CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

2018 Summer & Fall Course Schedule

Frederick Community College

frederick.edu/quickenroll

Register for Summer & Fall

WE MOVED!

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

Hours of Operation

Monday: 8:30 a.m. – 6 p.m.
Tuesday-Thursday: 8:30 a.m. – 4:30 p.m.
Friday: 10 a.m. – 4:30 p.m.

Contact Us

301.624.2888
CEInfo@Frederick.edu

Notes:

- From July 1 through August 31, the registration office is open for extended hours Thursday evenings until 6 p.m.
- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information.

Browse Classes and Register Online: Frederick.edu/QuickEnroll

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

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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 the Student Center, Building H, Room 105.

Phone Numbers

- Registration Information 301.624.2888
- Bookstore: 301.846.2463
- Services for Students with Disabilities: 301.846.2408
- Testing Center: 301.846.2522

Register early!

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

Payment in full

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

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VETERINARY ASSISTANT

Registration information: This course series is not available for online registration. Registration will be accepted in person at the Student Center (H Building) H105 on the 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 in EN75 or ESL72 and a score of ≥64 on the elementary algebra math assessment (students will need to take placement tests at Testing Center).
- Provide proof of being 18 years of age of older at time of registration.
- CAH145-Foundations for Healthcare Careers

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) TL SW

INSTRUCTOR: **CE Instructor**

15631 M,Tu,Th 5:30 p.m. - 9:30 p.m. 8/27–9/17* Monroe Center/MC103
**No class 9/3.*

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.

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

INSTRUCTOR: **CE Instructor**

15676 Tu,Th 5:15 p.m. - 8:15 p.m. 9/18–12/4* Monroe Center/MC126
**No class 11/20, 11/22.*

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.

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

INSTRUCTOR: **CE Instructor**

15677 Tu,Th 5:15 p.m. - 8:15 p.m. 1/3–3/12 Monroe Center/MC126

Veterinary Assistant Clinical

In the final course of the Veterinary Assistant series, students will gain hands-on experience and observation opportunities in a clinical setting while completing a clinical rotation at local veterinary clinics and hospitals, humane societies or animal shelters. Students are required to successfully complete a skills checklist documenting experience or observation in key areas of veterinary care and business operations within the purview of the veterinary assistant role.

VET132 | **100 hours** | **$289** ($229 tuition + $60 fees) TL SW

INSTRUCTOR: **CE Instructor**

15678 M-F 9 a.m. - 5 p.m. 3/18–6/28* OFF CAMPUS
**No class 03/27 ,03/28, 03/29 ,05/27 .*

CAREER TRAINING SCHOLARSHIPS AVAILABLE!*

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Business and technology courses at FCC provide affordable and convenient education, professional development and job training opportunities essential to success in today's fast-paced workplace. Offerings are available online, 24 hours a day, seven days a week.

ON-DEMAND ONLINE BUSINESS CLASSES

Non Profit and Grant Writing

• Advanced Grant Writing Proposals	ONL317	$129

Supervisory Skills

• Fundamentals of Supervision and Management II	ONL320	$129

ON-DEMAND ONLINE TECHNOLOGY CLASSES

Computer Applications

• Intermediate QuickBooks 2013	ONL167	$159
• Introduction to QuickBooks 2016	ONL192	$159
• Intermediate QuickBooks 2016	ONL191	$159

Programming and Web Development

• Creating Web Pages II	ONL505	$129
• Introduction to JavaScript	ONL189	$159
• Intermediate CSS3 and HTML	ONL196	$159

IT Certification Prep

• 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

Business & Careers

ACCOUNTING CAREER TRAINING

NEW! Accounting Career Training

This two course short term training program develops entry level employees for the business services industry. The well rounded program includes topics such as workplace readiness, Excel, accounting fundamentals and applications, as well as QuickBooks Pro Adviser certification. You must take both courses to complete the program. Course details are below.

Essential Skills for the Office

This course is the first in a series of two courses designed to prepare individuals for entry level career opportunities in the field of Accounting. It provides instruction on what employers are looking for in the employees they hire. These qualities and characteristics include among others communication, adaptability and respect for others. To ensure you are ready to handle the technological side of the business, you will complete Excel Levels 1 & 2 and practice these skills in an FCC computer lab. Then complete your course of study with the follow-up course Essentials of Accounting, a soup to nuts program that includes QuickBooks certification.

Note: Prerequisite: Basic computer skills.

SMB354 | **45 hours** | **$1,133** ($803 tuition + $330 fees) TW SW

INSTRUCTOR: **CE Instructor**

15699	M-F 9 a.m. - 12 p.m. & 1 - 4 p.m.	7/9–7/18	Monroe Center/ MC115, MC142

Essentials of Accounting

This course is the second in a series of two courses designed to prepare individuals for entry level career opportunities in the field of Accounting. It provides instruction on accounting fundamentals and applications, as well as QuickBooks Online. This course includes what you need to know to get started in the field. Topics covered include basic accounting terminology, double entry bookkeeping, analysis and recording of financial transactions, corporate accounting practices, and responsibilities of working with an external CPA. You will learn how to use, through hands on training, the popular QuickBooks Online in an FCC computer lab. You will also prepare for and take as part of your classroom activities the QuickBooks Online ProAdvisor certification exam.

Note: Prerequisite: SMB354 Essential Skills for the Office

SMB355 | **84 hours** | **$2,115** ($1,415 tuition + $700 fees) TW SW

INSTRUCTOR: **Megan Riffle**

15700	M-F 9 a.m. - 12 p.m. & 1 - 4 p.m.	7/18–8/7	Monroe Center/ MC115, MC142

QuickBooks Note: Courses have additional software requirements. Go to frederick.edu/QuickEnroll and click on the class title to learn more.

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.

QUICKBOOKS

QuickBooks Online Essentials

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

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

INSTRUCTOR: **Megan Riffle**

15406	Tu,Th 5:30 p.m. - 8:30 p.m.	10/25–11/27*	E108

**No class 11/20,11/22.*

Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you'll master the tools you'll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. With QuickBooks, you get the same ease of use of Quicken coupled with a more traditional approach to accounting to meet the needs of small to midsized businesses. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of financial accounting for your business.

ONL162 | **24 hours** | **$159 fee**

INSTRUCTOR: **CE Instructor**

15533	Online	7/18–8/24
15534	Online	8/15–9/21
15535	Online	9/12–10/19
15536	Online	10/17–11/23
15537	Online	11/14–12/21

Introduction to QuickBooks 2014

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. You'll gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

ONL179 | **24 hours** | **$159 fee**

INSTRUCTOR: **CE Instructor**

15538	Online	7/18–8/24
15539	Online	8/15–9/21
15540	Online	9/12–10/19
15541	Online	10/17–11/23
15542	Online	11/14–12/21

ACCOUNTING FUNDAMENTALS

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 for personal use, this course will give you a solid foundation in financial matters.

ONL223 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15543	Online	7/18–8/24
15544	Online	8/15–9/21
15545	Online	9/12–10/19
15546	Online	10/17–11/23
15547	Online	11/14–12/21

Accounting Fundamentals II

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

Note: Requirements: Completion of Charlene Messier's online Accounting Fundamentals course (or equivalent experience).

ONL224 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15548	Online	7/18–8/24
15549	Online	8/15–9/21
15550	Online	9/12–10/19
15551	Online	10/17–11/23
15552	Online	11/14–12/21

BUSINESS

Fundamentals of Supervision and Management

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

Note: Fundamentals of Supervision and Management II available On Demand.

ONL325 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15558	Online	7/18–8/24
15559	Online	8/15–9/21
15560	Online	9/12–10/19
15561	Online	10/17–11/23
15562	Online	11/14–12/21

Administrative Assistant Fundamentals

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

ONL501 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15553	Online	7/18–8/24
15554	Online	9/12–10/19
15555	Online	10/17–11/23

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.

