

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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“The knowledge I have gained through this program has allowed me to grow and succeed out in the construction field and in my career.”

Bree Storey

Construction Management
and Supervision
Heating, Ventilation, and
Air Conditioning (HVAC)

2023 SUMMER/FALL COURSE SCHEDULE

Registration opens April 24, 2023

 **Frederick Community College**



Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, APRIL 24, 2023

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

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

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



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

ON THE COVER: For more information about Construction & Applied Technologies Institute (CATI) learning opportunities at FCC, please visit frederick.edu/CATI.

CONTACT US: 301.624.2888 • CEInfo@Frederick.edu



BOARD OF TRUSTEES

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» Register for Classes

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

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

Hours of Operation:

Monday: 8:30 a.m. – 6:00 p.m.

Tuesday-Friday: 8:30 a.m. – 4:30 p.m.

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

» Phone Numbers

Registration Information: 301.624.2888

Bookstore: 301.846.2463

Disability Access Services (DAS): 301.846.2408

Testing Center: 301.846.2522

» Register Early

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

» Tuition Assistance

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 36 and 42 for details.*

» Dropping a Class & Refunds

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

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Complete Continuing
Education & Workforce
Development (CEWD)
Course(s)

Earn Industry
Credential

Receive Academic
Credit(s)

ELIGIBLE CREDENTIALS**BUSINESS**

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

HEALTHCARE

Maryland Nursing Assistant Certification
NHA-Certified Phlebotomy Technician
(NHA-CPT)
Phlebotomy Technician, PBT (ASCP)
Registered Phlebotomy Technician (RPT)
AAPC Certified Professional Coder (CPC®)

**HOSPITALITY, CULINARY
& TOURISM INSTITUTE**

National Restaurant Association ServSafe
Food Protection Manager Certification

**INFORMATION
TECHNOLOGY**

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

SKILLED TRADES

Electrician Certificate
HVAC Certificate
Welding Certificate

Learn how to maximize your investment:

frederick.edu/CEtoCredit

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

In-Person Courses*

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

Students are expected to attend all class sessions in person.

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

Online Courses (ONL)

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

The class does not meet at a scheduled time.

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

Students complete work on their own time.

Structured Remote Courses (SR)*

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

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

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

Students are required to attend real-time virtual sessions.

Hybrid Courses (HYB)*

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

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

Students are expected to participate in all in-person sessions and real-time virtual sessions and meet deadlines and expectations for the course on their own time as noted in the syllabus.

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

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

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

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

■ ONL Accounting Fundamentals

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

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

ONL223 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Accounting Fundamentals II

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

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

ONL224 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

BUSINESS

■ ONL Start Your Own Small Business

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

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

ONL197 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Fundamentals of Supervision and Management

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

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

ONL325 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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

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

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

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

Class registration open dates are as follows: July classes – currently open
August classes – first week of May 2023 | September classes – first week of June 2023
October classes – first week of July 2023 | November classes – first week of August 2023

■ ONL Administrative Assistant Fundamentals

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

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

ONL501 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Administrative Assistant Applications

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities. Learn the basics of accounting, including 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 understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

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

ONL502 | 24 hours | \$159

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL A to Z Grant Writing

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

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

ONL310 | 24 hours | \$149

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Effective Business Writing

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

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

ONL213 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

PROFESSIONAL DEVELOPMENT

■ ONL Grammar Refresher

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

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

ONL420 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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

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

■ ONL Project Management Fundamentals

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

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

ONL525 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Project Management Applications

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

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

ONL524 | 24 hours | \$169

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

NEW! ■ ONL Project Management Professional PMP® Prep

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

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

ONL218 | 24 hours | \$239

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

● SR Train the Trainer – Effective Adult Learning Principle

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

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



INSTRUCTOR: CE Instructor

25273	Tue, 6:30 – 9:30 PM	7/11 – 7/25	Online
25274	Tue, 6:30 – 9:30 PM	9/12 – 9/26	Online



BUSINESS SOLUTIONS & STRATEGIC INITIATIVES

A workforce is a company's most valuable asset.

Empower your team to respond to an ever changing business environment with corporate training and professional development delivered by FCC Business Solutions & Strategic Initiatives.



Caitlin Brandenburg, Business Solutions Manager
240.629.7982 • BusinessSolutions@frederick.edu
frederick.edu/BusinessSolutions

Certification & Licensure

REAL ESTATE & HOME INSPECTION

◆ Principles and Practices of Real Estate In Maryland

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

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

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

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

INSTRUCTOR: Larry Riggs

25320 M,W 6 - 9 PM 9/11 - 11/29* Monroe Center/MC105

*No class 11/20 & 11/22

▲ HYB Principles and Practices of Real Estate In Maryland

Note: At minimum, the first class and final exams will be held in person. Maryland requires state licensed Real Estate Agents to be 18+ years old and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Greg Phillips

25321 Tu,Th 5:30 - 8:30 PM 9/12 - 11/30* Braddock Hall/B110

*No class 11/21 & 11/23

◆ Home Inspection Pre-Licensure

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

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

Note: There are required textbooks for this course. Please visit bookstore.frederick.edu for details. Final class on 8/24 will run from 9 AM - 12 PM.

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

INSTRUCTOR: Welmoed Sisson

25318 M-F, 9 AM - 4 PM 8/7 - 8/24 Monroe Center/MC144

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


INSTRUCTOR: Welmoed Sisson


25319 Tu,Th 6 - 9 PM 9/5 - 12/12* Monroe Center/MC116


*No class 11/21 & 11/23


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Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CHILD CARE CAREER PREPARATION

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

NEW! ■ ONL Praxis Core Preparation

In this course students will become familiar with the different types of questions that appear on the reading and writing tests and master the many areas of required math, including exponents, square roots, decimals, fractions, percentages, algebra, geometry, measurement, and probability and statistics. They will learn useful test-taking strategies and have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare students for the Praxis Core, but do so in a fun and interesting way.

