligible participants for tuition, books and materials, transportation costs, and/or childcare costs.

*This financial support is provided by the Women's Giving Circle
and the Leiby-Cavalier Endowed Scholarship Fund.*

Office of Adult Services • 301.846.2483 • adultservices@frederick.edu

Test Preparation PROGRAMS

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



College Preparation

301.846.2427
 YouthPrograms@frederick.edu
 • SAT Prep – Math & Verbal



Educator Exam Prep

240.629.7962
 AdultEd@frederick.edu
 • ParaPro Assessment
 • Praxis Core, Math, & Preparation Tutoring



Industrial Professional

240.629.7902
 CATI@frederick.edu
 • Electricity: Journeyman/Master
 • MD Stationary Engineer I & II



TOEFL

240.629.7962
 AdultEd@frederick.edu
 • Test of English as a Foreign Language
 • Listening, Reading, Speaking, Writing

Learn more and register at frederick.edu/TestPrep

PROFESSIONAL DEVELOPMENT

▲ HYR Train the Trainer-Effective Adult Learning Principles

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely.

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



INSTRUCTOR: **Danielle Stoffer**

21097 M 6 - 9 PM 3/8 - 3/22 Monroe Center/MC116

● SR Life Change Coach & Wellness Specialist

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

Note: This Structured Remote course is entirely online and meets as a real-time online session during the scheduled class time. Registration for the 1/19/21 classes closes on 1/16/21. Registration for the 4/13/21 classes closes on 4/10/21.

CPD328 | 36 hours | \$599

INSTRUCTOR: **Sharon Young**

21124	Tu 9 - 10 AM	1/19 - 4/6	Online
21125	Tu 6 - 7 PM	1/19 - 4/6	Online
21126	Tu 9 - 10 AM	4/13 - 6/29	Online
21127	Tu 6 - 7 PM	4/13 - 6/29	Online



Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

● SR ■ ONL Sanitation and Food Safety



Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to Hazard Analysis Critical Control Points (HACCP) planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a "ServSafe Food Protection Manager Certification." Students will develop a HACCP plan. This course is co-listed with HCT1101 (HOS121) as listed in the credit schedule.

Note: Prerequisite: ENGL70 or Prerequisites or Co-requisites: ENGL75 or (ESOL72 or ESOL100 and ESOL73). The textbook requirement for this class is the same as the credit class, HCT1 101. Information about the textbook can be found at bookstore.frederick.edu/SelectTermDept and enter HCTI in the department search.

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

INSTRUCTOR: Charles Colison

21200 F 9 AM - 12 PM 1/29 - 2/26 Online



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

INSTRUCTOR: Charles Colison

21138 Online 1/23 - 2/26



▲ HYR ● SR 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.

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

INSTRUCTOR: CE Instructor

21203 Th 9 AM - 2 PM 1/28 - 5/13 Monroe Center/MC118

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

INSTRUCTOR: CE Instructor

21204 Th 4:30 - 9:30 PM 1/28 - 5/13 Online



▲ HYR ● SR 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.

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

INSTRUCTOR: CE Instructor

21201 Tu 9 AM - 2 PM 1/26 - 5/11 Monroe Center/MC118

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

INSTRUCTOR: CE Instructor

21202 Tu 4:30 - 9:30 PM 1/26 - 5/11 Online

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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



 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

HOSPITALITY/TOURISM MANAGEMENT

■ ONL Introduction to Hospitality Management

Develops an understanding of the hospitality industry and introduces the student to the career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and food service establishments. Examines the forces and issues that are shaping the current and future of the hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing the value chain analysis and defining service as competitive advantage. This class is also offered for credit as HCTI 150.

Note: Prerequisites: (Appropriate score on mathematics placement test) AND {(Prerequisite: ENGL70) OR (Prerequisite or Co-requisite: ENGL75 or [ESOL72 and ESOL73] or ESOL100)}. Students earn an industry recognized Certification as Certified Guest Service Professional (CGSP) as part of this course. This class uses the same textbook as the credit class, HCTI 150. Information about the textbook can be found at bookstore.frederick.edu/SelectTermDept and enter HCTI in the department search.