Administrative Assistant Applications

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

ONL502 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15556	Online	9/12–10/19
15557	Online	11/14–12/21

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 and individuals as well. Suitable for beginning to advanced grant writers.

ONL310 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15568	Online	7/18–8/24
15569	Online	8/15–9/21
15570	Online	9/12–10/19
15571	Online	10/17–11/23

Grammar Refresher

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

ONL420 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15563	Online	8/15–9/21
15564	Online	9/12–10/19
15565	Online	10/17–11/23

Grammar Refresher II

Take your grammar and writing skills to the next level! In this course, you'll review the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. You'll explore sentence structure, adjective and adverb use, and be introduced to some best practices for using these parts of speech effectively in your writing. See how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, you'll put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing.

ONL504 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15566	Online	10/17–11/23
15567	Online	11/14–12/21

PROJECT MANAGEMENT

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 fee

INSTRUCTOR: **CE Instructor**

15572	Online	7/18–8/24
15573	Online	8/15–9/21
15574	Online	9/12–10/19
15575	Online	10/17–11/23
15576	Online	11/14–12/21

Project Management Applications

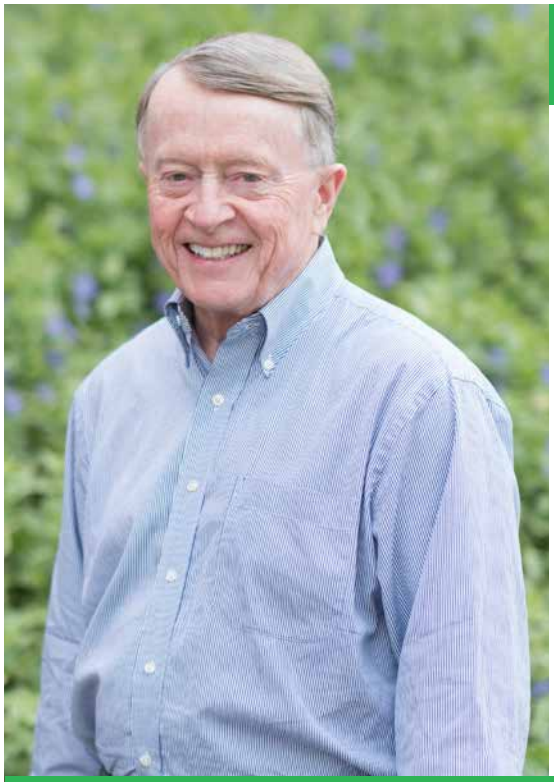
In this class you will learn how to recruit project team members and develop and motivate team leaders. You will discover how to adapt to different organizational cultures and work group characteristics, as well as gain valuable knowledge about project planning, control and data analysis tools. This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

ONL524 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15577	Online	9/12–10/19
15578	Online	10/17–11/23
15579	Online	11/14–12/21

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.



ILR 55+

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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 discover and visit local and regional destinations. Visit us online to see what's new and what's next!

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- Literature, Theater, Writing
- Philosophy, Religion & Exploration
- Science & Nature

ILRatFCC.com • 301.846.2405 • ILR@frederick.edu

THRIVE

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

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

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

Certification & Licensure

DRONE TRAINING

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. This course is held in partnership with Carroll Community College.

CPD604 | **12 hours** | **$549** ($289 tuition + $260 fees)

INSTRUCTOR: **CE Instructor**

15386 M, W 6 p.m. - 9:15 p.m. 7/23–8/1 Carroll Community College

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. Program is conducted in partnership with Carroll Community College.

CPD603 | **6 hours** | **$149** ($36 tuition + $113 fees)

INSTRUCTOR: **CE Instructor**

15387 M, W 6 p.m.- 9:15 p.m. 8/13–8/15 Carroll Community College

CHILD CARE CAREER PREPARATION

Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours 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 age-appropriate curriculum (preschool infant-toddler, or school-age) are required to complete the 90-hour certification for child care. Aligns with MD Staff Credential (proposed) levels 2-4. You must successfully complete all course assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

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

INSTRUCTOR: **CE Instructor**

15410 Online 10/26–12/14

Preschool Curriculum and Activities

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. 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. Aligns with MD Staff Credential (proposed) levels 2-4. This course and Child Growth & Development 45 hours are required to complete the 90-hour child care certification. You must successfully complete class assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

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

INSTRUCTOR: **CE Instructor**

15412 Online 9/12–10/31

School Age Child Care

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 certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. You must successfully complete class assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

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

INSTRUCTOR: **CE Instructor**

15413 Online 9/17–11/5

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. This class is held in partnership with Howard Community College.

Note: A separate materials purchase is required to access this online course. Instead of a textbook, this course uses an electronic text and video resources that are incorporated into you course experience.

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

INSTRUCTOR: **CE Instructor**

15414 Online 10/11–11/29

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.

Infant and Toddler Care

Gain the skills necessary to work with infants 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 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must successfully complete class assignments to receive a certificate. Textbook is included and will be provided as a download in the online course. This class is held in partnership with Howard Community College.

Note: Textbook is included and will be provided as a download in the online course.

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

INSTRUCTOR: **CE Instructor**

15411 Online 9/12–10/31

Child Care

Professional Development On-Demand Online

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

ON-DEMAND ONLINE CLASSES

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

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

CHILD CARE PROFESSIONAL DEVELOPMENT

Including All Children and the ADA

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

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

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

INSTRUCTOR: **CE Instructor**

15415 Online 9/10–12/14

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** | **$144** ($120 tuition + $24 fees)

INSTRUCTOR: **CE Instructor**

15651 Tu,Th 11 a.m. - 12:15 p.m. 10/23–12/13* D100
**No class 11/22.*

Methods of Strength Training

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

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

INSTRUCTOR: **CE Instructor**

15649 Tu,Th 11 a.m. - 12:15 p.m. 8/28–10/11 D128

Coming Spring 2019 ...
PFT106 The Essentials of Personal Training course with National Association of Sports Medicine (NASM) certification exam included.

REAL ESTATE PRE-LICENSURE

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 exam in order to receive an official certificate necessary to take the state level examination. *Please note, as the State of Maryland requires at least 60 hours of classroom instruction for students to sit for the Maryland Real Estate Commission Licensing Exam; there are no exceptions to this requirement. As such, participants are required to sign in/out and are expected to be on time for each class; those arriving more than 10 minutes late are considered absent for the entire class.

Note: Textbooks are required for this class.

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

INSTRUCTOR: **Brianne Paugh/Sarah Cline**

15730	M, W 6 p.m.- 9 p.m.	9/10–11/28	Monroe Center/MC105
15409	Tu,Th 6 p.m.- 9 p.m.	9/11–11/27*	Monroe Center/MC104

**No class 11/22.*

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. This course is eligible for a FCC payment plan. Please contact the Student Accounts Office at 301.846.2658 for details.

Note: A Textbook is required for this course.

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

INSTRUCTOR: **Welmoed Sisson**

15407	Tu,Th 6 p.m.- 9 p.m.	8/21–11/15	Monroe Center/MC105
15408	M-F 9 a.m. - 4 p.m.	11/26–12/12	Monroe Center/MC105

PRAXIS

Praxis Core Prep - Semi-Private Instruction

Are you a prospective teacher who needs to pass the Praxis Exam? Prepare for the new Praxis Core Exam. Gain the benefits of an individualized, tailored, and semi-private preparation course. Improve test taking skills while reviewing reading, writing and math requirements of the test.

CPD150 | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

13480	M, W 4 p.m.-6 p.m.	5/14-5/23	Monroe Center/MC142
15766	M,W 4 p.m.-6 p.m.	7/9-7/18	B223
15767	M, W 4 p.m.-6 p.m.	10/8-10/17	B223

Praxis Math Prep - Semi-Private Instruction

Participants will develop the skills needed for the Praxis test as we review, master and prepare for the Math Core Praxis Assessment. In the course students will master the topics of number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, probability and statistics. Students will practice working timed math problems by hand, quickly and correctly.