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

ONL346 | 24 hours | \$129

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ ONL Child Growth and Development

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

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

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



INSTRUCTOR: CE Instructor

25300 Online 7/7 – 8/25
25298 Online 9/8 – 10/27
25299 Online 10/13 – 12/1

■ ONL Preschool Curriculum and Activities

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

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

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



INSTRUCTOR: CE Instructor

25301 Online 7/10 – 8/28
25302 Online 9/11 – 10/30
25303 Online 10/9 – 11/27

■ ONL School Age Child Care

This 45-hour certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers, directors and coordinators working with school age children. Gain the skills necessary to work in school age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour school age child care certification. Aligns with MD Staff Credential levels 2-4.

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

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



INSTRUCTOR: CE Instructor

25304 Online 7/12 – 8/30
25305 Online 9/13 – 11/1
25306 Online 10/11 – 11/29

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

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

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

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

■ ONL Infant and Toddler Care

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

Note: This online class is held in partnership with Howard Community College. Textbook is included.

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



INSTRUCTOR: CE Instructor

25307	Online	7/10 – 8/28
25308	Online	9/11 – 10/30
25309	Online	10/9 – 11/27

■ ONL Engaging Children with Remote Learning

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

CHI156 | 5 hours | \$85 (\$20 tuition + \$65 fees)



INSTRUCTOR: CE Instructor

25313	Online	8/28 – 12/8
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■ ONL Pandemics and Outbreaks: Reducing Risk in Child Care

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

CHI155 | 5 hours | \$85 (\$20 tuition + \$65 fees)



INSTRUCTOR: CE Instructor

25312	Online	8/28 – 12/8
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■ ONL Basic Health and Safety Training

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

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



INSTRUCTOR: CE Instructor

25296	Online	8/28 – 12/8
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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 to the right anytime during the semester.

Child Care Administration

CHI310 | 45 hours | \$334

Communication Skills for Childcare Professionals

CHI339 | 9 hours | \$154

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

■ ONL Including All Children and the ADA

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

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



INSTRUCTOR: CE Instructor

25311 Online 8/28 – 12/8

■ ONL Sudden Infant Death Syndrome (SIDS)

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

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



INSTRUCTOR: CE Instructor

25297 Online 8/28 – 12/8

■ ONL Supporting Breastfeeding in Child Care

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 12/1/23. You will receive login instructions via email after registering.

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



INSTRUCTOR: CE Instructor

25310 Online 8/28 – 12/8

GOOGLE PROFESSIONAL CERTIFICATES

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

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25354!

GGL100 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25354	Online	5/1 – 6/11	\$40 intro price! (#25354 only)
25334	Online	9/18 – 10/29	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25355!

GGL101 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25355	Online	6/12 – 7/23	\$40 intro price! (#25355 only)
25586	Online	10/30 – 12/10	

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

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

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

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25356!

GGL102 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25356	Online	7/24 – 9/3	\$40 intro price! (#25356 only)
25587	Online	1/15 – 2/25/24	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25357!

GGL103 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25357	Online	9/4 – 10/15	\$40 intro price! (#25357 only)
25588	Online	2/26 – 4/7/24	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25358!

GGL104 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25358	Online	10/16 – 11/26	\$40 intro price! (#25358 only)
25589	Online	4/8 – 5/19/24	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25359!

GGL105 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25359	Online	5/1 – 6/11	\$40 intro price! (#25359 only)
25335	Online	9/18 – 10/29	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25360!

GGL106 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25360	Online	6/12 – 7/23	\$40 intro price! (#25360 only)
25590	Online	10/30 – 12/10	

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

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

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25361!

GGL107 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25361	Online	7/24 – 9/3	\$40 intro price! (#25361 only)
25592	Online	1/15 – 2/25/24	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25362!

GGL108 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25362	Online	9/4 – 10/15	\$40 intro price! (#25362 only)
25594	Online	2/26 – 4/7/24	

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

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

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25363!

GGL109 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25363	Online	10/16 – 11/26	\$40 intro price! (#25363 only)
25595	Online	4/8 – 5/19/24	

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

In this final, capstone course of the Google Project Management Certificate, students will practice applying the project management knowledge and skills they have learned so far. As students progress through this course, they will "observe" a project manager in a real-world scenario and complete dozens of hands-on activities, including analyzing project documents to identify project requirements and evaluate stakeholders, completing a project charter and using it as a tool to align project scope and goals among stakeholders, identifying tasks and milestones and documenting and prioritizing them in a project plan, defining quality management standards and exploring how to effectively share qualitative data, and demonstrating a project's impact through effective reporting. By the end of this course, students will have developed a portfolio of project management artifacts that will demonstrate the skills learned throughout the entire program. To further prepare students interview for project management jobs, they will reflect on past projects, develop an "elevator pitch," and anticipate common interview questions. They will also have the opportunity to claim a certification of completion badge that will be recognizable to employers.

Note: This online class is offered in partnership with Coursera. Special introductory price of \$40 for class #25364!

GGL110 | 48 hours | \$130 (\$5 tuition + \$125 fees)

INSTRUCTOR: CE Instructor *

25364	Online	11/27 – 1/7/24	\$40 intro price! (#25364 only)
25597	Online	5/20 – 6/30/24	

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

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

Computers & Technology

DIGITAL FABRICATION

Discover 3D Printing

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

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

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

INSTRUCTOR: Glenn Mossy

25323 Sat, 9:30 AM - 2 PM 9/16 Monroe Center/MC135

3D Printing and Prototyping

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

Note: Bring a USB flash drive to class so you can take your files home. A free Tinkercad account is required for the class. Please register and create an account prior to the Saturday class day at tinkercad.com/join.