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

INSTRUCTOR: Peter Lee

21137 Online 1/26 – 3/9

● SR 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. This class is co-listed with HCTI155 as listed in the credit schedule.

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

INSTRUCTOR: Raymond Maldo

21205 W 6 - 8:40 PM 1/27 – 3/3 Online




Trades & Vocational Training

AUTOMOTIVE

PRICE DROP! ▲ HYR Introduction to Automotive Technology

This course will introduce students to the automotive service industry. The course will familiarize students with the functions and operation of key components, vehicle inspections, tool and part identification/use, and shop safety. Students will also explore career paths and industry certifications. The program includes curriculum which is designed to help participants understand and deliver what employers demand today. Students that successfully complete this course will be able to participate in the associated externship.

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. *Prerequisite:* ENGL70 or ESOL70. There is a required textbook for this course. Please visit bookstore.frederick.edu.

TRD258 | 75 hours | \$1,060 (\$960 tuition + \$100 fees)   




INSTRUCTOR: Joshua Logan

21034 M, W 6 - 9 PM 1/20 – 4/21* Monroe Center/MC144
*No class 3/29 & 3/31

▲ HYR 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 during an instructional lab.

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. *Prerequisite:* TRD258. There is a required textbook for this course. Please visit bookstore.frederick.edu.

TRD150 | 48 hours | \$750 (\$700 tuition + \$50 fees)   

INSTRUCTOR: Joshua Logan

21038 M, W 6 - 9 PM 5/3 – 6/28* Monroe Center/MC144
*No class 5/31

■ Online Courses (ONL) ● Structured Remote Courses (SR) ▲ Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

ELECTRICAL

▲ **HYR Fundamentals of Structural Wiring**

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. *Prerequisite or Co-Requisite:* ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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



INSTRUCTOR: **CE Instructor**

21123 M, W 6 - 9 PM 1/25 - 3/8 Monroe Center/MC129

▲ **HYR Residential Electric**

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

Note: This Hybrid Remote Course is primarily online but with required periodic on-campus meetings during scheduled times. *Prerequisite or Co-Requisite:* BLDT241 or BLDT141 or ELC167. You must register on main campus. There is a required textbook for this course, please visit bookstore.frederick.edu.

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



INSTRUCTOR: **CE Instructor**

21299 M, W 6 - 8:30 PM 3/22 - 5/12 Monroe Center/MC129

▲ **HYR Commercial Electric**

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

Note: Students must be available to participate during the scheduled days and times for this Hybrid Remote class; instructors will indicate the specific dates students will attend class on campus and which dates students will attend remotely. *Prerequisite or Co-Requisite:* BLDT140 or BLDT142 or ELC167. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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



INSTRUCTOR: **CE Instructor**

21181 Tu, Th 6 - 8:30 PM 1/26 - 3/9 Monroe Center/MC129

**Payment Plans Available!**

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

2021 CLASSES

LEARN TO RIDE






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

frederick.edu/Motorcycle
301.624.2727 • motorcycle@frederick.edu

▲ HYR Specialized Systems

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

Note: This Hybrid Remote Course is primarily online but with required periodic on-campus meetings during scheduled times. *Prerequisite or Co-Requisite:* BLDT140 or BLDT141 or ELC167. You must register on main campus. There is a required textbook for this course, please visit bookstore.frederick.edu.

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

INSTRUCTOR: CE Instructor

21303 Tu, Th 6 - 8:30 PM 3/18 - 5/13 Monroe Center/MC129

HVAC

▲ HYR Fundamentals of HVACR

This course will cover the fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Course includes EPA CFC certification. Students will receive hands on experience in a lab setting. Course also offered for credit as BLDT110. See credit schedule for more information.