CPD151 | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

13481	Tu, Th 5 p.m.-7 p.m.	6/19-6/28	Monroe Center/MC105
15765	M, W 5 p.m.-7 p.m.	9/10-9/19	B223

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<body>

  <p> Tech Connect is a grant-funded IT
  program offering career training as a
  Network Technician, IT User Support
  Specialist, Health IT & Management
  Systems Technician, or Cloud Practitioner.
  Tech Connect is a non-credit program
  that includes project-based learning
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  person and online learning. Tuition
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  <p> Successful completion of this short-term
  training program prepares students to
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  area employers. Tech Connect provides job
  preparation, job search, and job placement
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  <p> For more information or to apply:
  www.Frederick.edu/TechConnect
  TechConnect@Frederick.edu • 301.624.2756 </p>

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YOUTH PROGRAMS AT FCC

PREPARE TO SUCCEED

GET AHEAD OF THE CURVE THIS SUMMER

Gain the benefits of individualized, tailored, and semiprivate classes this summer while acquiring test-taking techniques, important strategies and more. Acquire essential tools and proven tips from expert instructors and get ready to earn your best score.

KIDS & TEENS ON CAMPUS

SUMMER 2018

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

NEW! TIME TOGETHER

Debuting this summer, these all-new programs offer adult and younger participants the chance to spend time together on the weekends, learn something new and create lasting memories. Our initial offerings include gardening, baking, jewelry-making programs and so much more. Visit us online and get ready to experience valuable Time Together.

Frederick Community College

Youth@frederick.edu • frederick.edu/Youth

Computers & Technology

MAKERSPACE

Discover 3D Printing

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

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

MKR105 | **4 hours** | **$89** ($55 tuition + $34 fees)

INSTRUCTOR: **Glenn Mossy**

15524 Sat 9 a.m. - 1 p.m. 8/25 Monroe Center/MC135

NEW! 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 USB flash drive with you to class so that you can take your files home.

MKR104 | **6 hours** | **$109** ($75 tuition + $34 fees)

INSTRUCTOR: **Glenn Mossy**

15525 Sat 9 a.m. - 4 p.m. 9/8 Monroe Center/MC135

NEW! 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. 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 the new Makerspace equipped with 3D printers, a laser cutter and CNC router. Though not a primary objective of this course, the knowledge gained can be applied towards preparation for the Certified Solidworks Associate exam.

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

INSTRUCTOR: **Kyle Hess**

15528 M, W 6 p.m.- 9 p.m. 9/24–10/24 Monroe Center/MC135

NEW! 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.

MKR110 | **4 hours** | **$159** ($79 tuition + $80 fees)

INSTRUCTOR: **Glenn Mossy**

15526 Sat 9 a.m. - 1 p.m. 9/22 Monroe Center/MC135

NEW! 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 completed project and kit to use and practice their skills.

MKR111 | **4 hours** | **$159** ($79 tuition + $80 fees)

INSTRUCTOR: **Glenn Mossy**

15695 Sat 9 a.m. - 1 p.m. 10/6 Monroe Center/MC135

NEW! 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.

MKR113 | **4 hours** | **$148** ($79 tuition + $69 fees)

INSTRUCTOR: **Glenn Mossy**

15527 Sat 9 a.m. - 4 p.m. 10/20 Monroe Center/MC135

NEW! 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 take home.

Note: Prerequisite: The Inputs and Outputs of Physical Computing with Arduino I (MKR113) or equivalent experience.

MKR114 | **6 hours** | **$179** ($110 tuition + $69 fees)

INSTRUCTOR: **Glenn Mossy**

15697 Sat 9 a.m. - 4 p.m. 10/27 Monroe Center/MC135

NEW! 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 to do speed control of the H-Bridge for motor control. 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: Prerequisite: The Inputs and Outputs of Physical Computing with Arduino I (MKR113) and Inputs and Outputs of Physical Computing with Arduino II (MKR114) or equivalent experience.

MKR109 | **4 hours** | **$149** ($80 tuition + $69 fees)

INSTRUCTOR: **Glenn Mossy**

15693 Sat 9 a.m. - 1 p.m. 11/17 Monroe Center/MC135

NEW! Explore Robotics with Arduino

Build your own robot! This introductory course in robotics builds on the programming and hardware knowledge learned in the previous prerequisite courses "The Inputs and Outputs of Physical Computing with Arduinos I & II" and "Motor Control using the Arduino" and 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.

MKR106 | **6 hours** | **$179** ($110 tuition + $69 fees)

INSTRUCTOR: **Glenn Mossy**

15531 Sat 9 a.m. - 4 p.m. 12/8 Monroe Center/MC135

Microcontroller Fundamentals

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

MKR115 | **6 hours** | **$189** ($110 tuition + $79 fees)

INSTRUCTOR: **Glenn Mossy**

15714 Sat 9 a.m. - 4 p.m. 12/1 Monroe Center/MC135

NEW! Makerspace Open Lab - 10 hour

Explore the creative possibilities of the FCC Makerspace. Learn to use specialized equipment to make a special project, prototype an idea, or just try out new technology. Our Makerspace is equipped with 3D printers, a laser cutter and a CNC router. We've provided the option for 5 and 10 hour sessions which can be renewed to make time for projects that require more time. Come for all or part of the weekly open lab sessions. Lab hours are posted at www.frederick.edu/makerspace. After registration, individual schedules are reserved by contacting Makerspace staff at makerspace@frederick.edu. Schedule early as open lab hours are limited. 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. Encourage your like-minded colleagues to enroll and spark creativity as you collaborate and share ideas.

MKR107 | **10 hours** | **$100 fee**

INSTRUCTOR: **CE Instructor**

15530 Days/Times by Appointment Monroe Center/MC135

NEW! Makerspace Open Lab - 5 hour

Explore the creative possibilities of the FCC Makerspace. Learn to use specialized equipment to make a special project, prototype an idea, or just try out new technology. Our Makerspace is equipped with 3D printers, a laser cutter and a CNC router. We've provided the option for 5 and 10 hour sessions which can be renewed to make time for projects that require more time. Come for all or part of the weekly open lab sessions. Lab hours are posted at www.frederick.edu/makerspace. After registration, individual schedules are reserved by contacting Makerspace staff at makerspace@frederick.edu. Schedule early as open lab hours are limited. 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. Encourage your like-minded colleagues to enroll and spark creativity as you collaborate and share ideas.

MKR108 | **5 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**

15529 Days/Times by Appointment Monroe Center/MC135

COMPUTER & SOFTWARE APPLICATIONS

Microsoft: Windows Basics

Learn the basic features and functions of Microsoft Windows. This course covers beginning-level skills and is ideal for the newer computer user or those who are getting reacquainted with computers after some time away. Part of our partner's Essential Skills series, the text for this course uses a highly visual design. Whether you're using Windows for the first time, or upgrading from an older version, our solution will show you what you need to know. Learn about using the new interface. Find out how to customize the interface and boot operations, how to work with programs and files, use the web and social media, manage music and photos, and much more.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15420 M, W 6 p.m.- 9 p.m. 9/5–9/12 Monroe Center/MC142

Keyboarding

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

ONL148 | **24 hours** | **$129 fee**

INSTRUCTOR: **CE Instructor**

15580 Online 7/18–8/24
15581 Online 9/12–10/19
15582 Online 11/14–12/21

MS OFFICE SUITE WORKSHOPS

Microsoft Foundation Series: Computer Skills

Novice users and those looking for formal training in Microsoft Office skills explore software skills needed in the workplace or for personal business. The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. This course covers beginning-level skills for the Windows operating system and popular applications including: Word used for creating documents, Excel for preparing spreadsheets and charts, and PowerPoint presentation software. Register for all four courses at the series price: Microsoft Windows: Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, Microsoft PowerPoint. Courses may be taken individually at the price listed for each class. At the end of the course you will have established a foundational skill set in demand in every workplace setting.