MKR104 | 6 hours | \$79 (\$60 tuition + \$19 fees)

INSTRUCTOR: Glenn Mossy

25322 Sat, 9:30 AM - 4 PM 9/30 Monroe Center/MC135

Designing Smart Textiles: Arduino meets 3D Printing

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

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

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

INSTRUCTOR: Glenn Mossy

25324 Sat, 9:30 AM - 4 PM 10/14 Monroe Center/MC135

COMPUTER APPLICATIONS

▲ HYB AutoCAD I

Introduces AutoCAD software and its application as a drawing tool. Students will utilize basic AutoCAD commands to create two-dimensional production and architectural drawings. Students will use templates, layer control, dimensioning, editing, text, symbol creation, and blocks to create and modify geometrical designs and print/plot drawings for presentation. Also offered for credit as CADD101.

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

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



INSTRUCTOR: Kyle Hess

25166 Thu, 5 - 8 PM 8/24 - 10/12 Braddock Hall/B114

▲ HYB AutoCAD II

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three-dimensional drawings. Students will be introduced to additional CAD systems (Autodesk, Architecture, Revit, Civil 3D, and MicroStation). Also offered for credit as CADD102.

Note: Prerequisite or Co-requisite: CADD101 or DRF107. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF108 | 45 hours | \$455 (\$377 tuition + \$78 fees)



INSTRUCTOR: CE Instructor

25175 Thu, 5 - 8 PM 10/19 - 12/7* Braddock Hall/B114

*No class 11/23

▲ HYB Revit (BIM)

Presents Autodesk Revit software, a Building Information Modeling (BIM) program, and its application as a design/drawing tool throughout the design process. Allows students to create designs in 3D, annotate with 2D drafting elements, and access building information from the building models database. Students will have a thorough knowledge of many of the Revit basics needed to be productive in a classroom or office environment. Also offered for credit as CADD130.

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

DRF103 | 37.5 hours | \$455 (\$377 tuition + \$78 fees)



INSTRUCTOR: Jennifer DiSandro

25177 Wed, 5 - 8 PM 10/18 - 12/6 Monroe Center/MC135

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

MS OFFICE SUITE

■ ONL Microsoft Excel: Level 1

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

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

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



INSTRUCTOR: CE Instructor

25591 M,W 6-9 PM 10/11 – 10/23 Conference Center/E137

■ ONL Microsoft Excel: Level 2

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

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

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



INSTRUCTOR: CE Instructor

25593 M,W 6-9 PM 11/6 – 11/15 Conference Center/E137

■ ONL Keyboarding

Want to learn touch-typing or improve your existing typing skills? Use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. With the skills you master here, you'll become faster and more confident at the keyboard. Master how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

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

ONL148 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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



The Institute for Learning in Retirement

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

TOPICS INCLUDE:

Creative Arts & Music
Computers, Internet & Technology

Health & Wellness

History, Cultures & Events

Home & Hobbies

Life Planning & Finances

Literature, Theater & Writing

Philosophy, Religion
& Exploration

Science & Nature

Learning on Location

ILRFCC.org

Learn more and view course offerings.

301.846.2561 • ILR@frederick.edu

CYBERSECURITY & COMPTIA

▲ HYB CompTIA IT Fundamentals+

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

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

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



INSTRUCTOR: CE Instructor

25314 M,W 6 - 9 PM 8/16 - 9/27* Monroe Center/MC142

*No class 9/4

▲ HYB IT User Support Specialist I

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

Note: The first class will meet in person. There are required materials for this course; visit bookstore.frederick.edu for more details. Redeem codes for labs at learn.comptia.org/access-key/frederick. Students may purchase discounted materials and certification vouchers at Academic-Store.CompTIA.org.

Important Note for IT User Support Specialist I & II: Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. Email ceinfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use: show proof of CompTIA IT Fundamentals+ Certification, successfully complete CMT101 CompTIA IT Fundamentals+, or request a waiver from Kathi Groover (kgroover@frederick.edu).

CMT102 | 60 hours | \$749 (\$599 tuition + \$150 fees)



INSTRUCTOR: Thomas Dawson

25315 Tu,Th 5:30 - 9:30 PM 10/5 - 11/30 Monroe Center/MC142

*No class 11/21 & 11/23

▲ HYB IT User Support Specialist II

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

Note: The first class will meet in person. There are required materials for this course; please visit bookstore.frederick.edu for more details. Redeem codes for labs at learn.comptia.org/access-key/frederick. Students may purchase discounted materials and certification vouchers at Academic-Store.CompTIA.org.

Important Note for IT User Support Specialist I & II: Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. See note on CMT102.

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



INSTRUCTOR: Thomas Dawson

25317 Tu,Th 5:30 - 9:30 PM 1/9 - 2/20/24 Monroe Center/MC142

■ ONL Basic CompTIA A+ Certification Prep

This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course provides students with the foundational knowledge needed to study for the CompTIA A+ 220-1001 and 220-1002 certification exams.

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

ONL350 | 24 hours | \$179

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 - 8/18 | 8/16 - 9/22 | 9/13 - 10/20
10/18 - 11/24 | 11/15 - 12/22



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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

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

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

ONL Intermediate CompTIA A+ Certification Prep

This online Intermediate CompTIA A+ Certification Prep course will teach you how to install, organize, maintain, and troubleshoot three different versions of Windows, plus explore similar features in macOS and Linux. You will examine and compare the features and structures of Windows 7, 8/8.1, and 10. Toward the end of the course, you will get a deeper understanding of virtualization and virtual machines in modern networks. Plus, you will learn about printers and multifunction devices, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 1001 and 1002 competencies.

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

ONL351 | 24 hours | \$179

INSTRUCTOR: Ed2Go Instructor*

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

ONL Advanced CompTIA A+ Certification Prep

Advanced CompTIA A+ Certification Prep focuses on fun technology. Learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. Dive in to all things security. Plus get excellent insight into adding mobile devices to your computing environment. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 1001/1002 exams and for real life as a tech.

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

ONL352 | 24 hours | \$179

INSTRUCTOR: Ed2Go Instructor*

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

ONL Security Fundamentals

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

Note: This course is entirely online. Classes do not meet at specific times. Students must have successfully completed CMIS280, CIS180, or CMT103 before enrolling in this course.

