

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



2020 WINTER/SPRING COURSE SCHEDULE



Continuing Education & Workforce Development

REGISTRATION IS OPEN!

Browse our course options and register online:

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.

CONTACT US

301.624.2888 • CEInfo@Frederick.edu



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

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■ Register for Classes

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

The Continuing Education & Workforce Development (CEWD) registration office is located in Jefferson Hall, Building J, Room 113.

■ 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.*



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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CAREER TRAINING SCHOLARSHIPS AVAILABLE!*



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

*Application process and eligibility requirements apply.

Learn more: 301.600.2255 | www.FrederickWORKS.com

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

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

QuickBooks Online Essentials

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

Note: 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: Megan Riffle

19086 Tu,Th 5:30 - 8:30 PM 4/28-5/21 Monroe Center/
MC115

Accounting Fundamentals

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

ONL223 | 24 hours | \$129

INSTRUCTOR: CE Instructor

18979 Online 2/12-3/20
18980 Online 3/18-4/24
18981 Online 4/15-5/22
18982 Online 5/13-6/19
18983 Online 6/17-7/24

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 | \$129

INSTRUCTOR: CE Instructor

18984 Online 2/12-3/20
18985 Online 4/15-5/22
18986 Online 6/17-7/24

BUSINESS

NEW! 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 | \$129

INSTRUCTOR: CE Instructor

18965 Online 1/15-2/21
18966 Online 3/18-4/24
18967 Online 5/13-6/19

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

See pages 41 & 42

Fundamentals of Supervision and Management

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

ONL325 | 24 hours | \$129

INSTRUCTOR: CE Instructor

18990	Online	1/15–2/21
18991	Online	2/12–3/20
18992	Online	3/18–4/24

Administrative Assistant Fundamentals

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

ONL501 | 24 hours | \$129

INSTRUCTOR: CE Instructor

19005	Online	2/12–3/20
19006	Online	4/15–5/22
19007	Online	6/17–7/24

Administrative Assistant Applications

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship, discover ethics and organizational politics, and understand the basics of human resources management. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 | 24 hours | \$129

INSTRUCTOR: CE Instructor

19008	Online	4/15–5/22
19009	Online	6/17–7/24

BUSINESS WRITING

A to Z Grant Writing

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

ONL310 | 24 hours | \$129

INSTRUCTOR: CE Instructor

18987	Online	4/15–5/22
18988	Online	5/13–6/19
18989	Online	6/17–7/24

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

Grammar Refresher

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

ONL420 | 24 hours | \$129

INSTRUCTOR: CE Instructor

19002	Online	1/15–2/21
19003	Online	2/12–3/20
19004	Online	3/18–4/24

PROFESSIONAL DEVELOPMENT

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) include essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

ONL525 | 24 hours | \$159

INSTRUCTOR: CE Instructor

19013	Online	1/15–2/21
19014	Online	2/12–3/20
19015	Online	3/18–4/24
19016	Online	4/15–5/22
19017	Online	5/13–6/19

Project Management Applications

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

ONL524 | 24 hours | \$159

INSTRUCTOR: CE Instructor

19010	Online	3/18–4/24
19011	Online	4/15–5/22
19012	Online	5/13–6/19

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

Note: Registration for the January class closes 1/11/2020. Registration for the April class closes 3/23/2020. No drops or enrollments are permitted after these dates, respectively.

CPD328 | 36 hours | \$599

INSTRUCTOR: Sharon Young

19073	Online	1/21–4/7	
			<i>Class meets online Tuesdays 9 - 10 AM</i>
19074	Online	1/21–4/7	
			<i>Class meets online Tuesdays 6 - 7 PM</i>
19075	Online	4/2–6/25	*No class 4/16
			<i>Class meets online Thursdays 9 - 10 AM</i>
19076	Online	4/2–6/25	*No class 4/16
			<i>Class meets online Thursdays 6 - 7 PM</i>

Train the Trainer-Effective Adult Learning Principles

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

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

INSTRUCTOR: Danielle Stoffer

19112	M 6 - 9 PM	3/9–3/23	Monroe Center/ MC115
19113	F 9 AM - 12 PM	5/1–5/15	Monroe Center/ MC115

This course is a hybrid format. Class will meet face-to-face 9 hours with an additional 9 hours of work online.

REAL ESTATE & HOME INSPECTION

Principles and Practices of Real Estate In Maryland

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

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

Note: There are required textbooks for this course, please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Caron Kinsey**

19078 M,W 6 - 9 PM 2/24-5/13* Monroe Center/
*No class 4/6, 4/8 MC103

Home Inspection Pre-Licensure

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

Note: There are required textbooks for this course, please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Welmoed Sisson**

19055 M-F 9 AM - 4 PM 2/10-2/26 Monroe Center/
MC144

19054 Tu,Th 6 - 9 PM 3/10-6/11* Monroe Center/
*No class 4/7, 4/9 MC114

 **Online Course**  **Eligible for senior tuition waiver.**
 **Eligible for disabled & retired tuition waiver.**
See pages 41 & 42

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



NEW THIS SPRING!

Cybersecurity

- CompTIA IT Fundamentals+ (CMT101)..... 18
- CompTIA Cloud Essentials (CNS102) 18
- AWS Cloud Foundations (CNS103)..... 18

Digital Fabrication

- Designing Smart Textiles: Arduino Meets 3D Printing (MKR117)13

Entrepreneurship

- Start Your Own Small Business (ONL197).....4



Payment Plans Available!

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

The plan is interest free with a non-refundable enrollment fee of \$25. Ask about the payment plan when you register at the CEWD Registration Center (Jefferson Hall, Building J, Room J113), call 301.624.2888 or email CRequest@frederick.edu for payment plan inquiries.

CHILD CARE CAREERS

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

- 18942 Online 1/3–2/21
- 18943 Online 3/27–5/15

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

- 18946 Online 1/8–2/26
- 18947 Online 4/1–5/20

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

- 18948 Online 1/20–3/9
- 18949 Online 4/13–6/1

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

- 18944 Online 1/15–3/4
- 18945 Online 4/1–5/20

Child Care Career classes continued on pg. 11 →

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

See pages 41 & 42



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

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

The Institute for Learning in Retirement

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

TOPICS CAN INCLUDE:

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

Visit ILRatFCC.com to learn more and view course offerings.

301.846.2561 • ILR@frederick.edu



ILR 55+

Thrive!

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.

SPRING 2020 COURSES



SPA101 Painting & Drawing

Tuesdays • January 21 - March 10 or March 31 - May 19
1 - 2:30 PM • \$149

In this creative class, students will learn to draw and paint landscapes, mix acrylic paint and learn about perspectives.



SPA104 Eat Right, Move More

Tuesdays • March 17 - April 21 (skip 4/7) • 5 - 6:30 PM • \$89

Gain a grasp of basic nutritional requirements while preparing healthy and delicious snacks & explore fitness games and easy exercises in this interactive class.



SPA107 Creative Social Skills

Wednesdays • February 5 - March 11 • 10:30 AM - 12:00 PM or
Thursdays • April 16 - May 21 • 4:45 - 6:15 PM • \$129

Explore topics including how to deal with personal feelings (yours and others), communication styles, relationships, your rights as a citizen, making choices, safety, dealing with change or loss and more.



SPA110 Express Yourself through Art

Wednesdays • February 12 - March 18 • 4:45 - 6:15 PM • \$129
Students will learn to express their feelings through art using the basic elements of color, shape, texture, space, and form.



SPA114 Spring into the Season with Colorful Crafts

Thursdays • February 6 - March 26 • 3:30 - 5 PM • \$159
Celebrate the end of winter and beginning of spring with creativity and fun when you bring home creations made with your very own hands.