Note: Four textbooks are required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15416 M, W 6 p.m.- 9 p.m. 9/5–10/17 Monroe Center/MC142

Microsoft Word: Level 1

Learn the basic features and functions of Microsoft Word. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Word. After an introduction to terminology and Word's window components, you'll learn how to use the Help system and navigate documents. Next you'll cover topics such as working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you will be able to successfully move on to Microsoft Word, Level 2. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15423 M, W 6 p.m.- 9 p.m. 9/17–9/26 Monroe Center/MC142

Microsoft Word: Level 2

This course builds on skills and concepts taught in Microsoft Word: Level 1. Level 2 provides thorough intermediate skills training. Topics include creating a research paper, newsletter and promotional brochure and form, as well as using mail merge. You'll explore 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. After completing this course, you will be able to successfully move on to Microsoft Word: Level 3. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Word Level 1 or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15429 M, W 6 p.m. - 9 p.m. 11/5–11/14 Monroe Center/MC135

Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well-versed in Excel. After an introduction to spreadsheet terminology and Excel's window components, you'll cover topics such as 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, you will be able to successfully move on to Microsoft Excel, Level 2. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15426 M, W 6 p.m.- 9 p.m. 10/1–10/10 Monroe Center/MC142

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 2

Build on the skills and concepts taught in Microsoft Excel: Level 1. Level 2 provides thorough intermediate training. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles and themes. You will apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines and utilize graphics and templates. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Excel: Level I or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Thomas Dawson**

15428 M, W 6 p.m.- 9 p.m. 10/22–10/31 Monroe Center/MC142

Microsoft PowerPoint: Level 1

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

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

INSTRUCTOR: **Thomas Dawson**

15717 M, W 6 p.m. - 9 p.m. 10/15–10/17 Monroe Center/MC142

Introduction to Microsoft Excel 2010

This course will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. Discover tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This is not a tutorial, but an in-depth class where you will get training, help, and personal support from an experienced Instructor as you learn Excel step-by-step basics.

ONL172 | **24 hours** | **$129 fee**

INSTRUCTOR: **CE Instructor**

15583 Online 7/18–8/24
15584 Online 8/15–9/21
15585 Online 9/12–10/19
15586 Online 10/17–11/23
15587 Online 11/14–12/21

Introduction to Microsoft Excel 2013

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

ONL175 | **24 hours** | **$129 fee**

INSTRUCTOR: **CE Instructor**

15588 Online 7/18–8/24
15589 Online 8/15–9/21
15590 Online 9/12–10/19
15591 Online 10/17–11/23
15592 Online 11/14–12/21

Intermediate Microsoft Excel 2013

Take your Excel skills to the next level! Master charting, Pivot Tables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2013, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

ONL182 | **24 hours** | **$129 fee**

INSTRUCTOR: **CE Instructor**

15593 Online 9/12–10/19
15594 Online 10/17–11/23
15595 Online 11/14–12/21

IT CERTIFICATION PREPARATION

Basic CompTIA A+ Certification Prep

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

ONL350 | **24 hours** | **$159 fee**

INSTRUCTOR: **CE Instructor**

15613 Online 7/18–8/24
15614 Online 8/15–9/21
15615 Online 9/12–10/19
15616 Online 10/17–11/23
15617 Online 11/14–12/21

Intermediate CompTIA A+ Certification Prep

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

Note: Complete your preparation with Advanced CompTIA A+ available On Demand.

ONL351 | **24 hours** | **$159 fee**

INSTRUCTOR: **CE Instructor**

15618 Online 7/18–8/24
15619 Online 8/15–9/21
15620 Online 9/12–10/19
15621 Online 10/17–11/23
15622 Online 11/14–12/21

CompTIA® Security+ Certification Prep 1

The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including cross-word puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand.

ONL360 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15623	Online	7/18–8/24
15624	Online	9/12–10/19
15625	Online	11/14–12/21

PROGRAMMING AND WEB DEVELOPMENT

Creating Web Pages

Create and post your very own website using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your Instructor's patient guidance, you'll 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.

Note: Creating Web Pages II is available On Demand.

ONL101 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15608	Online	7/18–8/24
15609	Online	8/15–9/21
15610	Online	9/12–10/19
15611	Online	10/17–11/23
15612	Online	11/14–12/21

Introduction to SQL

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

ONL140 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15596	Online	7/18–8/24
15597	Online	9/12–10/19
15598	Online	11/14–12/21

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

ONL183 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15599	Online	7/18–8/24
15600	Online	9/12–10/19
15601	Online	11/14–12/21

Introduction to Java Programming

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

ONL184 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15602	Online	7/18–8/24
15603	Online	9/12–10/19
15604	Online	11/14–12/21

Introduction to CSS3 and HTML5

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

ONL195 | 24 hours | $159 fee

INSTRUCTOR: **CE Instructor**

15605	Online	7/18–8/24
15606	Online	9/12–10/19
15607	Online	11/14–12/21

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

American Sign Language I
$169

6 Sessions • 6-8:30 p.m.
Mondays
5/7-6/18 • 7/16-8/20 • 9/17-10/22

American Sign Language II
$169

6 Sessions • 6-8:30 p.m.
11/5-12/10

Spanish Conversation/ Communication – Basic
$189

8 Sessions • 6:30-8:30 p.m.
Tuesdays/Thursdays
5/8-5/31 • 7/10-8/2 • 9/11-10/4 • 11/27-12/20

Spanish Conversation/ Communication – Intermediate
$189

8 Sessions • 6:30-8:30 p.m.
Tuesdays/Thursdays
6/5-6/28 • 8/7-8:30 • 10/9-11/1

French Conversation/ Communication – Basic
$189

8 Sessions • 6:30-8:30 p.m.
Mondays/Wednesday
4/23-5/16

French Conversation/ Communication – Intermediate
$189

8 Sessions • 6:30-8:30 p.m.
Monday/Wednesday
5/21-6/13

Maggie Krzywicki • 301.624.2727 • PersonalEnrichment@Frederick.edu • frederick.edu/QuickEnroll

Healthcare & Wellness

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) TV SW

INSTRUCTOR: **CE Instructor**

15728 Tu,Th 9 a.m. - 1:30 p.m. 9/4–9/27 Monroe Center/MC126

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: Prerequisite: Placement into EN75 or ESL72, CAH145, Corequisite: SAF157 CPR Basic Life Support (or proof of CPR Basic Life Support certification).

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

INSTRUCTOR: **CE Instructor**

15664 Tu,Th 9 a.m. - 12:30 p.m. 10/2–12/13* Monroe Center/MC124
**No class 11/22.*

Note: Oral Radiography with Clinical will be offered in spring 2019 in preparation for the Dental Association National Board (DANB) Radiation Health and Safety (RHS) exam and state certification by the Maryland State Board of Dental Examiners as a Dental Radiation Technologist

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** | **$144** ($120 tuition + $24 fees) TV SW

INSTRUCTOR: **CE Instructor**

15651 Tu,Th 11 a.m. - 12:15 p.m. 10/23–12/13* D100
**No class 11/22.*

Methods of Strength Training

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

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

INSTRUCTOR: **CE Instructor**

15649 Tu,Th 11 a.m. - 12:15 p.m. 8/28–10/11 D128

Coming Spring 2019 ...
PFT106 The Essentials of Personal Training course with National Association of Sports Medicine (NASM) certification exam included.

MEDICAL CODING

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

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

INSTRUCTOR: **CE Instructor**

15648 W 6 p.m. - 9:30 p.m. 11/14–3/13* Monroe Center/MC142
**No class 11/21/2018,12/26/2018*.

Medical Terminology: A Word Association Approach

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

ONL401 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15632	Online	7/18–8/24
15633	Online	8/15–9/21
15634	Online	9/12–10/19
15635	Online	10/17–11/23
15637	Online	11/14–12/21
15639	Online	12/12–1/18

Introduction to Basic Anatomy and Physiology

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

ONL526 | 24 hours | $129 fee

INSTRUCTOR: **CE Instructor**

15640	Online	7/18–8/24
15641	Online	8/15–9/21
15643	Online	9/12–10/19
15644	Online	10/17–11/23
15645	Online	11/14–12/21
15646	Online	12/12–1/18

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.