CMT506 | 37.5 hours | \$452 (\$317 tuition + \$135 fees)

INSTRUCTOR: CE Instructor

25333 Online 10/17 – 12/9

WEB DEVELOPMENT**ONL Creating Web Pages**

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

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

ONL101 | 24 hours | \$149

INSTRUCTOR: Ed2Go Instructor*

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

ONL Advanced Web Pages

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

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

ONL505 | 24 hours | \$149

INSTRUCTOR: Ed2Go Instructor*

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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

Class registration open dates are as follows: July classes – currently open
August classes – first week of May 2023 | September classes – first week of June 2023
October classes – first week of July 2023 | November classes – first week of August 2023

CODING AND PROGRAMMING

■ **ONL Introduction to SQL**

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

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

ONL140 | 24 hours | \$169

INSTRUCTOR: **Ed2Go Instructor ***

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ **ONL Introduction to Python 3 Programming**

This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

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

ONL214 | 24 hours | \$169

INSTRUCTOR: **Ed2Go Instructor ***

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ **ONL Introduction to C# Programming**

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

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

ONL183 | 24 hours | \$169

INSTRUCTOR: **Ed2Go Instructor ***

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ **ONL Introduction to CSS3 and HTML5**

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

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

ONL195 | 24 hours | \$169

INSTRUCTOR: **Ed2Go Instructor ***

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

■ **ONL Introduction to Java Programming**

Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

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

ONL184 | 24 hours | \$169

INSTRUCTOR: **Ed2Go Instructor ***

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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

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

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

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October classes – first week of July 2023 | November classes – first week of August 2023

Healthcare Careers

CPR & FIRST AID

● CPR: Basic Life Support for the Healthcare Provider

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

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



INSTRUCTOR: CE Instructor

25147	Tue, 9 AM - 3:30 PM	7/11	Monroe Center/MC126
25148	Thu, 9 AM - 3:30 PM	7/13	Monroe Center/MC126
25149	Tue, 9 AM - 3:30 PM	7/18	Monroe Center/MC126
25150	Sat, 9 AM - 3:30 PM	7/22	Monroe Center/MC126
25151	Fri, 9 AM - 3:30 PM	7/28	Monroe Center/MC126
25152	Tue, 9 AM - 3:30 PM	8/1	Monroe Center/MC126
25153	Thu, 9 AM - 3:30 PM	8/10	Monroe Center/MC126
25157	Fri, 9 AM - 3:30 PM	8/18	Monroe Center/MC126
25161	Tue, 9 AM - 3:30 PM	8/22	Monroe Center/MC126
25163	Sat, 9 AM - 3:30 PM	8/26	Monroe Center/MC126
25167	Tue, 9 AM - 3:30 PM	9/12	Monroe Center/MC126
25169	Fri, 9 AM - 3:30 PM	9/15	Monroe Center/MC126
25171	Thu, 9 AM - 3:30 PM	9/21	Monroe Center/MC126
25173	Sat, 9 AM - 3:30 PM	9/23	Monroe Center/MC126
25176	Tue, 9 AM - 3:30 PM	9/26	Monroe Center/MC126
25182	Tue, 9 AM - 3:30 PM	10/10	Monroe Center/MC126
25185	Thu, 9 AM - 3:30 PM	10/12	Monroe Center/MC126
25186	Tue, 9 AM - 3:30 PM	10/17	Monroe Center/MC126
25187	Sat, 9 AM - 3:30 PM	10/21	Monroe Center/MC126
25188	Fri, 9 AM - 3:30 PM	10/27	Monroe Center/MC126
25189	Tue, 9 AM - 3:30 PM	11/7	Monroe Center/MC126
25190	Thu, 9 AM - 3:30 PM	11/16	Monroe Center/MC126
25191	Sat, 9 AM - 3:30 PM	11/18	Monroe Center/MC126
25192	Tue, 9 AM - 3:30 PM	11/28	Monroe Center/MC126
25193	Tue, 9 AM - 3:30 PM	12/5	Monroe Center/MC126
25194	Fri, 9 AM - 3:30 PM	12/8	Monroe Center/MC126

Note: Students must possess a current AHA CPR Basic Life Support card or obtain one by:
(1) successfully completing SAF157 prior to attending CNA/GNA or Phelbotomy clinicals, or
(2) enrolling in SAF157 at the same time as Dental Assisting (CAH272), Oral Radiography (CAH273), or Sterile Processing (CAH333) classes.

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

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

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

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



INSTRUCTOR: CE Instructor

25195	Fri, 8:30 AM - 4 PM	7/7	Monroe Center/MC126
25196	Sat, 8:30 AM - 4 PM	8/5	Monroe Center/MC126
25197	Fri, 8:30 AM - 4 PM	9/8	Monroe Center/MC126
25198	Sat, 8:30 AM - 4 PM	10/7	Monroe Center/MC126
25199	Fri, 8:30 AM - 4 PM	11/3	Monroe Center/MC126
25200	Sat, 8:30 AM - 4 PM	12/2	Monroe Center/MC126

Register online for CPR classes at frederick.edu/CPR



Interested in a career in healthcare?

Get started with the introductory course **CAH145: Foundations for Healthcare Careers**. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most healthcare career programs at FCC. See below for Summer/Fall 23 classes and refer to specific healthcare programs on pages 20-26 for correlating CAH145 class.

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

25262	M,W 5:30 - 9:30 PM	7/24 - 8/21	MC126
25229	Tu,Th 6 - 9 PM	8/1 - 9/7	MC124
25211	M,W 9 AM - 1 PM	8/7 - 9/6*	MC127
25213	M,W 5:30 - 9:30 PM	8/7 - 9/6*	MC127
25212	Tu,Th 9 AM - 1 PM	8/8 - 9/5	MC127
25278	M,W 6 - 9 PM	8/21 - 10/2*	MC124
25260	Tu,Th 6 - 9 PM	8/22 - 9/28	MC126
25275	Tu,Th 9 AM - 1 PM	8/29 - 10/5	MC124

*No class 9/4

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

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

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

Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 37 for details.
- Provide proof of being 16 years of age or older at time of registration
- The Maryland Board of Nursing requires students to have a Social Security Number to apply for CNA Certification.
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare (formerly ADE625).