SPA115 Express Yourself through 3-D Art

Wednesdays • April 15 - May 20 • 4:45 - 6:15 PM • \$129
Students will learn to express feelings through sculpture using the basic elements of color, shape, texture, space, and form.



SPA117 Self-Awareness, Self-Advocacy and Disability Pride

Mondays • April 13 - May 18 • 4:30 - 6 PM • \$119
Discover your individual strengths and limitations while identifying your full potential.



SPA126 Musical Fun

Tuesdays • April 14 - May 19 • 5 - 6:30 PM • \$89
Learn all about the different instruments, how to play them, and work together with the group to learn simple songs.



SPA131 Read All About It!

Tuesdays • January 21 - March 10 11:00 AM - 12:30 PM • \$129
Discover fun facts about famous athletes, television and movie stars, historical events and more as you practice reading skills.



SPA133 Life Skills, Basic Finances & Steps to Independent Living

Mondays • February 10 - March 30 • 5 - 6:30 PM • \$149
Master the essential skills needed to live a more independent life style through engaging and creative activities.



SPA134 Musical Genres

Tuesdays • February 4 - March 10 • 5 - 6:30 PM • \$99
Learn about jazz, rock, folk, classical, rhythm and blues, and country as you listen to songs, play instruments and learn how to play a song or two.



SPA135 Cooking Without a Kitchen

Thursdays • February 20 - March 26 • 5 - 7:30 PM • \$209
If you do not have access to a full kitchen but like to eat delicious meals, no problem! Learn to make meals that use only a microwave or hot plate.



SPA136 Resume Design and Interview Techniques

Tuesdays • April 7 - May 12 • 10:30 AM - 12:00 PM • \$109
Gain confidence for job interviews as you create a resume & work on effective communication, interviewing techniques.



SPA137 Animal Art

Fridays • March 20 - May 1 (skip 4/10) • 11:30 AM - 1 PM • \$129
Celebrate the animal kingdom through art. Sketch animals with charcoal and pencil, create a collage of zoo animals or woodland creatures, or craft a mixed media tropical forest.



SPA138 Super Hero STEM

Tuesdays • March 17 - April 7 • 1 - 2:30 PM • \$99
Explore science, technology, engineering, and math through hands-on, engaging activities.

View full course descriptions and register at frederick.edu/Thrive • 301.846.2661 • thrive@frederick.edu

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 the January class anytime between the first class date and 3/13/20 and the April class anytime between the first class date and 5/15/20. You 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**

19065 Online 1/6–3/20
19066 Online 4/1–5/22

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 the January class anytime between the first class date and 3/13/20 and the April class anytime between the first class date and 5/15/20. You 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**

19067 Online 1/6–3/20
19068 Online 4/1–5/22

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 the January class anytime between the first class date and 3/13/20 and the April class anytime between the first class date and 5/15/20. You 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**

18940 Online 1/6–3/20
18941 Online 4/1–5/22

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 the January class anytime between the first class date and 3/13/20 and the April class anytime between the first class date and 5/15/20. You 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**

19069 Online 1/6–3/20
19070 Online 4/1–5/22

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

See pages 41 & 42

Computers & Technology

DRONE TECHNOLOGY

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: CPD606 (Flight School) and CPD607 (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. Registrations will be accepted in Jefferson Hall on the main campus of FCC. This class is held in partnership with Carroll Community College. The first day of class will be held at Dream Flight School.

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

INSTRUCTOR: CE Instructor

19189 M,W 6 - 8 PM 3/30-4/15 Carroll CC/
T325

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: CPD606 (Flight School) and CPD607 (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. Registrations will be accepted in Jefferson Hall on the main campus of FCC. This class is held in partnership with Carroll Community College.

CPD606 | 12 hours | \$560 (\$240 tuition + \$320 fees)  

INSTRUCTOR: CE Instructor

19123 Sa 9 AM - 4 PM 4/18-4/25 Carroll CC/
T325

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: CPD606 (Flight School) and CPD607 (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. Registrations will be accepted in Jefferson Hall on the main campus of FCC. This class is held in partnership with Carroll Community College.

CPD603 | 6 hours | \$339 (\$16 tuition + \$323 fees)  

INSTRUCTOR: CE Instructor

19056 M,W 6-8PM 4/27-5/4 Carroll CC/
T325

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: 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

19058 Sa 9:30 AM - 2 PM 1/25 Monroe Center/
MC135

3D Printing and Prototyping

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

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

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

INSTRUCTOR: Glenn Mossy

19057 Sa 9:30 AM - 4 PM 2/1 Monroe Center/
MC135

NEW! 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: Kit required for this class. Purchase kit from FCC Bookstore prior to class start.

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

INSTRUCTOR: Glenn Mossy

19197 Sa 9 AM - 4 PM

3/28

Monroe Center/
MC135

Makerspace Open Lab

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

Note: Receive project approval and schedule lab with staff via email at makerspace@frederick.edu.

MKR108 | Per Visit: \$10

INSTRUCTOR: Marieke Bier

19122 Scheduled with Program 1/2-6/30

Monroe Center/
MC135

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

See pages 41 & 42

America's Promise <Tech Connect> Grant-Funded IT Career Training

<body>

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

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

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

</body>

The total cost of the Tech Connect program is \$918,659 which is 100% funded by the U.S. Department of Labor Employment & Training Administration America's Promise Job Driven Grant Program. An additional \$104,919 in leveraged resources are provided in support of this program by Frederick Community College and its partners.



ON-DEMAND ONLINE Technology Classes

Creating Web Pages II
ONL505 \$129

Complete your CompTIA certification prep training with the below on demand courses. Introductory and intermediate courses can be found on page 18.

Advanced CompTIA A+ Certification Prep
ONL352 \$159

CompTIA Network+ Certification Prep
ONL358 \$159

CompTIA Security+ Certification Prep 2
ONL361 \$159

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

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: Kit required for this class. Bring a USB. Purchase kit from FCC bookstore prior to class start.

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

INSTRUCTOR: **Glenn Mossy**

19061 Sa 9:30 AM - 2 PM 2/22 Monroe Center/
MC135

Power On! Electronics, Transistors and Chips

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

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

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

INSTRUCTOR: **Glenn Mossy**

19062 Sa 9:30 AM - 2 PM 2/29 Monroe Center/
MC135

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

See pages 41 & 42

The Inputs and Outputs of Physical Computing with Arduinos I

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

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

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

INSTRUCTOR: Glenn Mossy

19433 Sa 9 AM - 4 PM 3/21 Monroe Center/MC135

The Inputs and Outputs of Physical Computing with Arduinos II

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

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

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

INSTRUCTOR: Glenn Mossy

19064 Sa 9 AM - 4 PM 4/4 Monroe Center/MC135

Motor Control Using the Arduino

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

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

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

INSTRUCTOR: Glenn Mossy

19060 Sa 9:30 AM - 2 PM 5/2 Monroe Center/MC135

Explore Robotics with Arduino

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

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

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

INSTRUCTOR: Glenn Mossy

19059 Sa 9 AM - 4 PM 5/30 Monroe Center/MC135

COMPUTER APPLICATIONS

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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of the class meeting times. Also offered for credit as CADT101 (formerly CAD101).

Note: Prerequisite: ENGL70 or ENGL75 or ESOL72. You must register on main campus. There is a required textbook for this course, please visit bookstore.

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

INSTRUCTOR: CE Instructor

19138 Th 5 - 8 PM 1/30-3/12 B114

Intro to AutoCAD II

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

Note: Prerequisite: CADT101. You must register on main campus. There is a required textbook for this course, please visit bookstore.