STERILE PROCESSING

Registration information: This course series is not available for online registration. Registration will be accepted in person at the Student Center (H Building) H105 on the main campus. For more information on this program contact 240.629.7907. **Payment plan available. Call 301.624.2888 for details.**

Prerequisites & other requirements:

- Student must be advised by CEWD Healthcare program staff member prior to registering for sterile processing. Please call 240.629.7907.
- Placement in EN75 or ESL72 (students will need to take placement tests at Testing Center).
- Provide proof of being 18 years of age of older at time of registration.
- CAH145-Foundations for Healthcare Careers
- SAF157: American Heart Association (AHA) CPR Basic Life Support or proof of certification valid through clinical dates.

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 (titers).
- Undergo a background investigation (some sites require fingerprinting and/or drug testing). Background, fingerprinting and drug testing are included in course fees.

Students will receive paperwork for their clinical information during the beginning of CAH320.

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.

CAH320 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. Students are strongly recommended to register for Sterile Processing Technician Training: Externships 1-4 when registering for the Fundamentals course to fulfill IAHCSMM certification requirements and obtain on-the-job training.

CAH321-CAH324 Sterile Processing Technician Training Externships 1-4

This course is a series of four 100 hour externships highly recommended as a continuation of training for students completing the Sterile Processing Technician Training Fundamentals course and required for Registered Central Service Technician (CRCST) full certification issued by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). The Sterile Processing Technician Training Externships offers students direct experience in the field to prepare for employment and/or fulfillment of the 400 hour field experience required for those seeking full CRCST certification. Students gain first-hand experience in many of the following areas: general cleaning, wrapping and packaging, instrument and procedure tray assembly, sterilization, sterile storage, patient care equipment, care carts, linen folding and distribution. Externship locations vary through the greater Baltimore/DC/Frederick region. Upon completion of training, students receive a Certificate of Completion and can submit logged hours and experience directly to IAHSCMM for Certified Registered Central Service Technician (CRCST) certification consideration. Prerequisite: currently registered for or successful completion of the FCC Sterile Processing Technician Training Fundamentals course. Co-requisite: Students must register concurrently for all four externships at the time of registration if planning to participate in externships.

STERILE PROCESSING PROGRAM

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

15631	M, Tu, Th 5:30 - 9:30 p.m.	8/27–9/17	Monroe Center /MC103
	*No class 9/3		

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

15670	M,W 6 - 9 p.m.	9/19–12/5*	Monroe Center /MC126
	*No class 11/19,11/21		

CAH321 | 100 hours | $129 ($30 tuition + $99 fees)

15671	M-F varied times	1/7–6/28	Off Campus
	*No class 1/21, 3/27-3/29, 5/27		

CAH322 | 100 hours | $129 ($30 tuition + $99 fees)

15672	M-F varied times	1/7–6/28	Off Campus
	*No class 1/21, 3/27-3/29, 5/27		

CAH323 | 100 hours | $129 ($30 tuition + $99 fees)

15673	M-F varied times	1/7–6/28	Off Campus
	*No class 1/21, 3/27-3/29, 5/27		

CAH324 | 100 hours | $129 ($30 tuition + $99 fees)

15674	M-F varied times	1/7–6/28	Off Campus
	*No class 1/21, 3/27-3/29, 5/27		

Total Program Hours: 496
Total Program Cost with CPR: $1,975

CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

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

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

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

Prerequisites & other requirements:

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

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation and fingerprinting. Fees for background check and fingerprinting are 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 1

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. Students must sign up for CAH 132 & CAH 133 as a co-requisite.

CNA/GNA ACCELERATED OPTION

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

15628 M-Th 9 a.m. - 2 p.m. 8/6–8/16 Monroe Center /MC126

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

15659 M-Th 9 a.m. - 2 p.m. 8/21–9/13* Monroe Center /MC127
**No class 9/3*

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

15662 M-Th 9 a.m. - 2 p.m. 9/17–10/4 Monroe Center /MC127

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

15667 M-F 9 a.m. - 2 p.m. 10/8–10/23 OFF CAMPUS

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

CNA/GNA EVENING OPTION

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

15629 Tu, Th 5:30 - 9:30 p.m. 9/4–10/2 Monroe Center /MC116

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

15660 Tu, Th 5:30 - 9:30 p.m. 10/4–11/29* Monroe Center /MC127
**No class 11/22*

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

15663 Tu, Th 5:30 - 9:30 p.m. 12/4–2/5* Monroe Center /MC127
**No class 12/20, 12/25, 12/27, 1/1/19*

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

15668 M-F 4 - 9 p.m. 2/11–2/26 OFF CAMPUS

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

CNA/GNA ACCELERATED OPTION

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

15630 M-Th 9 a.m. - 2 p.m. 11/5–11/15 Monroe Center /MC126

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

15661 M-Th 9 a.m. - 2 p.m. 11/26–12/17 Monroe Center /MC127

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

15729 M-Th 9 a.m. - 2 p.m. 1/2–1/23* Monroe Center /MC127
**No class 1/21*

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

15669 M-F 9 a.m. - 2 p.m. 1/28–2/12 OFF CAMPUS

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

PATIENT CARE TECHNICIAN

Patient Care Technician

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.

CAH513 | **96 hours** | **$1183** ($692 tuition + $491 fees) NW SW

INSTRUCTOR: **CE Instructor**

15675 M, W 6 p.m. - 9:30 p.m. 9/5–12/12* Monroe Center/MC127
**No class 11/21*

PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:

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

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support.
- Undergo a background investigation. Fees for background check and fingerprinting are included in course fees.
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH483.

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.

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 PROGRAM

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

15629	Tu, Th 5:30 - 9:30 p.m.	9/4–10/2	Monroe Center /MC116

CAH154 | 33 hours | $449 ($349 tuition + $100 fees) TW SW

15711	Tu, Th 6 - 9 p.m.	10/9–11/15	Monroe Center /MC124

CAH155 | 48 hours | $574 ($474 tuition + $100 fees) TW SW

15712	Tu, Th 6 - 9 p.m.	11/27–1/29*	Monroe Center /MC124

**No class 12/20, 12/25, 12/27, 1/1/19.*

CAH466 | 100 hours | $635 ($435 tuition + $200 fees) TW SW

15710	M-F varied times	1/31–5/31	Off Campus

**No class 3/27-3/29, 5/27*

Total Program Hours: 217
Total Program Cost with CPR: $2,266

CPR & FIRST AID

CPR: Basic Life Support

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) TL SW

INSTRUCTOR: **CE Instructor**

15679	Sat 9 a.m. - 3:30 p.m.	7/14	Monroe Center/MC126
15680	F 9 a.m. - 3:30 p.m.	7/20	B104
15681	W 9 a.m. - 3:30 p.m.	8/1	Monroe Center/MC126
15682	Sat 9 a.m. - 3:30 p.m.	8/18	B104
15683	F 9 a.m. - 3:30 p.m.	8/24	Monroe Center/MC126
15684	Sat 9 a.m. - 3:30 p.m.	9/15	Monroe Center/MC126
15685	Th 9 a.m. - 3:30 p.m.	9/20	Monroe Center/MC126
15686	Sat 9 a.m. - 3:30 p.m.	10/6	B104
15687	F 9 a.m. - 3:30 p.m.	10/19	Monroe Center/MC126
15688	Tu 9 a.m. - 3:30 p.m.	10/30	Monroe Center/MC126
15689	Sat 9 a.m. - 3:30 p.m.	11/10	Monroe Center/MC126
15690	F 9 a.m. - 3:30 p.m.	11/30	Monroe Center/MC126
15691	Sat 9 a.m. - 3:30 p.m.	12/15	B104

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.