Note: This Hybrid Remote Course is primarily online but with required periodic on-campus meetings during scheduled times. *Prerequisite or Co-requisite:* ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. To register, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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




INSTRUCTOR: CE Instructor

21120 Tu, Th 6 - 9:00 PM 1/26 - 3/9 Monroe Center/MC147

▲ HYR Controls for HVACR

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

Note: This Hybrid Remote Course is primarily online but with required periodic on-campus meetings during scheduled times. *Prerequisite or Co-Requisite:* BLDT110 or BLDT109 or HVC121. You must register on main campus. There is a required textbook for this course, please visit bookstore.frederick.edu.

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




INSTRUCTOR: CE Instructor

21304 Tu, Th 6 - 8:30 PM 3/18 - 5/13 Monroe Center/MC147

▲ HYR HVAC Installation & Troubleshooting

Teaches students basics of troubleshooting, installation, service and preventative maintenance techniques of HVAC equipment. Course includes EPA CFC certification. Hands-on experience will be conducted in a lab setting where students will demonstrate and apply these techniques. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Also offered for credit BLDT212.

Note: This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Co-Requisite:* BLDT111 or BLDT110 or HVC126. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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




INSTRUCTOR: CE Instructor

21130 M, W 6 - 8:30 PM 1/25 - 3/8 Monroe Center/MC147

▲ HYR Fossils Fuels & Hydronic Heating


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

Note: This Hybrid Remote Course is primarily online but with required periodic on-campus meetings during scheduled times. *Prerequisite or Co-Requisite:* BLDT111 or BLDT110 or HVC126. There is a required textbook for this course, please visit bookstore.frederick.edu.

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

INSTRUCTOR: CE Instructor

21305 M, W 6 - 8:30 PM 3/22 - 5/12 Monroe Center/MC147

 Online Courses (ONL)  Structured Remote Courses (SR)  Hybrid Remote Courses (HYR) | Learning formats have been listed with each course. See page 4 for more course option information.

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




 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See pages 41-43.

WELDING

▲ HYR Welding Symbols & Blueprint Reading

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

Note: This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Co-Requisite:* ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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




INSTRUCTOR: CE Instructor

21134 M, W 5 - 6 PM 1/25 – 5/12* Monroe Center/MC144
*No class 3/31, 4/1, & 4/2

▲ HYR Introduction to Welding

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

Note: This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Co-Requisite:* ENGL70 or ENGL75 or ESOL70 or ESOL72 or ESOL100. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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




INSTRUCTOR: CE Instructor

21131 Tu, Th 6 - 9 PM 1/26 – 5/13* Monroe Center/MC144,
MC149AB
*No class 4/1

▲ HYR 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 as credit BLDT225.

Note: This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite:* BLDT120 or BLD121 or WLD160; *Prerequisite or Co-requisite:* BLDT121 or BLD120 or WLD165. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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




INSTRUCTOR: CE Instructor

21180 M, W 6 - 8:30 PM 1/25 – 5/12* Monroe Center/MC114,
MC149B
*No class 3/31,
4/1, & 4/2

▲ HYR 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 BLDT122.

Note: This course is offered in a Hybrid Remote format where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Co-Requisite:* BLDT121 or BLD120 or WLD165. There is a required textbook for this course. Please visit bookstore.frederick.edu.

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

INSTRUCTOR: CE Instructor

21179 M, W 6 - 9 PM 1/25 – 5/12* Monroe Center/MC105,
MC149A
*No class 3/31,
4/1, & 4/2



Payment Plans Available!

Take advantage of the FCC payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.



cadence MUSIC LESSONS

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

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

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

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

frederick.edu/cadence
Cadence@frederick.edu

Workforce Training Certificates

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



Career & Technical Training

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

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

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



Construction & Applied Technologies Institute (CATI)

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

No course substitutions are allowed.

Courses are not eligible for federal financial aid.