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

INSTRUCTOR: CE Instructor

19140 M 5 - 8 PM 3/23-5/11* B114
*No class 4/6

SolidWorks: 3D Modeling and Engineering

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

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

INSTRUCTOR: CE Instructor

19145 M,W 6 - 9 PM 3/2-4/1 Monroe Center/
MC135

Keyboarding

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

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

ONL148 | 24 hours | \$129

INSTRUCTOR: CE Instructor

18973 Online 1/15-2/21
18974 Online 4/15-5/22

Microsoft: Windows Basics

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19047 Tu,Th 6 - 9 PM 1/28-2/4 Monroe Center/
MC135

MS OFFICE SUITE WORKSHOPS

Microsoft Foundation Series: Computer Skills

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

Note: There are required textbooks 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

19046 Tu,Th 6 - 9 PM 1/28-3/10 Monroe Center/
MC135

Microsoft Word: Level 1

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19048 Tu,Th 6 - 9 PM 2/6-2/18 Monroe Center/
MC135

Microsoft Word: Level 2

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19051 Tu,Th 6 - 9 PM 3/31-4/16* Monroe Center/
MC135
**No class 4/7, 4/9*

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

Microsoft Excel: Level 1

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19049 Tu,Th 6 - 9 PM 2/20-3/3 Monroe Center/
MC135

Microsoft Excel: Level 2

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19052 Tu,Th 6 - 9 PM 4/21-4/30 Monroe Center/
MC135

Microsoft PowerPoint: Level 1

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing

19050 Tu,Th 6 - 9 PM 3/5-3/10 Monroe Center/
MC135

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

See pages 41 & 42

TEST PREPARATION PROGRAMS

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



College Preparation
SAT Prep – Math & Verbal



Educator Exam Prep
Praxis & ParaPro



Healthcare Careers
Medical Assistant NCCT & TEAS



Industrial Professional
License & Certification Prep



IT Certification Prep
CompTIA Exams



TOEFL
Test of English as a Foreign Language

Learn more and register at
frederick.edu/TestPrep

301.624.2727 • lifelonglearning@frederick.edu

CYBERSECURITY

NEW! **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: 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

19053 M,W 6-9 PM 1/22-3/2 Monroe Center/MC135/MC116

NEW! **CompTIA Cloud Essentials**

The CompTIA Cloud Essentials certification course focuses on the real-world issues and practical solutions of cloud computing in business and IT. Cloud Essentials is an internationally recognized, vendor-neutral certification and the preferred cloud certification for business professionals and non-IT staff. It is also a great place to begin your path to a career in cloud computing. This course will ensure that you understand the fundamental approach to cloud computing and the work it takes to move and govern in the cloud. You will learn cloud and business principles, as well as a wide range of technologies related to cloud services as you prepare for the CompTIA exam.

Note: CNS102 (CompTIA Cloud Essentials) and CNS103 (AWS Cloud Foundations) are co-requisites. Students are required to register for both classes at the same time. This course is not available for online registration. Registrations will be accepted in Jefferson Hall on the main campus of FCC. There is a required textbook and voucher bundle for this course; please visit bookstore.frederick.edu for more details and purchase prior to class start.

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

INSTRUCTOR: Alexander Akpodiete

19137 Th 6-9 PM & Sa 9 AM-4 PM 3/5-4/2 Monroe Center/MC142

NEW! **AWS Cloud Foundations**

Amazon Web Services (AWS) provides secure cloud solutions to millions of clients to help businesses grow. Skills related to cloud computing and knowledge of AWS are in high demand as companies leverage the cloud for a variety of applications. AWS Cloud Foundations is intended for those who seek an overall understanding of cloud computing concepts independent of technical roles, including AWS core services, security, architecture, pricing and support.

Note: CNS102 (CompTIA Cloud Essentials) and CNS103 (AWS Cloud Foundations) are co-requisites. Students are required to register for both classes at the same time. This course is not available for online registration. Registrations will be accepted in Jefferson Hall on the main campus of FCC.

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

INSTRUCTOR: Alexander Akpodiete

19139 Th 6-9 PM & Sa 9 AM-4 PM 4/16-5/14 Monroe Center/MC117

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 | \$159

INSTRUCTOR: CE Instructor

18993 Online 2/12-3/20
18994 Online 3/18-4/24
18995 Online 5/13-6/19

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 | \$159

INSTRUCTOR: CE Instructor

18996 Online 2/12-3/20
18997 Online 4/15-5/22
18998 Online 5/13-6/19

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.

CompTIA Security+ Certification Prep 2, ONL361, is offered as an on demand class. See page 14 for more information.

ONL360 | 24 hours | \$159

INSTRUCTOR: CE Instructor

18999 Online 1/15-2/21
19000 Online 2/12-3/20
19001 Online 3/18-4/24

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



Kids & Teens On Campus

Now offering before and/or after care for working families!
Available 7:30 – 9:00 a.m. and 4:00 – 5:30 p.m.

New for Summer 2020

- Full Day Programming - bring your own lunch
- Students can still select half day offerings to build a full day. *Please note Lunch Bunch requires separate registration*
- Full Day and Half Day offerings also at The Monroe Center

Coming Summer 2020

- Circus Arts
- Videography
- Spy Academy
- Creative Drama
- STEAM Ahead
- Kids & Teens in the Kitchen
- How to Build a PC
- Weird & Wacky Science Experiments
- Minecraft
- Ooey, Gooey Science
- Rock 'On Dinosaurs
- STEM Challenges
- Safe Sitter Babysitting Training
- Sketching & Drawing

youthprograms@frederick.edu • 301.846.2661 • frederick.edu/Youth

WEB DEVELOPMENT

Creating Web Pages 

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

ONL101 | 24 hours | \$129

INSTRUCTOR: CE Instructor

- 18968 Online 1/15–2/21
- 18969 Online 2/12–3/20
- 18970 Online 3/18–4/24

CODING AND PROGRAMMING

Introduction to SQL 

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

ONL140 | 24 hours | \$159

INSTRUCTOR: CE Instructor

- 18971 Online 2/12–3/20
- 18972 Online 5/13–6/19

Introduction to C# Programming 

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

ONL183 | 24 hours | \$159

INSTRUCTOR: CE Instructor

- 18975 Online 1/15–2/21
- 18976 Online 5/13–6/19

Introduction to CSS3 and HTML5 

Learn how to create state-of-the-art Web sites 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 Web sites, 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 | \$159

INSTRUCTOR: CE Instructor

- 18977 Online 3/18–4/24
- 18978 Online 5/13–6/19

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

See pages 41 & 42

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



LANGUAGE CLASSES

¡HOLA!

FOR100 Basic Conversational Spanish

Tuition: \$40 | Fees: \$129
 8 sessions • 6 - 8 p.m.
 Tuesday/Thursday
 February 4 - February 27

FOR101 Continuing Conversational Spanish

Tuition: \$40 | Fees: \$129
 8 sessions • 6 - 8 p.m.
 Tuesday/Thursday
 March 10 - April 2

FOR118 Advanced Spanish

Tuition: \$40 | Fees: \$129
 8 sessions • 6 - 8 p.m.
 Tuesday/Thursday
 April 21 - May 14



FOR300 American Sign Language I

Tuition: \$40 | Fees: \$129
 6 sessions • 6 - 8:30 p.m.
 Mondays
 January 27 - March 2 or
 May 4 - June 15
 (No class 5/25)

FOR303 American Sign Language II

Tuition: \$40 | Fees: \$129
 6 sessions • 6 - 8:30 p.m.
 Mondays
 March 16 - April 20

Bonjour!