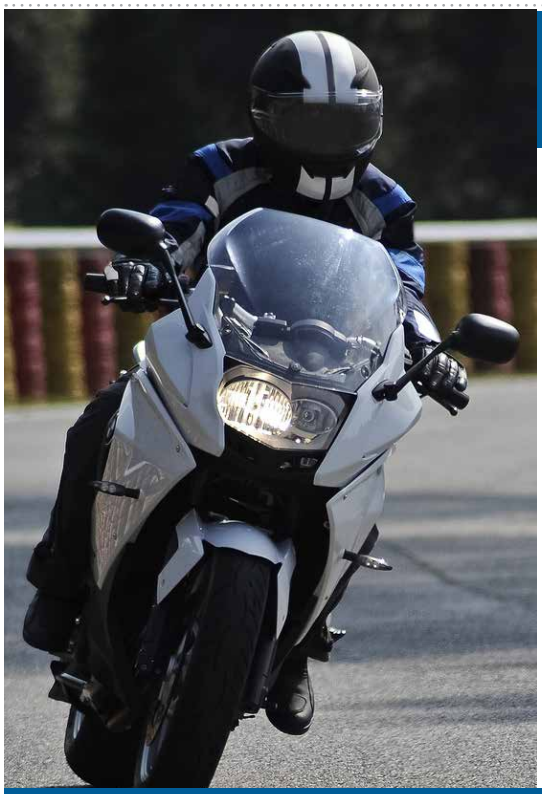
The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a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

Allied Health Academy

- Certified Nursing Assistant
- Phlebotomy Technician
- Sterile Processing Technician

If you are a single parent, unemployed or underemployed, AHA might be right for you. The Allied Health Academy (AHA) provides consideration for financial assistance toward tuition, books, child care, and transportation; support from a case manager, and tutoring (as available).

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



LEARN TO RIDE

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

Basic Rider Course – $309

Wednesday, Thursday, Saturday, & Sunday

This 17-hour course is designed for a beginner rider who has limited or no riding experience and is seeking a class "M" license.

4/18-4/22 • 5/2-5/6 • 5/16-5/20 • 5/30-6/3 • 6/6-6/10 • 6/20-6/24 • 6/27-7/1
7/11-7/15 • 7/25-7/29 • 8/1-8/5 • 8/8-8/12 • 9/11-9/16 • 9/25-9/30 • 10/9-10/14

Alternate Basic Rider Course – $269

Saturday or Sunday, 7:30 a.m.-2:30 p.m.

This one day class is for the experienced rider who is seeking a class "M" License.

4/29 • 5/12 • 6/16 • 7/21 • 8/18 • 9/22 • 10/20

Taylor Smith • 301.624.2820 • tasmith@frederick.edu • frederick.edu/motorcycle

PHOTOGRAPHY CLASSES

Featured Classes

Get to Know Your Nikon DSLR – $89

Instructor: Cam Miller
Saturdays, 9 a.m.-3:30 p.m.
May 5, June 23, August 18, or November 10

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

Explore Your EOS Canon DSLR – $89

Instructor: Robert McMillan
Saturdays, 9 a.m.-3:30 p.m.
April 28 or October 20

Unleash your creativity by mastering the technical aspects of your Canon EOS Digital SLR. This class will help you get to know your camera system and go beyond the "automatic" setting. Acquire a clear understanding of all the buttons and menu items on your camera.

Additional Classes

- **Flower Photography – $99**
  Saturday, 9 a.m.-3:30 p.m.
  May 19
- **Macro Photography – $99**
  Saturday, 9 a.m.-3:30 p.m.
  December 1

Maggie Krzywicki • 301.624.2727 • PersonalEnrichment@Frederick.edu • frederick.edu/QuickEnroll

Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

Culinary I

Introduces the fundamental concepts, skills, and techniques involved in basic food preparation and cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. This course is co-listed with HOS112 as shown in the credit schedule. Students are required to have a proper chef uniform and basic knife kit. Both are available for purchase at the bookstore. Pre-requisites include: EN75 (or EN52) or ESL72. It is suggested that this course be taken concurrently with HCT100 Culinary Fundamentals and HCT103 Sanitation and Food Safety.

Note: This class meets at the Monroe Center.

HCT101 | **37.5 hours** | **$553** ($360 tuition + $193 fees) TL SW

INSTRUCTOR: **CE Instructor**

15514 Tu 4:30 p.m. - 9:30 p.m. 8/28–12/11 Monroe Center/MC121

Culinary Baking

Applies the fundamentals of baking science to the preparation of a variety of products. Examines the use and care for equipment found in a commercial bakeshop. Students will learn the foundations of baking principles in the preparation of pies, cookies, cakes, custards as well as yeast doughs and other skills such as piping and presentation.

Note: This class meets at the Monroe Center.

HCT105 | **37.5 hours** | **$553** ($360 tuition + $193 fees) TL SW

INSTRUCTOR: **CE Instructor**

15515 Th 4:30 p.m. - 9:30 p.m. 8/30–12/13* Monroe Center/MC121
**No class 11/22.*

Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a "ServSafe Food Protection Manager Certification." Students will develop a HACCP plan. This course is co-listed with HOS121 as listed in the credit schedule. It is suggested that this course be taken concurrently with HCT101 Culinary I.

Note: This class meets at the Monroe Center.

HCT103 | **25 hours** | **$288** ($240 tuition + $48 fees) TL SW

INSTRUCTOR: **CE Instructor**

15511 Sat 9 a.m. - 12 p.m. 9/1–9/29 Monroe Center/MC117

HOSPITALITY/TOURISM MANAGEMENT

Introduction to Hospitality Management

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

Note: Pre-requisites: (EN 50A or EN61 and EN75 or EN 52) or (ESL95 and ESL99) or (ESL72 and ESL73). This class meets at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15513 W 6 p.m. - 8:40 p.m. 8/29–10/10 Monroe Center/MC117

Event Management

Provides both practical knowledge and a comprehensive understanding of the catering and event management industry. Equips students with the knowledge to advance in the field if you are currently working in the field or will prepare you to enter the profession with an understanding of the industry. Provides the foundation for which students can build their careers in catering and special events or start their own business, and will examine the complex role of catering in the event management process. Topics include planning and development for special events such as weddings and anniversaries, menu planning, service planning, room selection, setup and operation, and coordination and management of the event from the inception phase to the post-evaluation of the event. This class is co-listed with HOS161 as listed in the credit schedule.

HCT110 | **37.5 hours** | **$432** ($360 tuition + $72 fees) SW

INSTRUCTOR: **CE Instructor**

15704 Online 7/10–7/30

HCT104 | **37.5 hours** | **$432** ($360 tuition + $72 fees) SW

INSTRUCTOR: **CE Instructor**

15512 Mon 6 p.m. - 8:40 p.m. 8/27–10/15* Monroe Center/MC117
**No class 9/3.*

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 · $118

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 Workplace Excellence 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.