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support
- Undergo a background investigation, fingerprinting, and drug testing; cost included in course fees

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

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

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

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

CAH133 Certified Nursing Assistant, Part II

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

CAH190 Certified Nursing Assistant–Clinicals




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

CNA/GNA EVENING OPTION

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

25213 M,W 5:30 - 9:30 PM 8/7 - 9/6* MC127

*No class 9/4

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




See page 19 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   

25216 M,W,Th 5:30 - 9:30 PM 9/11 - 10/12 MC127

● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   

25219 M,W,Th 5:30 - 9:30 PM 10/16 - 11/16 MC127

● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   



25222 M-F 5 - 9 PM 11/27 - 12/15 OFF CAMPUS

Total Program Hours: 207




Total Program Cost: \$3,220

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

CNA/GNA DAYTIME OPTION 1

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

25211 M,W 9 AM - 1 PM 8/7 - 9/6* MC127
*No class 9/4

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




See page 19 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   

25214 M,W,F 9 AM - 1:30 PM 9/11 - 10/13 MC127

● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   

25217 M,W,F 9 AM - 1:30 PM 10/16 - 11/17 MC127

● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   

25220 M-F 8:30 AM - 1:30 PM 11/27 - 12/15 OFF CAMPUS




Total Program Hours: 207

Total Program Cost: \$3,220

CNA/GNA DAYTIME OPTION 2

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

25212 Tu,Th 9 AM - 1 PM 8/8 - 9/5 MC127

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




See page 19 for list of class section options.

● **CAH132 | 60 hours | \$992** (\$496 tuition + \$496 fees)   

25215 Tu,Th 8:30 AM - 2:30 PM 9/7 - 10/12 MC127

● **CAH133 | 60 hours | \$896** (\$496 tuition + \$400 fees)   

25218 Tu,Th 8:30 AM - 2:30 PM 10/17 - 11/21 MC127

● **CAH190 | 45 hours | \$724** (\$424 tuition + \$300 fees)   




25221 M-F 8:30 AM - 1:30 PM 11/27 - 12/15 OFF CAMPUS

Total Program Hours: 207

Total Program Cost: \$3,220

PATIENT CARE TECH**▲ HYB Patient Care Technician/Advanced Patient Care**

This course is intended for certified nursing assistants (CNAs) or Medical Assistants interested in advanced care skills within their scope of practice and active CNAs seeking work as a Patient Care Technician in hospitals and other health care settings. As a member of a multidisciplinary team, Patient Care Technicians care for patients requiring both acute and chronic care. Learn to perform advanced skills for complex care settings and situations. Gain and practice new skills including sterile technique, phlebotomy, Electrocardiograms (EKG), glucose monitoring, respiratory care, Intravenous therapy, advanced wound care, urinary catheterization, pre/post-surgical care and pediatric patient care. Successful course completion satisfies eligibility requirements for the National Healthcareer Association Patient Care Technician Certification Exam. You must have a firm understanding and knowledge of basic patient care skills in order to enroll and be successful in this class.

CAH487 | 80 hours | \$1,384 (\$692 tuition + \$692 fees)   

INSTRUCTOR: CE Instructor

25210 Tue, 5:30 - 9 PM 9/5 - 11/21 Monroe Center/MC127



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

DENTAL ASSISTING & DENTAL RADIOGRAPHY

▲ HYB Foundations for Healthcare Careers

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

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu prior to registration.

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

INSTRUCTOR: CE Instructor

25278	M,W 6 - 9 PM	8/21 – 10/2*	Monroe Center/MC124
		*No class 9/4	
25275	Tu,Th 9 AM - 1 PM	8/29 – 10/5	Monroe Center/MC124

▲ HYB Fundamentals of Dental Assisting

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

Note: Students must register at the same time for SAF157: CPR- Basic Life Support for the Healthcare Provider or possess a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE632 prior to CAH272 class start date and show academic readiness in English. See page 37 for details.

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


INSTRUCTOR: CE Instructor

25279	M,W 5:30 - 9:30 PM	10/9 – 12/11	Monroe Center/MC124
25277	Tu,Th 9 AM - 1 PM	10/10 – 12/14*	Monroe Center/MC124
		*No class 11/23	

▲ HYB Oral Radiography

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

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

CAH273 | 39 hours | \$1,012 (\$497 tuition + \$515 fees)   

INSTRUCTOR: CE Instructor

25286	Sat, 9 AM - 1 PM	7/8 – 9/9*	Monroe Center/MC124
		*No class 9/4	
25287	Sat, 9 AM - 1 PM	9/16 – 11/18	Monroe Center/MC124

▲ HYB Expanded Functions General Chairside

Advance your dental assistant training with this Maryland State Board of Dental Examiners-approved course that certifies you to perform additional clinical and lab functions as a Dental Assistant Qualified in General Duties in Maryland. You must have completed a dental assisting course or have experience as a dental assistant with working knowledge of oral anatomy, dental terminology and infection control to be prepared for this course. Oral Radiology certification is preferred, but not mandatory. Successful completion prepares you for the Maryland General Dental Assisting Expanded Functions (MDG) exam administered by DANB. Students will engage in live virtual sessions during a portion of scheduled class hours and spend additional in-classroom hours engaging in both theory and hands-on lab and clinical practices on the Allowable Functions.

Note: This course requires knowledge of basic dental assisting. Students must have related experience either through employment in a dental office or through completion of a dental assisting program (including CAH272 at FCC), and working knowledge of oral anatomy, dental terminology, and infection control.

CAH276 | 40 hours | \$999 (\$599 tuition + \$400 fees)   

INSTRUCTOR: CE Instructor

25288	Fri, 9 AM - 1 PM	7/7 – 9/8	Monroe Center/MC124
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Tuition Assistance Opportunities | FCC offers tuition assistance opportunities for eligible students in many CEWD training programs. Visit frederick.edu/CEWDScholarships to learn more about aid opportunities for which you may qualify.