FOR403 Beginner French

Tuition: \$40 | Fees: \$129
 10 sessions • 1:30 - 3:00 p.m.
 Tuesday/Thursday
 February 11 - March 12

FOR404 Continuing French

Tuition: \$40 | Fees: \$129
 10 sessions • 1:30 - 3:00 p.m.
 Tuesday/Thursday
 March 24 - April 28
 (No class 4/9)

301.624.2727 • lifelonglearning@frederick.edu

Healthcare Careers

CPR & FIRST AID

CPR: Basic Life Support for the Healthcare Provider

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

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

INSTRUCTOR: CE Instructor

19165	Sa	9 AM - 3:30 PM	1/4	Monroe Center/MC126
19158	F	9 AM - 3:30 PM	1/10	Monroe Center/MC124
19179	Th	9 AM - 3:30 PM	1/16	Monroe Center/MC126
19155	W	9 AM - 3:30 PM	1/22	Monroe Center/MC124
19173	Tu	9 AM - 3:30 PM	1/28	Monroe Center/MC126
19166	Sa	9 AM - 3:30 PM	2/1	Monroe Center/MC126
19180	Th	9 AM - 3:30 PM	2/6	Monroe Center/MC126
19159	F	9 AM - 3:30 PM	2/14	Monroe Center/MC124
19181	Th	9 AM - 3:30 PM	2/20	Monroe Center/MC126
19156	W	9 AM - 3:30 PM	2/26	Monroe Center/MC124
19167	Sa	9 AM - 3:30 PM	2/29	Monroe Center/MC126
19186	F	9 AM - 3:30 PM	3/6	Monroe Center/MC127
19157	W	9 AM - 3:30 PM	3/11	Monroe Center/MC124
19174	Tu	9 AM - 3:30 PM	3/17	Monroe Center/MC126
19168	Sa	9 AM - 3:30 PM	3/21	Monroe Center/MC126
19160	F	9 AM - 3:30 PM	3/27	Monroe Center/MC126
19184	W	9 AM - 3:30 PM	4/1	Monroe Center/MC126
19175	Tu	9 AM - 3:30 PM	4/14	Monroe Center/MC126
19169	Sa	9 AM - 3:30 PM	4/18	Monroe Center/MC126
19161	F	9 AM - 3:30 PM	4/24	Monroe Center/MC126
19182	Th	9 AM - 3:30 PM	4/30	Monroe Center/MC126
19185	W	9 AM - 3:30 PM	5/6	Monroe Center/MC126
19170	Sa	9 AM - 3:30 PM	5/9	Monroe Center/MC126
19162	F	9 AM - 3:30 PM	5/15	Monroe Center/MC126
19177	Tu	9 AM - 3:30 PM	5/19	Monroe Center/MC126
19171	Sa	9 AM - 3:30 PM	5/30	Monroe Center/MC126
19163	F	9 AM - 3:30 PM	6/5	Monroe Center/MC126
19183	Th	9 AM - 3:30 PM	6/11	Monroe Center/MC126
19178	Tu	9 AM - 3:30 PM	6/16	Monroe Center/MC126
19172	Sa	9 AM - 3:30 PM	6/20	Monroe Center/MC126
19164	F	9 AM - 3:30 PM	6/26	Monroe Center/MC126

Heartsaver CPR/AED & First Aid for the Layperson

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

SAF156 | 6 hours | \$85 (\$40 tuition + \$45 fees)  

INSTRUCTOR: CE Instructor

19154	F	8:30 AM - 4 PM	1/3	Monroe Center/MC124
19147	W	8:30 AM - 4 PM	2/5	Monroe Center/MC124
19148	F	8:30 AM - 4 PM	2/21	Monroe Center/MC124
19151	W	8:30 AM - 4 PM	3/18	Monroe Center/MC126
19146	Tu	6 - 9:30 PM & W 6 - 9:30 PM	4/21-4/22	Monroe Center/MC105, MC115
19149	F	8:30 AM - 4 PM	5/8	Monroe Center/MC126
19152	W	8:30 AM - 4 PM	5/27	Monroe Center/MC126
19153	W	8:30 AM - 4 PM	6/10	Monroe Center/MC126
19150	Tu	8:30 AM - 4 PM	6/30	Monroe Center/MC126

Heartsaver CPR/AED for the Layperson

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

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

INSTRUCTOR: CE Instructor

19187	Sa	9 AM - 2:30 PM	1/18	Monroe Center/MC126
19192	Tu	9 AM - 2:30 PM	2/11	Monroe Center/MC126
19188	Sa	9 AM - 2:30 PM	3/14	Monroe Center/MC126
19194	Th	9 AM - 2:30 PM	4/16	Monroe Center/MC126
19190	Sa	9 AM - 2:30 PM	5/2	Monroe Center/MC126
19193	Tu	9 AM - 2:30 PM	5/12	Monroe Center/MC126
19195	W	9 AM - 2:30 PM	6/3	Monroe Center/MC126
19191	Sa	9 AM - 2:30 PM	6/13	Monroe Center/MC126
19196	W	9 AM - 2:30 PM	6/24	Monroe Center/MC126

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

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

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Enrollment Center, located on the first floor of Jefferson Hall at FCC main campus. 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 Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 16 years of age or older at time of registration
- CAH145 – Foundations for Healthcare Careers

Other program requirements PRIOR to Clinical:

- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation, fingerprinting and drug testing. Cost is included in course fees.

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

Textbooks: Textbooks available at bookstore.frederick.edu

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

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

CAH133 Certified Nursing Assistant, Part II

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

CAH114 Certified Nursing Assistant—Clinicals

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

CNA/GNA ACCELERATED OPTION

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

19105 M-Th 9 AM - 2 PM 3/2-3/12 Monroe Center/MC127

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

19100 M-Th 9 AM - 2 PM 3/16-4/7 Monroe Center/MC127

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

19101 M-Th 9 AM - 2 PM 4/13-5/4 Monroe Center/MC127

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

19102 M-F 9 AM - 2 PM 5/7-5/22 OFF CAMPUS

Total Program Hours: 201

Total Program Cost with CPR: \$2,800

CNA/GNA BOOTCAMP OPTION

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

19106 M-Th 9 AM - 4 PM 6/1-6/9 Monroe Center/MC127

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

19107 M-Th 9 AM - 4 PM 6/10-6/25 Monroe Center/MC127

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

19108 M-Th 9 AM - 4 PM 6/29-7/14 Monroe Center/MC127

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

19109 M-F 9 AM - 3 PM 7/17-7/31 OFF CAMPUS

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 26!

DENTAL ASSISTING & DENTAL RADIOGRAPHY

Foundations for Healthcare Careers

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

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

INSTRUCTOR: CE Instructor

19104 M,W 5:30 - 9:30 PM 2/3-3/2 Monroe Center/
MC127

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 ENGL75; ESOL72 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Successful completion of CAH145.

CAH439 | 73 hours | \$1,210 (\$760 tuition + \$450 fees)   

INSTRUCTOR: CE Instructor

19111 M,W 6 - 9:30 PM 3/11-6/1* Monroe Center/
*No class 4/6, 4/8, 5/25 MC124

Oral Radiography with Clinical

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

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

CAH496 | 39 hours | \$1,012 (\$497 tuition + \$515 fees)   

INSTRUCTOR: CE Instructor

18053 M,W 6:30 - 9:30 PM 1/27-3/9 Monroe Center/
MC124

19115 M,W 6:30 - 9:30 PM 6/3-7/17 Monroe Center/
MC124

Oral Radiography

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

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

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

INSTRUCTOR: CE Instructor

18052 M,W 6:30 - 9:30 PM 1/27-3/4 Monroe Center/
MC124

19116 M,W 6:30 - 9:30 PM 6/3-7/13 Monroe Center/
MC124

Expanded Functions - General Chairside

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

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

INSTRUCTOR: Janelle Merritt

19114 F 9 AM - 1 PM 3/13-5/29 Monroe Center/
*No class 4/10 MC124



Payment Plans Available!

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

The plan is interest free with a non-refundable enrollment fee of \$25. Ask about the payment plan when you register at the CEWD Registration Center (Jefferson Hall, Building J, Room J113), call 301.624.2888 or email CRequest@frederick.edu for payment plan inquiries.



Online Course  Eligible for senior tuition waiver.