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

INSTRUCTOR: **CE Instructor**

15505 M, W 6 p.m. - 9 p.m. 9/24–12/19* Monroe Center/MC104
**No class 11/21.*

Basic Automotive Mechanics - Externship

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

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

INSTRUCTOR: **CE Instructor**

15507 M-F 9 a.m. - 4 p.m. 10/29–12/19* OFF CAMPUS
**No class 11/22/2018,11/23/2018 .*

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 CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

ELECTRICAL

Fundamentals of Structural Wiring

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15653 Tu,Th 6 p.m. - 9 p.m. 8/28–10/11 Monroe Center/MC129

Commercial Electric

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 142 or ELC 121 or ELC 168. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15654 M, W 6 p.m. - 8:30 p.m. 8/27–10/15* Monroe Center/MC129
**No class 09/03/2018,11/21/2018 .*

Residential Electric

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 141 or ELC 120 or ELC 167. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15657 Tu,Th 6 p.m. - 8:30 p.m. 10/23–12/13* Monroe Center/MC129
**No class 11/22.*

Specialized Systems

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 142 or ELC 121 or ELC 168. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15658 M, W 6 p.m. - 8:30 p.m. 10/24–12/12*Monroe Center/MC129
**No class 11/21.*

National Electric Code Update-10 Hour

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

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

INSTRUCTOR: **CE Instructor**

15502 Th, F 10 a.m. - 3:30 p.m. 10/11–10/12 Monroe Center/MC105

HVAC

Fundamentals of HVACR

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15650 M, W 6 p.m. - 9 p.m. 8/27–10/15* Monroe Center/MC147
**No class 09/03/2018,11/21/2018 .*

Controls for HVACR

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 109 or HVC 121. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15655 M, W 6 p.m. - 8:30 p.m. 10/24–12/12* Monroe Center/MC147
**No class 11/21.*

Fossil Fuels & Hydronic Heating

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 110 or HVC 122 or HVC 126. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15656 Tu,Th 6 p.m. - 8:30 p.m. 10/23–12/13*Monroe Center/MC147
**No class 11/22.*

HVAC Installation & Troubleshooting

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

Note: This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. Prerequisite: BLD 110 or HVC 122 or HVC 126. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15652 Tu,Th 6 p.m. - 8:30 p.m. 8/28–10/11 Monroe Center/MC147

WELDING

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.

Note: Prerequisite: EN 51 or EN70 or ESL 70 or ESL 97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

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

INSTRUCTOR: **CE Instructor**

15638 M, W 6 p.m. - 9 p.m. 8/27–12/12* Monroe Center/MC144
**No class 09/03/2018,11/21/2018 .*

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: EN 51 or EN70 or ESL 70 or ESL 97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

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

INSTRUCTOR: **CE Instructor**

15636 M, W 5 p.m. - 6 p.m. 8/27–12/12* Monroe Center/MC144
**No class 09/03/2018,11/21/2018 .*

Advanced Welding: GTAW

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

Note: Prerequisite: BLD 121 or WLD 160. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

WLD169 | **75 hours** | **$532** ($360 tuition + $172 fees)

INSTRUCTOR: **CE Instructor**

15713 Tu,Th 6 p.m. - 8:30 p.m. 8/28–12/13* Monroe Center/MC114
**No class 11/22.*

Advanced Welding: SMAW 4G

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

Note: Prerequisite: BLD 122 or WLD 161. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. This class is held at the Monroe Center.

WLD170 | **75 hours** | **$532** ($360 tuition + $172 fees) TV SW

INSTRUCTOR: **CE Instructor**

15715 Tu,Th 6 p.m. - 8:30 p.m. 8/28–12/13* Monroe Center/MC115
**No class 11/22.*

INDUSTRY TEST PREP

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. Students must bring a 2014 National Electrical code book.

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

INSTRUCTOR: **CE Instructor**

15497 W 6 p.m. - 9 p.m. 9/26–12/5* Monroe Center/MC115
**No class 11/21.*

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) TV SW

INSTRUCTOR: **CE Instructor**

15504 Sat 9 a.m. - 5:30 p.m. 10/6 Monroe Center/MC142

PROFESSIONAL DEVELOPMENT

MD Stationary Engineer Exam Prep I

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

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

INSTRUCTOR: **CE Instructor**

15498 M, W 6 p.m. - 9 p.m. 10/1–11/12 Monroe Center/MC116

Small Gas Engines

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

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

INSTRUCTOR: **CE Instructor**

15870 Tu,Th 6 p.m. - 9 p.m. 10/2–11/1 Monroe Center /MC144

Payment Plans Available

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

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) TV SW

INSTRUCTOR: **CE Instructor**

15499 F 9 a.m. - 4 p.m. 11/9–11/16 Monroe Center/MC115

Frederick Community College FOUNDATION, INC.

Scholarships

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

- Building Trades Scholarship
- Shirley Cruickshank-Wolfe Scholarship for Continuing Education
- Compofelice Family Grant for Building Trades (Electrical, HVAC or Welding)

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

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

The FCC Adult Education Program

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

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® test – Language Arts, Math, Science, and Social Studies to receive a Maryland high school diploma.
  More information at: www.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: www.casas.org/nedp

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

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

Basic ESL

The FCC basic ESL program provides instruction in reading, writing, listening, speaking, grammar, vocabulary, and pronunciation skills. Courses are for students 18 years of age or older who have had little or 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

Most classes are held two times per week for three hours and are offered at a variety of times including day, evening, and Saturday options at multiple locations throughout the county, including:

- Frederick Community College, main campus
- The Monroe Center on Monroe Avenue
- West Frederick Middle School (WFMS)

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

Contact Us

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

Orientation Schedule

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

Date	Time
4/18/18	6:30 p.m.
4/24/18	9 a.m.
4/24/18	6:30 p.m.
5/22/18	9 a.m.
5/22/18	6:30 p.m.
5/30/18	6:30 p.m.
6/6/18	9 a.m.
6/7/18	6:30 p.m.
8/4/18	9 a.m.
8/18/18	9 a.m.

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

Targeted ESL

Program Schedule

Summer Session A: June 11-July 16
Registration Deadline: June 6, 2018

Summer Session B: July 23-August 24
Registration Deadline: July 18, 2018

Fall Session A: September 4-October 29
Registration Deadline: August 29, 2018

Fall Session B: November 12-January 17
Registration Deadline: November 7, 2018

Course Offerings

Reading 1 & 2
$169 *($129 tuition + $40 fee)*

Develop strategies to improve reading, critical thinking, and language skills.

Writing 1 & 2
$169 *($129 tuition + $40 fee)*

Understand sentence grammar, pre-writing and editing, and organization to improve academic writing skills.

Grammar 1 & 2
$169 *($129 tuition + $40 fee)*

Increase English accuracy by developing understanding and usage of English verb forms and sentence structure rules in speaking and in writing.

Advanced Reading & Grammar for Writing
$269 *($229 tuition + $40 fee)*

Develop essential sentence structure rules for increased sophistication and effective academic writing while further developing strategic reading skills for a variety of text styles.

Listening & Speaking 1, 2 & 3
$169 *($129 tuition + $40 fee)*

Develop academic speaking and listening skills through lessons in public speaking, presenting, and note-taking.

Pronunciation
$149 *($109 tuition + $40 fee)*

Improve your clarity of speech by practicing sound features and employing proper use of rhythm, stress, pitch, and intonation.

Conversational English
$169 *($129 tuition + $40 fee)*

Discover cultural expectations, increase vocabulary, and improve conversation skills.

Register Now in Annapolis Hall, A-106
Monday-Thursday, 8:30 a.m. - 7 p.m.
Friday, 8:30 a.m. - 4:30 p.m.

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

Financial Aid and Payment plans are available.

All courses and levels are subject to placement policies. Visit our website, frederick.edu/esl to learn more.

REGISTER ONLINE

Frederick.edu/QuickEnroll

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

Important Notes

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

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

REGISTER IN PERSON

CEWD Registration Office - Student Center - H Building

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

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

Monday: 8:30 a.m. - 6 p.m.
Tuesday - Thursday 8:30 a.m. - 4:30 p.m.
Friday - 10:00 a.m. - 4:30 p.m.