MEDICAL BILLING AND CODING CERTIFICATION

■ ONL Anatomy & Physiology for Medical Coding

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

Note: Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. This class is entirely online. Classes do not meet at specific times. Students will meet all expected deadlines and expectations outlined by the professor. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess to learn how to access Blackboard for class.

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

INSTRUCTOR: CE Instructor

24355	Online	5/1 – 6/5
24356	Online	6/1 – 7/6
25223	Online	7/1 – 8/5
25224	Online	8/1 – 9/6
25225	Online	11/1 – 12/7

■ ONL Medical Terminology for Billing & Coding

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

Note: Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. This class is entirely online. Classes do not meet at specific times. Students will meet all expected deadlines and expectations outlined by the professor. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess to learn how to access Blackboard for class.

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

INSTRUCTOR: CE Instructor

24361	Online	5/1 – 6/5
24362	Online	6/1 – 7/6
25226	Online	7/1 – 8/5
25227	Online	8/1 – 9/6
25228	Online	11/1 – 12/7

▲ HYB Medical Coding – AAPC Certified Professional Coder (CPC)

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

Note: This course is hybrid- students will meet with their instructor in person 3-3.5 hours a week and complete approximately 3-4 additional hours of work online each week. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding and CAH185: Anatomy & Physiology for Medical Coding and show academic readiness in English. See page 37 for details.

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



INSTRUCTOR: CE Instructor

25207	Wed, 6 - 9:30 PM	7/12 – 10/25	Monroe Center/MC103
25559	Wed, 6:30 - 9:30 PM	1/17 – 5/25/24*	Monroe Center/MC103
*No class 4/3			
25561	Tu, 6:30 - 9:30 PM	3/5 – 6/25/24	Monroe Center/MC105

▲ HYB Medical Billing – AAPC Certified Professional Biller (CPB)

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

Note: This course is hybrid- students will meet with their instructor in person 3-3.5 hours a week and complete approximately 3-4 additional hours of work online each week. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding and show academic readiness in English. See page 37 for details.

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



INSTRUCTOR: CE Instructor

25209	Tu, 6 - 9:30 PM	6/13 – 10/10*	Monroe Center/MC105
*No class 7/4			
25560	Tu, 6:30 - 9:30 PM	2/20 – 6/11/24	Monroe Center/MC103

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

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

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



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 37 for details.
- Provide proof of being 18 years of age or older at the start of CAH158
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare (formerly ADE625)

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support
- Undergo a background investigation; fees for background check included in course fees
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH156

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

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

CAH145 Foundations for Healthcare Careers

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

CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

In Part I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology, and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures successfully and safely as they progress to Part II: Practical Applications. The program prepares students to take several national certification exams.

CAH157 Phlebotomy Technician Preparation II: Practical Applications

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling, and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations clients. Special topics in specimen uses for testing in forensics, workplace, and sports are explored. Hands-on skills practicums prepare students for the clinical course. Students must have successfully completed CAH156 – Phlebotomy Technician Preparation I: Theoretical Applications prior to the first day of class for CAH157.

CAH158 Phlebotomy Technician Clinical

Participate in 100 hours of supervised clinical rotations with experienced phlebotomists in local health care facilities. Students will perform 100 supervised venipunctures. Individual skills and execution will be evaluated daily. Students must have successfully completed CAH157 – Phlebotomy Technician Preparation II: Practical Applications prior to the first day of class for CAH158. Must be 18 years old at the start of clinicals.

Clinical rotations will occur during daytime hours, Monday - Friday.




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

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



PHLEBOTOMY TECHNICIAN

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




25229 Tu,Th 6 - 9 PM 8/1 - 9/7 MC124

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

See page 19 for list of class section options.

● **CAH156 | 33 hours | \$699** (\$399 tuition + \$300 fees)   

25230 Tu,Th 6 - 9 PM 9/12 - 10/17 MC124

● **CAH157 | 48 hours | \$998** (\$599 tuition + \$399 fees)   

25232 Tu,Th 6 - 9 PM 10/19 - 12/14* MC124
*No class 11/23

● **CAH158 | 100 hours | \$512** (\$100 tuition + \$412 fees)   

25294 M-F 7 AM - 4 PM 1/3 - 5/31/24* OFF CAMPUS
*No class 1/15 & 5/27/24

Total Program Hours: 223

Total Program Cost: \$2,817

STERILE PROCESSING

▲ **HYB Foundations for Healthcare Careers**

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

Note: To enroll in the course students are asked to show academic readiness in English. See page 37 for details. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu prior to registration.

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

INSTRUCTOR: CE Instructor

25260 Tu,Th 6 - 9 PM 8/22 - 9/28 Monroe Center/MC126

● **Sterile Processing Technician Training: Fundamentals**

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

Note: Students must register at the same time for SAF157: CPR- Basic Life Support for the Healthcare Provider or possess a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE632 prior to CAH333 class start date and show academic readiness in English. See page 37 for details.

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

INSTRUCTOR: CE Instructor

25261 Tu,Th 6 - 9 M 10/3 - 12/12* Monroe Center/MC126
*No class 11/23



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

Tuition Assistance Opportunities | FCC offers tuition assistance opportunities for eligible students in many CEWD training programs. Visit frederick.edu/CEWDScholarships to learn more about aid opportunities for which you may qualify.

VETERINARY ASSISTANT

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

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

Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 37 for details.
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1

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

Note: Prerequisites: To enroll in the course students are asked to show academic readiness in Math. See page 37 for details.




VET131 Veterinary Assistant 2

Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 2 of the veterinary assistant course series students will be introduced to small animal nursing safety and care procedures, surgical preparation and assisting, veterinary laboratory procedures, and radiology and ultrasound imaging processes. Students learn about quality nursing techniques and practices, the surgical process, from instrument identification and preparation to anesthesia, pre/post op care, and emergency and critical care. Students are introduced to laboratory procedures including blood, urine and fecal sample collection and testing procedures and technique. Students review the vet assistant's role in imaging procedures, imaging safety, quality control, and equipment and image care and maintenance. Students must have successfully completed VET130 – Veterinary Assistant 1 prior to the start date of VET131.