 Eligible for disabled & retired tuition waiver.

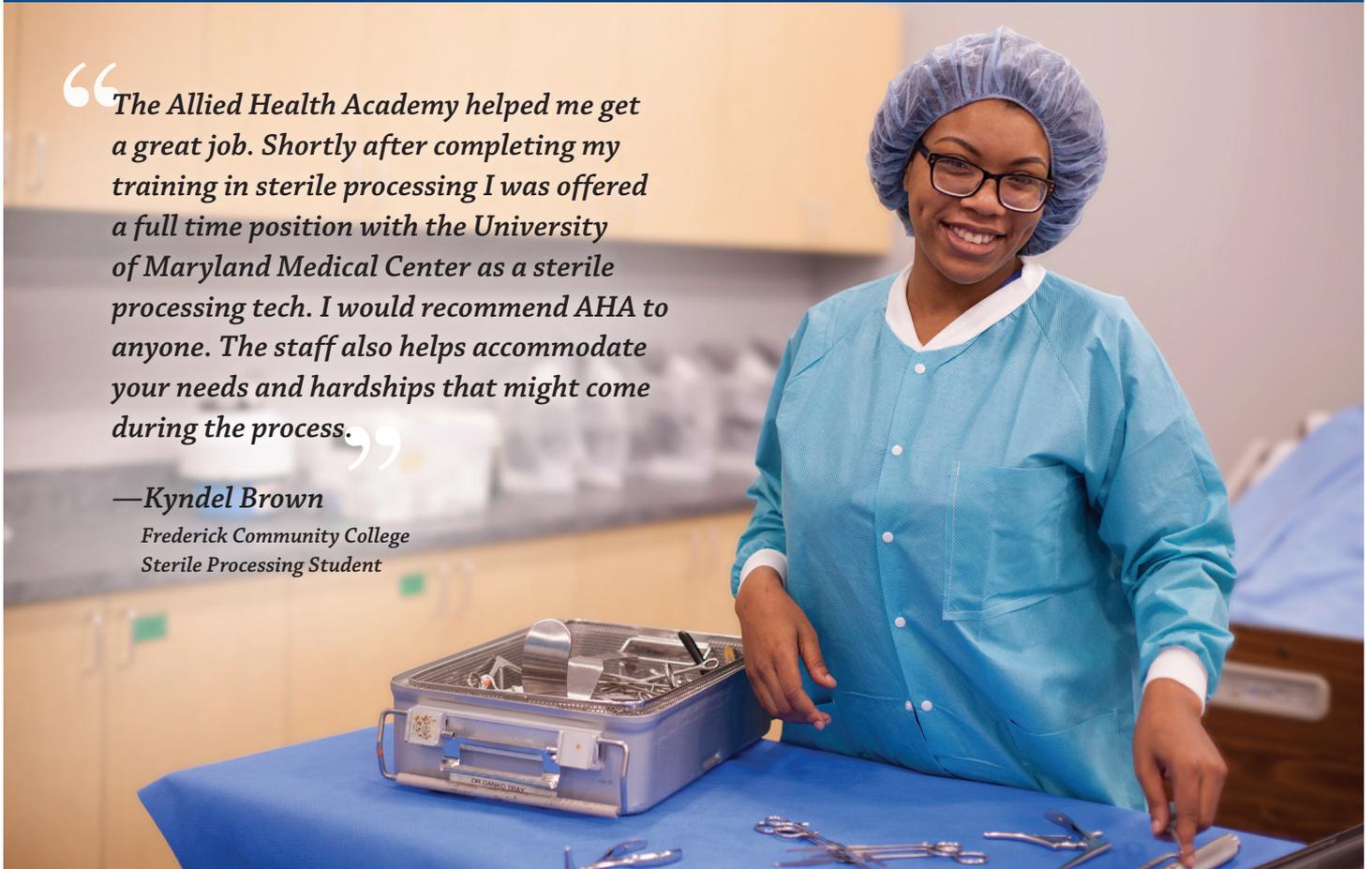
See pages 41 & 42

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 also helps accommodate your needs and hardships that might come during the process.”

—Kyndel Brown

Frederick Community College
Sterile Processing Student



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

If you are a single parent, unemployed or underemployed, AHA might be right for you.

The Allied Health Academy (AHA) provides case management, referral to resources, academic advising, and tutoring (as available). Through the FCC Foundation, an AHA program scholarship is available to eligible participants for tuition, books and materials, transportation costs, and/or childcare costs. This financial support is provided by the Women's Giving Circle and the Leiby-Cavalier Endowed Scholarship Fund.

Office of Adult Services • Annapolis Hall, A-103 • adultservices@frederick.edu • 301.846.2483

MEDICAL BILLING AND CODING CERTIFICATION

Medical Terminology: A Word Association Approach

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

ONL401 | 24 hours | \$129

INSTRUCTOR: CE Instructor

19077	Online	1/15–2/21
19079	Online	2/12–3/20
19080	Online	3/18–4/24
19081	Online	4/15–5/22
19082	Online	5/13–6/19
19083	Online	6/17–7/24

Introduction to Basic Anatomy and Physiology

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

ONL526 | 24 hours | \$129

INSTRUCTOR: CE Instructor

19084	Online	1/15–2/21
19085	Online	2/12–3/20
19087	Online	3/18–4/24
19088	Online	4/15–5/22
19089	Online	5/13–6/19
19090	Online	6/17–7/24



Payment Plans Available!

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

The plan is interest free with a non-refundable enrollment fee of \$25. Ask about the payment plan when you register at the CEWD Registration Center (Jefferson Hall, Building J, Room J113), call 301.624.2888 or email Cerequest@frederick.edu for payment plan inquiries.

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

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).

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

INSTRUCTOR: Corella Lumpkins

19097	W 6 - 9:30 PM	4/1–7/22*	Monroe Center/ MC142
		*No class 4/8	
19098	Tu 6 - 9:30 PM	6/16–9/29	Monroe Center/ MC135, MC142

Medical Billing AAPC Certified Professional Biller

Prepare for the AAPC Certified Professional Biller (CPB) certification exam. Students will learn how medical billers with 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 3 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)

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

INSTRUCTOR: CE Instructor

19099	Sa 9 AM - 12:30 PM	1/25–5/16*	Monroe Center/ MC103
		*No class 4/11	

PATIENT CARE TECHNICIAN

Patient Care Technician/Advanced Patient Care

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

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

INSTRUCTOR: CE Instructor

19110	Tu,Th 6 - 9:30 PM	3/3–5/26*	Monroe Center/ MC127
		*No class 4/7, 4/9	

PERSONAL TRAINING

Methods of Fitness and Conditioning

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

PFT103 | 17.5 hours | \$150 (\$122 tuition + \$28 fees)  

INSTRUCTOR: CE Instructor

19233 Tu,Th 11 AM - 12:15 PM 3/19-5/14 D100
*No class 4/9

Methods of Strength Training

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

PFT104 | 17.5 hours | \$150 (\$122 tuition + \$28 fees)  

INSTRUCTOR: CE Instructor

19234 Tu,Th 11 AM - 12:15 PM 1/28-3/17 D129

Essentials of Personal Training

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

PFT106 | 77.5 hours | \$1,087 (\$588 tuition + \$499 fees)  

INSTRUCTOR: CE Instructor

19235 Tu,Th 5 - 7:35 PM 1/28-5/14 D126
*No class 4/9

2020 CLASSES

LEARN TO RIDE



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

Basic Rider Course – \$319

Wed. & Thu. 6 - 9:30 p.m. • Sat. & Sun. 7:30 a.m. - 2:30 p.m.