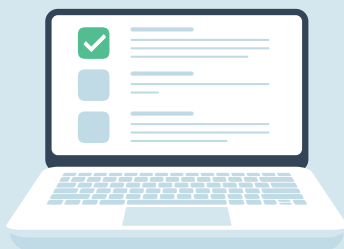
Workforce Training Certificates currently available are listed to the right ▶▶▶



Healthcare Careers

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

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



Understanding Prerequisites & Course Placement

Some courses require students to demonstrate competency in writing, math, or English for Speakers of Other Languages (ESOL) before enrollment. Courses that require students to demonstrate competency will include language such as *Prerequisite or Co-requisite: ENGL 70 or ESOL 70 or ESOL 100 in the course description.*

Students can demonstrate competency via the Accuplacer Test (offered for free at the FCC Testing Center), recent high school performance, college credit, or ACT, AP, CLEP, DSST, GED, PARCC/MCAP or SAT scores.

Visit frederick.edu/testing for specifics about placement, or contact the program offering the course using the information on page 1 of this schedule.

Students who are not able to demonstrate competency may need to take a writing, math or ESOL course prior to or concurrently with the course/program of interest.



UPDATE – SPRING 2021

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

Orientations will be by appointment. If you would like to make an orientation appointment, please complete the interest form at:

frederick.edu/AdultEdInterest

**See page 4 for more course option information.*

The FCC Adult Education Program

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

High School Diploma Preparation Classes

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

Adult Basic Education Classes

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

DID YOU KNOW?

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

Pass the GED® Exam

Take and pass all four sections of the GED® Exam – language arts, math, science, and social studies to receive a Maryland high school diploma.

More information at gogedgo.org

Complete the National External Diploma Program

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

More information at casas.org/nedp

CONTACT US

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



UPDATE – SPRING 2021

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

Orientations will be by appointment. If you would like to make an orientation appointment, please complete the interest form at:

frederick.edu/AdultEdInterest

**See page 4 for more course option information.*

Basic ESL

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

We Offer

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

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

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

Orientations

The first step to begin English classes is to attend an orientation session. Orientations take approximately three hours to complete and are given in two parts (the date for part two will be given out at part one). Saturday orientations last approximately five hours. Visit frederick.edu/esl or call the Adult Education office at 240.629.7962 for orientation session information.

CONTACT US

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

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



Targeted ESL

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

The FCC Targeted ESL program is offering structured remote ESL 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.

● **SR** 13-week Session: 1/11/21 – 4/19/21

- Advanced Reading and Grammar for Writing - \$700
- Conversational English
- Communication for Academic Purposes
- Beginning Reading and Grammar for Writing
- Intermediate Reading and Grammar for Writing
- TOEFL Prep

CLASSES	TUITION
Reading	\$475
Reading & Grammar for Writing	\$700
Conversational English	\$475
Communication for Academic Purposes	\$700
TOEFL Prep	\$700

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

REGISTER ONLINE

frederick.edu/QuickEnroll

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

Important Notes

- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- To pay for classes by cash, check, or money order, please contact CEWD Registration at CEInfo@frederick.edu or call 301.624.2888 for assistance.

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

REGISTER IN PERSON

CEWD winter and spring classes will be delivered primarily online to maintain public safety. Classes will be offered in the following formats: ■ Online (ONL), ● Structured Remote (SR), or ▲ Hybrid Remote (HYR). Select classes will be held solely in a face-to-face format on campus. 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

CEWD Registration Office – Jefferson Hall

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

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

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

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

FEES

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

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

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

Technical Requirements

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

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 separate emails will confirm your payment and registration; an additional confirmation will arrive (up to 48 hours prior to your class) with details and steps to access your online classroom

Blackboard

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

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

TUITION PAYMENT PLAN



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

Tuition Payment Plan Programs include:

- Advanced Reading & Grammar for Writing (AEL106)
- Automotive (TRD258 & TRD150)
- Certified Nursing Assistant (CNA/GNA)
- Cloud Computing (CNS102 & CNS103)
- Dental Assistant
- Electrical: (ELC167 & ELC168)
- Electrical: (ELC166 & ELC169)
- Expanded Function- General Chairside
- Home Inspection Pre-Licensure
- HVAC: (HVC121 & HVC126)
- HVAC: (HVC128 & HVC127)
- IT User Support Specialist I and II (CMT102 and CMT103)
- Medical Billing & Coding
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Veterinary Assistant
- Welding: (WLD165 & WLD160)
- Welding: (WLD165 & WLD161)
- Welding: (WLD165 & WLD171)

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

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. Email foundation@frederick.edu and include Continuing Education scholarships in the subject line to learn more. *See page 13 for other tuition assistance information.*

DROPPING A CLASS

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

REFUND POLICY

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

Refund Request Outside of Full Refund Period

Students requesting a refund for a drop outside of the full refund period must make the request in writing to the Associate Vice President for CEWD, and be accompanied by documentation supporting the student's request. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period.