VETERINARY ASSISTANT




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

25262 M,W 5:30 - 9:30 PM 7/24 – 8/21 MC126

● VET130 | 60 hours | \$859 (\$399 tuition + \$452 fees)   

25263 M,W 5:30 - 9:30 PM 8/23 – 10/16* MC126

*No class 9/4

● VET131 | 60 hours | \$859 (\$399 tuition + \$452 fees)   

25264 M,W 5:30 - 9:30 PM 10/18 – 12/6 MC126

Total Program Hours: 156

Total Program Cost: \$2,241

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

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

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



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

PROFESSIONAL TRAINING

ONL Spanish for Medical Professionals I

This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you.

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

ONL215 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

ONL Spanish for Medical Professionals II

This course picks up where the first course, Spanish for Medical Professionals, left off. This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills. You'll review the basic body parts and organs and also explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain. You'll learn terminology found in tons of specialties, including pediatrics, geriatrics, mental health, OB/GYN, radiology, orthopedics, cardiovascular, oncology, physical and occupational therapies, dermatology, dentistry, and ophthalmology. The course will even talk about terms related to diet and discharge. It's a great Spanish foundation for healthcare workers!

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

ONL216 | 24 hours | \$139

INSTRUCTOR: Ed2Go Instructor *

Online 7/12 – 8/18 | 8/16 – 9/22 | 9/13 – 10/20
10/18 – 11/24 | 11/15 – 12/22

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

Class registration open dates are as follows: July classes – currently open
August classes – first week of May 2023 | September classes – first week of June 2023
October classes – first week of July 2023 | November classes – first week of August 2023

SR Train the Trainer – Effective Adult Learning Principle

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

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



INSTRUCTOR: CE Instructor

25273	Tue, 6:30 - 9:30 PM	7/11 – 7/25	Online
25274	Tue, 6:30 - 9:30 PM	9/12 – 9/26	Online



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Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

▲ HYB Sanitation and Food Safety

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

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

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



INSTRUCTOR: Charles Colison

25178 Th, 9 - 11 AM 8/24 - 10/26 Monroe Center/MC117

■ ONL Sanitation and Food Safety

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

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



INSTRUCTOR: Charles Colison

25179 Online 8/19 - 10/30

● Baking I

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

Note: To enroll students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in HCTI 101, HCT117, HCT119 or hold a current ServSafe Food Manager Certification.

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



INSTRUCTOR: Melissa Miller

25181 W, 5 - 10 PM 8/23 - 12/6 Monroe Center/ MC118
25678 F, 8:30 AM - 1:30 PM 8/25 - 12/8 Monroe Center/ MC121

● Culinary I

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

Note: To enroll students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in either HCTI 101, HCT117, HCT119, or hold a current ServSafe Food Manager Certification.

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



INSTRUCTOR: Mary Evans

25180 M, 5 - 10 PM 8/21 - 12/4* Monroe Center/MC118
*No class 9/4

25681 W, 8 AM - 1 PM 8/23 - 12/6 Monroe Center/MC121

NEW! ▲ HYB Health Meets Food: Culinary Medicine in Foodservice

Foodservice professionals are perfectly positioned to play a central role in changing the way Americans eat. This course provides foodservice professionals with a unique combination of nutritional knowledge and improved healthy culinary skills so that they can effectively incorporate healthy options into menus to help consumers. Professionals with Culinary Medicine knowledge and skills are empowered to develop food that is not just delicious but also healthful. A solid foundation in Culinary Medicine enhances the ability to prepare food for the most diverse range of nutrition needs. Comprised of online education and hands-on cooking modules, this course is designed for those passionate about integrating science-based nutrition research into their culinary skillset and will equip them with the nutritional knowledge and culinary skills to optimize health. Students who complete the course will earn a Tier Three Certificate in Culinary Medicine from Health Meets Food.

Note: This course is geared for foodservice professionals with 3+ years of industry experience, people currently employed at a Healthcare facility, graduates of culinary or nutrition program, or individuals with a CDM certification and/or ACF designation. This class is a mixture of scheduled online and in-person classes and meeting type will be designated on the syllabus. Students are expected to meet the deadlines as listed in the syllabus. Students are expected to attend real-time virtual sessions, however, these sessions will be recorded and made available for students unable to attend.

HCT120 | 48 hours | \$630 (\$580 tuition + \$50 fees)



INSTRUCTOR: CE Instructor

25283 Tu, 8 AM - 12 PM 6/6 - 8/1* Monroe Center/MC121
*No class 7/4

▲ HYB Health Meets Food: Culinary Medicine in Foodservice, Tier 1 CCMP Certification

This is a continuation of coursework from "Health Meets Food: Culinary Medicine in Foodservice" for individuals who earned the "Tier Three Certificate in Culinary Medicine" from Health Meets Food. Successful completion of this course leads to earning the top tier certification for Culinary Medicine entitled, "Tier 1 Certified Culinary Medicine Professional (CCMP)." Topics include Renal Diet, Diabetes and Nutrition, Heart Disease and Diet, Cancer Nutrition, Obesity & Weight Management, Geriatric Diet and more. This course culminates in a practical capstone project and a proctored certification exam.