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

3/4 - 3/8 • 3/18 - 3/22 • 3/25 - 3/29 • 4/1 - 4/5 • 4/15 - 4/19
4/22 - 4/26 • 4/29 - 5/3 • 5/6 - 5/10 • 5/13 - 5/17 • 5/27 - 5/31
6/3 - 6/7 • 6/10 - 6/14 • 6/24 - 6/28 • 7/8 - 7/12 • 7/15 - 7/19
7/29 - 8/2 • 8/5 - 8/9 • 8/12 - 8/16 • 8/26 - 8/30 • 9/9 - 9/13
9/16 - 9/20 • 10/7 - 10/11 • 10/21 - 10/25

Alternate Basic Rider Course – \$289

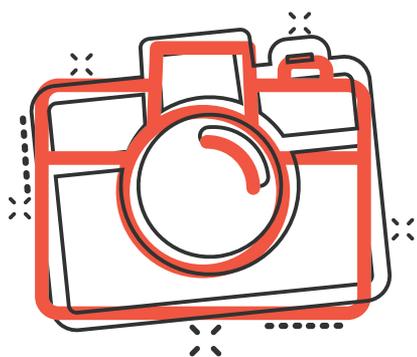
Saturday, 7:30 a.m. - 4:30 p.m. or 10:30 a.m. - 7:30 p.m.

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

3/14 • 4/25 • 5/30 • 6/20 • 7/25 • 8/22 • 9/26 • 10/31

frederick.edu/Motorcycle

301.624.2727 • motorcycle@frederick.edu



Photography Classes

FEATURED CLASSES

Get to Know Your Nikon DSLR – \$89

Instructor: Cam Miller

Saturdays, 9 a.m. - 3:30 p.m. | January 18 or April 25

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

Exploring the Creative Cloud – \$159

Instructor: Cam Miller

Tuesdays, 6:00 - 9:00 p.m. | January 28 – February 18

Learn to edit your digital photos using Lightroom and Photoshop, commonly known as the Creative Cloud from Adobe software. In this four part class you will learn how to organize and manage your photos, import into the Lightroom Library, apply key words, and more. In the Develop Module, you will learn how to make more advanced edits to your images. Some photos will need further editing in Photoshop, where you will learn to use the basic tools. Finally, you will use Lightroom to export edited photos.

Natural Light Portraits – \$69

Instructor: Robert Sullivan

Saturdays, 9:00 a.m. - 1:00 p.m. | May 2

Working with available, "natural" light, we'll learn how to take compelling portraits. Class topics will include finding great locations, understanding and working with available light, choosing the right background, simple posing techniques, composition, and choosing a lens and setting your camera. All cameras are suitable, as much of what we discuss is as relevant to your camera phone as it is to a DSLR.

PHLEBOTOMY TECHNICIAN

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

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

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Enrollment Center, located on the first floor of Jefferson Hall at FCC main campus. For more information on this program contact FCC at 240.629.7907. **Payment plan available. Call 301.624.2888 for details.**

Prerequisites & other requirements:

- Placement into ENGL75; ESOL72 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP (Students will need to take placement tests at the FCC Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH145 – Foundations for Healthcare Careers

Other program requirements PRIOR to Clinical:

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

Textbooks: Textbooks available at bookstore.frederick.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.

301.624.2727 • lifelonglearning@frederick.edu

CAH154 Phlebotomy Technician Preparation I: Theoretical Applications

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

CAH155 Phlebotomy Technician Preparation II: Practical Applications

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

CAH466 Phlebotomy Technician Clinical

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

PHLEBOTOMY TECHNICIAN

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

19094 T,Th 5:30 - 9:30 PM 2/25-3/24 Monroe Center/MC127

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

19091 T,Th 6 - 9 PM 3/26-5/14 Monroe Center/MC124
*No class 4/7, 4/9

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

19092 T,Th 6 - 9 PM 5/19-7/9 Monroe Center/MC124

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

19093 M-F Varied 7/13-10/30 OFF CAMPUS

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. Ask about the payment plan when you register at the CEWD Registration Center (Jefferson Hall, Building J, Room J113), call 301.624.2888 or email CRequest@frederick.edu for payment plan inquiries.



Online Course  **Eligible for senior tuition waiver.**

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

See pages 41 & 42

STERILE PROCESSING

Foundations for Healthcare Careers

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

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

INSTRUCTOR: CE Instructor

19094 Tu,Th 5:30 - 9:30 PM 2/25-3/24 Monroe Center/
MC127

Sterile Processing Technician Training: Fundamentals

This continuing education course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students receive a Certificate of Completion and are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the 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 ENGL75; ESOL72 or Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Successful completion of CAH145.

CAH320 | **60 hours** | **\$851** (\$399 tuition + \$452 fees)   

INSTRUCTOR: CE Instructor

19096 Tu,Th 6 - 9 PM 3/26-6/9*
*No class 4/7, 4/9 Monroe Center/
MC126

VETERINARY ASSISTANT

Registration Information: This course series is not available for online registration. Registrations will be accepted in person at the Enrollment Center, located on the first floor of Jefferson Hall at FCC main campus. 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 Floor score of 52 (Classic) or 237 (Next Gen); or 102 LOEP. Math placement >64 (Classic) Floor score 64 (Classic), Floor score of QAS 237 (students will need to take placement tests at Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH145-Foundations for Healthcare Careers

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1

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

Note: Prerequisites: Placement into ENGL75 or ESOL72 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, anesthesia, pre/post op care, and emergency and critical care. Students are introduced to Laboratory procedures include 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

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

19104 M,W 5:30 - 9:30 PM 2/3-3/2 Monroe Center/MC127

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

19117 M,W 5:30 - 9 PM 3/9-5/13 Monroe Center/MC126
*No class 4/6, 4/8

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

19118 M,W 5:30 - 9 PM 5/18-7/20 Monroe Center/MC126
*No class 5/25

Total Program Hours: 156

Total Program Cost: \$2,077

PROFESSIONAL DEVELOPMENT

Train the Trainer-Effective Adult Learning Principles

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

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

INSTRUCTOR: **Danielle Stoffer**

19112 M 6 - 9 PM 3/9-3/23 Monroe Center/
MC115

19113 F 9 AM - 12 PM 5/1-5/15 Monroe Center/
MC115

This course is a hybrid format. Class will meet face-to-face 9 hours with an additional 9 hours of work online.

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

Note: Registration for the January class closes 1/11/2020. Registration for the April class closes 3/23/2020. No drops or enrollments are permitted after these dates, respectively.

CPD328 | 36 hours | \$599

INSTRUCTOR: **Sharon Young**

19073 Online 1/21-4/7
Class meets online Tuesdays 9 - 10 AM

19074 Online 1/21-4/7
Class meets online Tuesdays 6 - 7 PM

19075 Online 4/2-6/25 *No class 4/16
Class meets online Thursdays 9 - 10 AM

19076 Online 4/2-6/25 *No class 4/16
Class meets online Thursdays 6 - 7 PM



Payment Plans Available!

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

The plan is interest free with a non-refundable enrollment fee of \$25. Ask about the payment plan when you register at the CEWD Registration Center (Jefferson Hall, Building J, Room J113), call 301.624.2888 or email CRequest@frederick.edu for payment plan inquiries.



Online Course

 Eligible for senior tuition waiver.

 Eligible for disabled & retired tuition waiver.

See pages 41 & 42



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

Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to 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: ENGL 70 or Prerequisites or Co-requisites: ENGL 75 or (ESOL 72 and ESOL 73).

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

INSTRUCTOR: Charles Colison

19103 Online 1/27-2/29

HOSPITALITY/TOURISM MANAGEMENT

Introduction to Hospitality Management

Develops an understanding of the hospitality industry and introduces the student to the career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and food service establishments. Examines the forces and issues that are shaping the current and future of the hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing the value chain analysis and defining service as competitive advantage. This course is co-listed with HCT1 150 as listed in the credit schedule.