Contact us with questions at 301.624.2888

SENIOR CITIZEN STUDENTS



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

DISABLED AND RETIRED STUDENTS



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

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

For additional information and assistance, contact us at 301.624.2888

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

BOOKSTORE

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

Contact: bookstore@frederick.edu • 301.846.2463

SERVICES FOR STUDENTS WITH DISABILITIES

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

Contact Information

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

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

CONTINUING EDUCATION RECORD

To obtain a copy of your noncredit course record, please provide a written request to CEInfo@frederick.edu. Your records, featuring a complete noncredit course history dating back to July 1, 2001, also include all earned CEUs as of July 2004.

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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.

Campus Locations

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

Addresses

FCC Main Campus

7932 Opossumtown Pike, Frederick, MD 21702

The Monroe Center (MC)

200 Monroe Ave., Frederick, MD 21701
240.629.7900

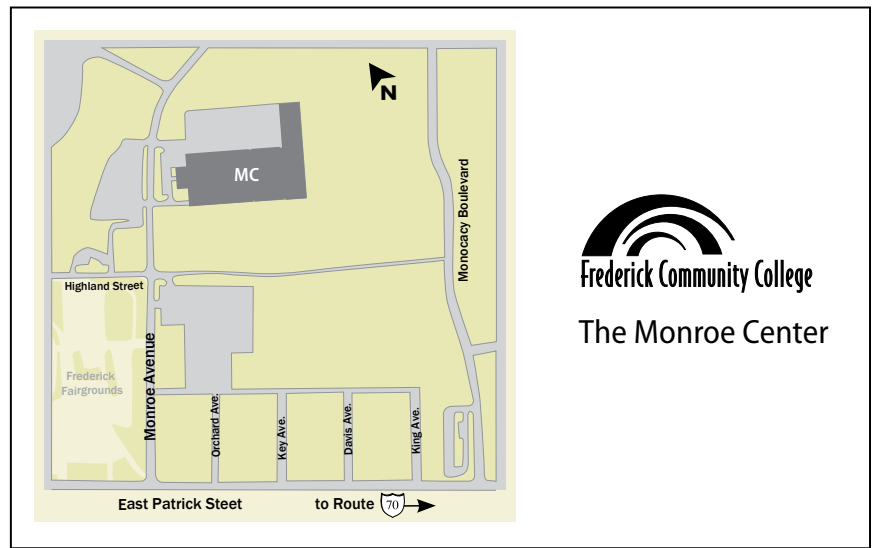
Hagerstown Community College

11400 Robinwood Dr., Hagerstown, MD 21742
240.500.2000

Carroll Community College

1601 Washington Rd., Westminster, MD 21157
410.386.8000

Visit frederick.edu for directions and hours of operation.





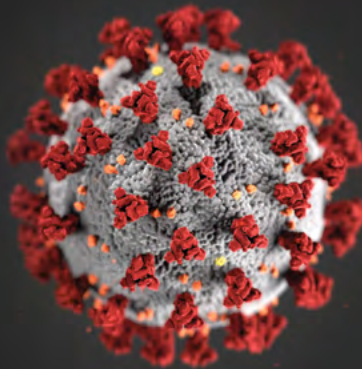
Frederick Community College

Continuing Education

7932 Opossumtown Pike

Frederick, Maryland 21702

COVID-19 UPDATE



Important Message Regarding CEWD Sessions and Class Start Dates

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

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

For the most current information
regarding class start dates, visit

frederick.edu/QuickEnroll



For important FCC updates and
COVID-19 information, visit

frederick.edu/coronavirus