301.624.2888 • CEInfo@Frederick.edu

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

FEES

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

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

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

Technical Requirements

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

To Register and Access Your Class

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

Blackboard

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

- Hospitality: HCT100, HCT101, HCT102, HCT103, HCT105
- Trades: ELC167, ELC168, ELC169, HVC121, HVC126, HVC127, HVC128, WLD160, WLD165, WLD169, WLD170

TUITION PAYMENT PLAN

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

Tuition Payment Plan Programs include:

- Automotive (TRD258 & TRD259)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrical: (ELC167 & ELC168)
- Electrical: (ELC166 & ELC169)
- Home Inspection Pre-Licensure
- HVAC: (HVC121 & HVC126)
- HVAC: (HVC128 & HVC127)
- Medical Billing & Coding
- Patient Care Technician
- Personal Training
- Phlebotomy Technician
- Sterile Processing
- Veterinary Assistant
- Welding: (WLD165 & WLD160)
- Welding: (WLD165 & WLD170)
- Welding: (WLD165 & WLD169)

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

BILLING ARRANGEMENTS

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

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

SCHOLARSHIPS

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

DROPPING A CLASS

All students will be refunded 100% of class tuition and fees if a class is canceled by the College. Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least one business day before the beginning date of the class, with the exception of Kids on Campus/Teens on Campus classes which require students to drop two business days prior to class start date. Some classes have a longer period within which a drop request must be made prior to the class start date. Those classes with a requirement to drop earlier than two (2) days before the class start in order to receive a refund will provide the drop period in the class information and/or refund policy at https://Frederick.edu/QuickEnroll.

Drop or transfer requests received outside of the full refund period for which a refund or transfer is being requested, must be sent in writing to the VP for CEWD, and be accompanied by documentation supporting the student's request. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period. Students will be withdrawn from classes for which such a request is approved. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances.

Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.

REFUND POLICY

If FCC cancels a class, all applicable tuition and fees are refunded to students. If a student wants to withdraw from a class and receive a refund, please see the "Dropping a Class" section. Online payments made by credit and debit card are refunded directly to student's credit or debit card account. Refund for payments made by credit cards (other than online payments), cash, check, or a money order will be mailed to the student.

Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.

SENIOR CITIZEN STUDENTS SW

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

DISABLED AND RETIRED STUDENTS

Permanently disabled Maryland residents out of the workforce are exempt from payment of tuition for classes designed to assist in securing employment as defined in Section 16-106 Education Article, Annotated Code of Maryland. Eligible individuals may take up to 12 credits per semester when enrolled in a degree or certificate program designed to lead to employment. Otherwise, individuals may enroll in classes equating to 6 credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

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

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

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

BOOKSTORE (STUDENT CENTER, ROOM H-117)

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

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

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

SERVICES FOR STUDENTS WITH DISABILITIES

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

Contact Information:

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

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

CONTINUING EDUCATION RECORD

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

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

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE REQUIREMENTS

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

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

COLLEGE POLICIES & PROCEDURES

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

Location Key

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

Campus Locations

A–Annapolis Hall
B–Braddock Hall
C–Catoctin Hall
D–Athletics Center
E–Conference Center
F–Visual & Performing Arts Center
G–Gambrill Hall
H–Student Center
J–Jefferson Hall
L–Linganore Hall
P–Plant Operations
S–Sweadner Hall
K–Mercer-Akre Kiln

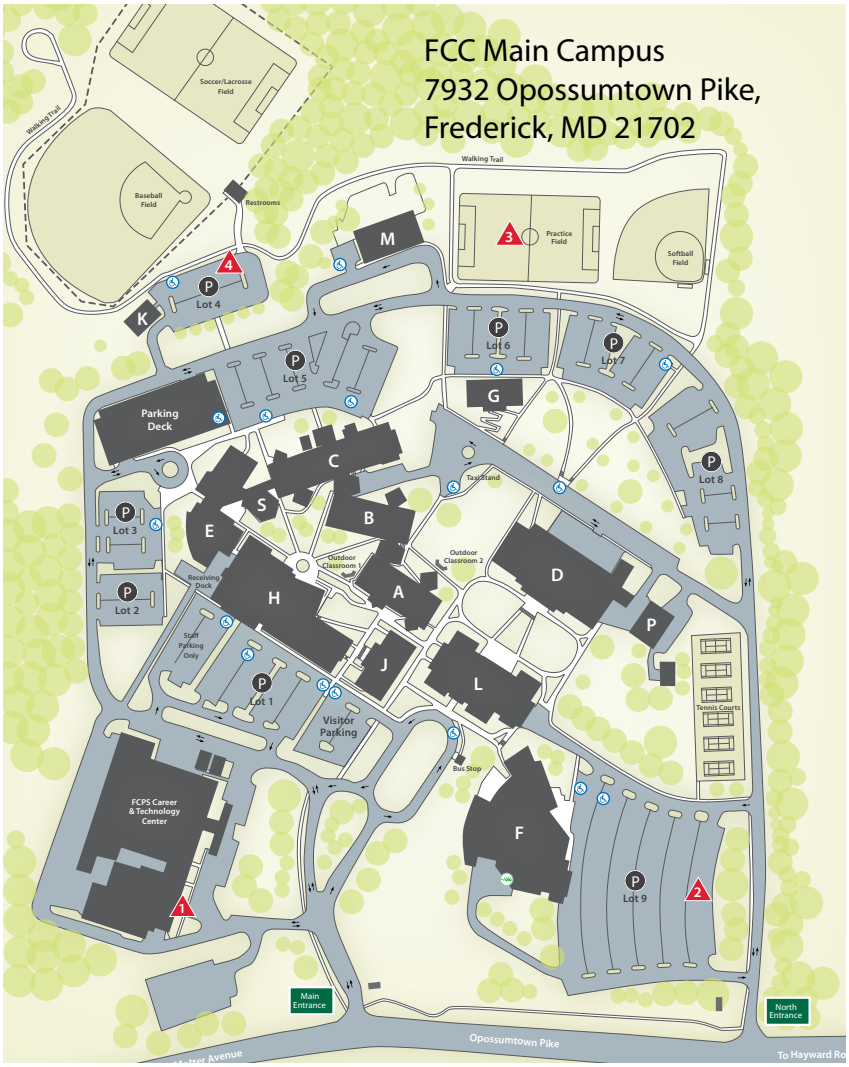
Off Campus Locations

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

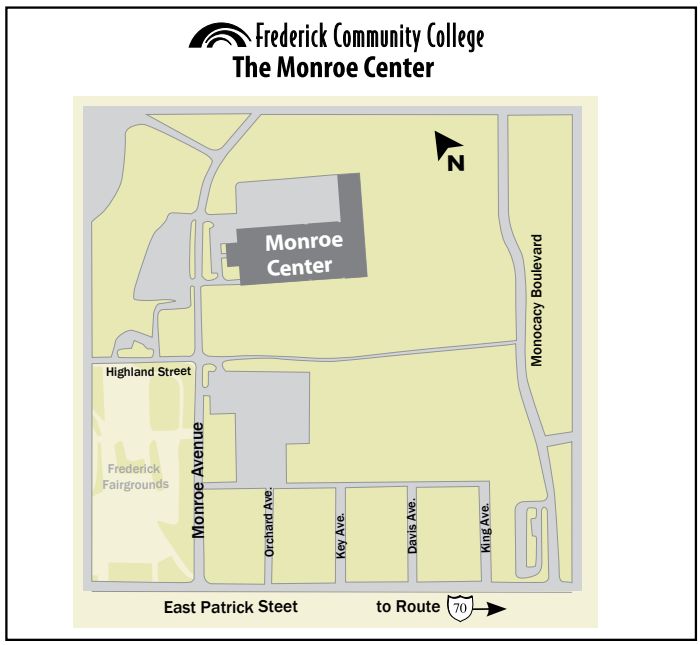
Monocacy Middle School (MMS)–8009 Opossumtown Pike
Frederick, MD 21702 • 240.236.4700

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

301.624.2888 • frederick.edu/QuickEnroll



Evacuation Locations Accessible Parking Electric Car Charging



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

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hullabaloo!

Discover what all the hullabaloo is about. Growing in popularity, this new selection of programs features a wide variety of events in and around Frederick. Discover culinary delights at local restaurants, cook with our prominent chefs at 200 Monroe, learn photography from experts, explore creative arts, and more. Now enrolling for summer and fall. Sign up with a friend!

frederick.edu/hullabaloo • 301.846.2820
hullabaloo@frederick.edu