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

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

INSTRUCTOR: Peter Lee

19119 Tu 6 - 8:40 PM

1/28-3/10

Monroe Center/
MC117



Scholarships

Qualified students may be eligible to receive a CEWD Scholarship:

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

To see if you qualify, visit FCC Foundaion in Annapolis Hall, A-200, or contact the Scholarship Program Manager at 301.846.2438 for more information. Scholarships are made possible by generous donations to the Frederick Community College Foundation. For more information, please visit frederick.edu/foundation



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

Trades & Vocational Training

AUTOMOTIVE

Introduction to Automotive Technology

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

Note: There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Register on main campus. Prerequisite: EN70 or ESOL 70.

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

INSTRUCTOR: Joshua Logan

19120 M,W 6 - 9 PM 3/2-6/3* Monroe Center/
*No class 4/6, 4/8, 5/25 MC144

Basic Automotive Mechanics - Externship

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

Note: Prerequisite: TRD258

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

INSTRUCTOR: CE Instructor

19121 M-F 9 AM - 4 PM 4/13-6/30 OFF CAMPUS
*No class 5/25

ELECTRICAL

Fundamentals of Structural Wiring

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

Note: Prerequisite: ENGL70 or ENGL75 or ESOL70 or ESOL72. You must register on main campus. Also offered for credit BLDT140. There is a required textbook for this course, please visit bookstore.

ELC167 | 90 hours | \$673 (\$500 tuition + \$173 fees)   

INSTRUCTOR: CE Instructor

19131 M,W 6 - 9 PM 1/27-3/16 Monroe Center/
MC129

Residential Electric

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

Note: Prerequisite: BLDT140 or BLD141 or ELC167. You must register on main campus. There is a required textbook for this course, please visit bookstore.

ELC168 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19135 M,W 6 - 8:30 PM 3/18-5/13* Monroe Center/
*No class 4/6, 4/8 MC129

Commercial Electric

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

Note: Prerequisite: BLDT140 or BLD142 or ELC167. You must register on main campus. There is a required textbook for this course, please visit bookstore.

ELC166 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19132 Tu,Th 6 -8:30 PM 1/28-3/17 Monroe Center/
MC129

Specialized Systems

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

Note: Prerequisite: BLDT140 or BLD141 or ELC167. You must register on main campus. There is a required textbook for this course, please visit bookstore.

ELC169 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19136 Tu,Th 6 - 9 PM 3/19-5/14* Monroe Center/
*No class 4/7, 4/9 MC129

HVAC

Fundamentals of HVACR

This course will cover the fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Course includes EPA CFC certification. Students will receive hands on experience in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Course also offered for credit as BLDT110.

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

HVC121 | 90 hours | \$673 (\$500 tuition + \$173 fees)   

INSTRUCTOR: CE Instructor

19129 Tu,Th 6 - 9 PM 1/28-3/17 Monroe Center/
MC147

Controls for HVACR

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

Note: Prerequisite: BLDT110 or BLD109 or HVC121. You must register on main campus. There is a required textbook for this course, please visit bookstore.

HVC126 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19133 Tu,Th 6 - 8:30 PM 3/19-5/14* Monroe Center/
MC147
**No class 4/7, 4/9*

HVAC Installation & Troubleshooting

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

Note: Prerequisite: BLDT111 or BLD110 or HVC126. You must register on main campus. There is a required textbook for this course, please visit bookstore.

HVC128 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19130 M,W 6 - 8:30 PM 1/27-3/16 Monroe Center/
MC147

Fossil Fuels & Hydronic Heating

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

Note: Prerequisite: BLDT111 or BLD110 or HVC122. You must register on main campus. There is a required textbook for this course, please visit bookstore.

HVC127 | 60 hours | \$522 (\$375 tuition + \$147 fees)   

INSTRUCTOR: CE Instructor

19134 M,W 6 - 8:30 PM 3/18-5/13* Monroe Center/
MC147
**No class 4/6, 4/8*

WELDING

Welding Symbols & Blueprint Reading

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

Note: Prerequisite or Co-requisite: ENGL 70 or ENGL 75 or ESOL 70 or ESOL 72. You must register on main campus. There is a required textbook for this course, please visit bookstore. Also offered for credit BLDT121.

WLD165 | 30 hours | \$300 (\$250 tuition + \$50 fees)   

INSTRUCTOR: CE Instructor

19126 M,W 5 - 6 PM 1/27-5/13* Monroe Center/
MC105
**No class 4/6, 4/8*

Introduction to Welding

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

Note: Prerequisite or Co-requisite: ENGL 70 or ENGL 75 or ESOL 70 or ESOL 72. You must register on main campus. There is a required textbook for this course, please visit bookstore.

WLD160 | 90 hours | \$700 (\$500 tuition + \$200 fees)   

INSTRUCTOR: CE Instructor

19125 Tu,Th 6-9PM 1/28-5/14* Monroe Center/
MC144
**No class 4/7, 4/9*

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: Prerequisite or Co-requisite: BLDT102 or WLD160. You must register on main campus. There is a required textbook for this course, please visit bookstore.

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

INSTRUCTOR: **CE Instructor**

19128 M,W 6 - 8:30 PM 1/27-5/13* Monroe Center/
*No class 4/6, 4/8 MC105

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 BLDT222.

Note: Prerequisite or Co-requisite BLDT120 or WLD160. You must register on main campus. There is a required textbook for this course, please visit bookstore.

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

INSTRUCTOR: **CE Instructor**

19127 M,W 6 - 9 PM 1/27-5/13* Monroe Center/
*No class 4/6, 4/8 MC114

INDUSTRY TEST PREPARATION

EPA 608/CFC Certification

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

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

INSTRUCTOR: **CE Instructor**

19144 Th 9 AM - 5:30 PM 4/16 Monroe Center/
MC144

Electricity: Journeyman/Master Exam Prep

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

TCP110 | 30 hours | \$259 (\$239 tuition + \$20 fees)  

INSTRUCTOR: **Lemuel Bowden**

19430 W 4:30 - 7:30 PM 3/4-5/13* TBD
*No class 4/8

MD Stationary Engineer Exam Prep I

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

This course uses two textbooks: "Boilers Operator's Guide. 4th Edition" (ISBN 978-0070365742) and "High Pressure Boilers. 6th Edition" (ISBN 978-0826943316). Textbooks can be purchased from online retailers.

TCP111 | 39 hours | \$319 (\$289 tuition + \$30 fees)  

INSTRUCTOR: **Tim Mueller**

19431 M,W 4 - 7 PM 3/30-5/13* TBD
*No class 4/8

SAFETY

OSHA 10-Hour Construction Safety and Health Outreach Program

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

TRD205 | 12 hours | \$101 (\$75 tuition + \$26 fees)  

INSTRUCTOR: **CE Instructor**

19143 F 9AM-4PM 5/22-5/29 Monroe Center/
MC144

MARYLAND

Community College Promise Scholarship

The Maryland Community College Promise Scholarship provides eligible students with up to \$5,000 per year for tuition.

FCC students who plan to enroll in a sequence of non-credit courses that leads to licensure or certification may be eligible to receive this state-sponsored funding of tuition. As a *last dollar award*, the Promise Scholarship amount is calculated after any other financial aid, other than a student loan, is applied to the student's tuition.

Eligible Non-Credit Licensure & Certification Programs Include:



Child Care



Cloud Computing



Drone Technology



Healthcare



Building Trades

Steps to Apply

- 1 Submit a Free Application for Federal Student Aid (FAFSA) online, -or- submit the Maryland State Financial Aid Application (MSFAA) online. Identify FCC on the FAFSA or MSFAA and make sure it's submitted before March 1, 2020.
- 2 Submit the 2019-2020 Maryland Community College Promise Scholarship Apprenticeship and Non-Credit Applicant Inquiry Form at <https://mhcc.state.md.us/preparing/Documents/PromiseApprenticeship-Non-creditedInquiryForm.pdf>
- 3 Use the MDCAPS website to check the application status and identify a list of any documentation that may require follow-up submission to the Maryland Higher Education Commission (MHEC).

Full details and eligibility requirements at frederick.edu/Promise



Understanding Pre-Requisites & Placement Testing

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

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



The FCC Adult Education Program

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

High School Diploma Preparation Classes

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

Adult Basic Education Classes

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

DID YOU KNOW?

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

Pass the GED® Exam

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

More information at gogedgo.org

Complete the National External Diploma Program

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

More information at casas.org/nedp

CONTACT US

Adult Basic Education and GED® Test Preparation • 240.629.7962 • adulted@frederick.edu • frederick.edu/adulted
Annapolis Hall (A-106) • 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.



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 at multiple locations throughout the county, including:

- FCC main campus
- Monroe Center
- Frederick High School (FHS)

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

Orientations

The first step to begin English classes is to attend an Orientation session. The schedule for orientations is available online at frederick.edu/esl or by calling the Adult Education office at 240.629.7962. Flyers are also available in the office: Annapolis Hall, Room A-106.

Orientations take approximately three hours to complete and are given in two parts (the date for part two will be given out at part one). Saturday orientations last approximately 5 hours. You do not need to register. (Please do not bring children to orientation; they cannot be admitted.)

SPRING 2020

Orientation cycles will begin:

Early January > for February-June classes

Early April > for May-August classes

CONTACT US

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

Annapolis Hall (A-106) • 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

Fee-based classes for students who have an intermediate or higher level of English.

The FCC Targeted ESL program provides multi-level skills specific English language instruction in reading, writing, listening, speaking, grammar, pronunciation, and conversation. Students can also take integrated skills classes in Communication for Academic Purposes and Reading and Grammar for Writing.

New classes begin about every eight weeks. Daytime, evening, and Saturday classes are available. Scholarships are available for Targeted ESL classes. Contact esl@frederick.edu for registration dates and scholarship application deadlines.

Schedule	Spring 2020	Session B	1/13 – 2/26
	Spring 2020	Saturday Session A	1/18 – 4/25
	Spring 2020	Session A	3/23 – 5/12
	Summer 2020	Session B	6/1 – 7/9
	Summer 2020	Session A	7/20 – 8/27

ESL students must register at the Office of Adult Education (A-106)

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

Course offerings include:

- › **Reading**
\$199 (\$160 tuition + \$39)
Develop strategies to improve reading, critical thinking, and language skills
- › **Pronunciation**
\$199 (\$160 tuition + \$39)
Practice sound features and proper rhythm, stress, pitch, and intonation
- › **Listening & Speaking**
\$199 (\$160 tuition + \$39)
Develop academic listening and speaking skills through public speaking, presenting, and note-taking
- › **Writing**
\$199 (\$160 tuition + \$39)
Learn sentence grammar, pre-writing and editing, and organization to improve writing skills
- › **Grammar**
\$199 (\$160 tuition + \$39)
Increase accuracy by using English verb forms and sentence structure rules
- › **Conversational English**
\$199 (\$160 tuition + \$39)
Discover cultural expectations and increase vocabulary
- › **Communication for Academic Purposes**
\$335 (\$295 tuition + \$40)
Prepares students for academic discussions and presentations
- › **Reading & Grammar for Writing**
\$335 (\$295 tuition + \$40)
Integrated skills class that prepares students for college coursework

REGISTER ONLINE

frederick.edu/QuickEnroll

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

Important Notes

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

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

REGISTER IN PERSON

CEWD Registration Office - Jefferson Hall

The Continuing Education & Workforce Development Registration Office is located in the Jefferson Hall, Building J, Room 113. Visit us for assistance with both online and in person registrations.

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

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

301.624.2888 • CEInfo@frederick.edu

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

FEES

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

The registration fee will increase to \$9 on January 1st, 2020.

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

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

Technical Requirements

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

To Register and Access Your Class

- Visit frederick.edu/QuickEnroll and 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: CAH496, CAH497
- Hospitality: HCT112, HCT102, HCT113
- Personal Training: PFT103, PFT104, PFT106
- Trades: ELC166, ELC167, ELC168, ELC169, HVC121, HVC126, HVC127, HVC128, WLD160, WLD161, WLD165, WLD169, WLD170, WLD171

REGISTRATION INFORMATION

TUITION PAYMENT PLAN

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

Tuition Payment Plan Programs include:

- Automotive (TRD258 & TRD259)
- Certified Nursing Assistant (CNA/GNA)
- Cloud Computing (CNS102 & CNS103)
- Control Systems Bundle
- Control Systems & Welding Bundle
- Dental Assistant
- Electrical: (ELC167 & ELC168)
- Electrical: (ELC166 & ELC169)
- Expanded Function- General Chairside
- Home Inspection Pre-Licensure
- HVAC: (HVC121 & HVC126)
- HVAC: (HVC128 & HVC127)
- Industrial Maintenance
- Medical Billing & Coding
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing
- 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 CERequest@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.

DROPPING A CLASS

Students may officially withdraw from a class by emailing the CEWD Registration Office at CERequest@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 individual class description.

Refund Request Outside of Full Refund Period

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

Contact us with questions at 301.624.2888

SENIOR CITIZEN STUDENTS

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 6 credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

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

For additional information and assistance, contact us at 301.624.2888

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

BOOKSTORE (STUDENT CENTER, ROOM H-117)

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

Monday - Thursday 9:00 a.m. - 5:00 p.m.
Friday 10:00 a.m. - 2:00 p.m.

Contact: 301.846.2463

SERVICES FOR STUDENTS WITH DISABILITIES

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

Contact Information:

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

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

CONTINUING EDUCATION RECORD

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

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

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

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

REGISTRATION INFORMATION

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE REQUIREMENTS

Students should be at least 16 years of age to enroll in most continuing education courses, except for those courses specifically designated for younger students. Students under the age of 16 who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the counseling office (301.846.2471). Certain programs or courses of study include higher minimum age for participation when the college has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

COLLEGE POLICIES & PROCEDURES

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

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

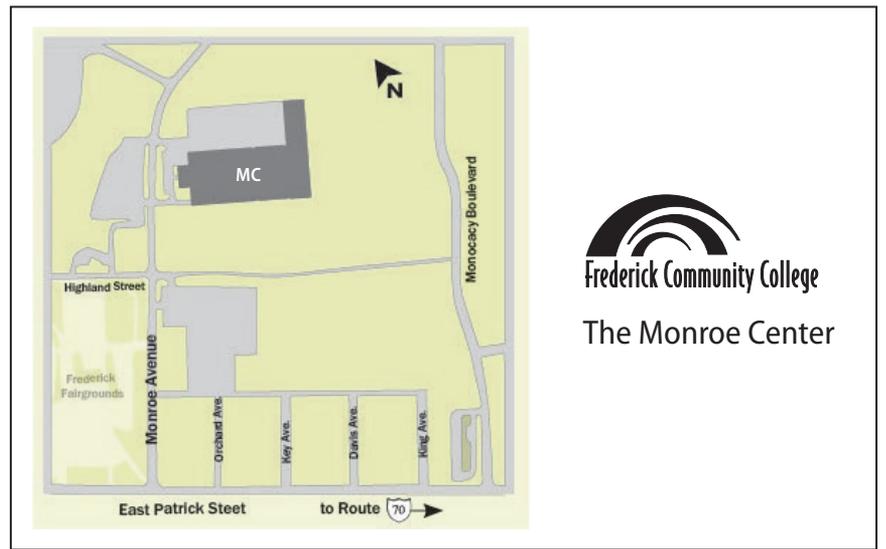
Hagerstown Community College

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

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MARYLAND

Community College Promise Scholarship



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