HCT130 | 48 hours | \$650 (\$600 tuition + \$50 fees)



INSTRUCTOR: CE Instructor

25695 T, 8 AM - 12 PM 8/8 - 9/26 Monroe Center/MC121

HOSPITALITY/TOURISM MANAGEMENT

▲ HYB Introduction to Hospitality Management

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

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

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



INSTRUCTOR: CE Instructor

25183 Tu, 6 - 8:40 PM 8/22 - 10/10 Monroe Center/MC117

▲ HYB Event Management

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

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

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



INSTRUCTOR: Raymond Maldo

25184 M, 6 - 8:40 PM 8/21 - 10/16 Monroe Center/MC117
*No class 9/4



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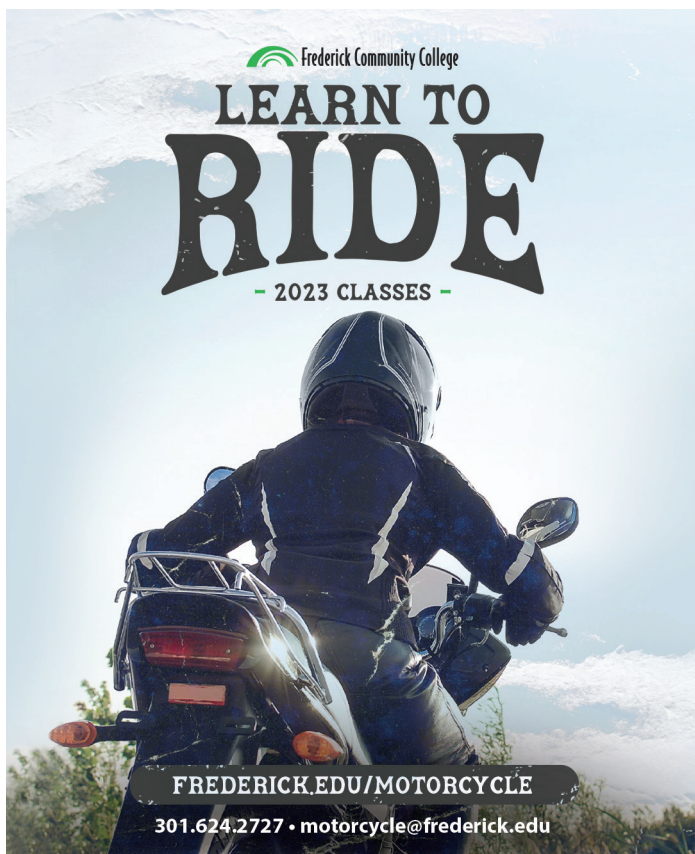
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● In-Person Courses ● Online Courses (ONL) ● Structured Remote Courses (SR)
▲ Hybrid Courses (HYB) | See page 4 for more course option information

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



Frederick Community College

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Logistics & Production

LOGISTICS & PRODUCTION

Foundations of Logistics & Production

This course introduces students to the fields of Logistics and Production/Manufacturing. It provides instruction and application of skills needed for diverse job roles in this field. Subjects include key math skills, communication skills with special focus on customer service and interpersonal communication concepts, professional development skills in gaining and maintaining employment, and exploration of the diverse job roles in Logistics and Production.

PRD101 | 39 hours | \$549 (\$365 tuition + \$184 fees)



INSTRUCTOR: **Nathen Phillips**

25327 M,W 5:30 - 8:30 PM 8/14 - 9/27* Monroe Center/MC104

*No class 9/4

PRICE DROP! ▲ HYB Certified Logistics Technician

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

Note: This hybrid course will meet in person and require online participation as noted in the syllabus. Online participation will be asynchronous participation. Instructors will indicate the specific dates students will attend class on campus. Students are expected to participate in all in-person sessions and must meet deadlines and expectations for the course on their own time as noted in the syllabus. Students are asked to show academic readiness in English. See page 37 for details.

PRD121 | 60 hours | \$995 (\$600 tuition + \$395 fees)



INSTRUCTOR: **Nathen Phillips**

25328 M,W 6 - 9 PM 10/2 - 12/13* Monroe Center/MC144

*No class 11/20 & 11/22

Classes Now Available!

Take charge of your career by taking electrical apprenticeship classes from IEC Chesapeake, & you'll be on your way! Now offered at FCC.



iecchesapeake.com | 301.621.9545




Tuition Assistance Opportunities | FCC offers tuition assistance opportunities for eligible students in many CEWD training programs. Visit frederick.edu/CEWDScholarships to learn more about aid opportunities for which you may qualify.

APPLIED BIOTECHNOLOGY

▲ HYB Biotech Systems & Maintenance

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

Note: This course uses the National Coalition of Credentialing Centers curriculum for the AC/DC Electricity, Sensors and Programmable Logic Controllers certification. This hybrid course will meet in person and require online participation as noted in the syllabus. Instructors will indicate the specific dates students will attend class on campus. Students are expected to participate in all in-person sessions and must meet deadlines and expectations for the course on their own time. Students are asked to show academic readiness in English. See page 37 for details.

PRD134 | 81 hours | \$1,050 (\$835 tuition + \$215 fees)   

INSTRUCTOR: Travis Young

25329 Tu,Th 6 - 9 PM 9/5 - 12/12* Monroe Center/MC135
*No class 11/21 & 11/23

Trades & Vocational Training

AUTOMOTIVE

PRICE DROP! ● Introduction to Automotive Technology

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

Note: To enroll students are asked to show academic readiness in English. See page 37 for details.

TRD258 | 75 hours | \$950 (\$850 tuition + \$100 fees)   

INSTRUCTOR: Joshua Logan

25325 Tu,Th 6 - 9 PM 9/12 - 12/12* Monroe Center/MC144
*No class 11/21 & 11/23

PRICE DROP! ● Braking Systems

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

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

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

INSTRUCTOR: Joshua Logan

25326 Tu,Th 6 - 9 PM 1/9 - 2/29/24 Monroe Center/MC144

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

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



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

ELECTRICAL

▲ HYB Fundamentals of Structural Wiring

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. Also offered for credit as BLDT140.

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

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



INSTRUCTOR: James Ensor

25162 Tu, Th 6 - 9 PM 8/22 - 10/12 Monroe Center/MC129

▲ HYB Residential Electric

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

Note: Prerequisite: BLDT140 or ELC181 or ELC167. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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



INSTRUCTOR: James Ensor

25174 Tu, Th 6 - 8:30 PM 10/17 - 12/7* Monroe Center/MC129
*No class 11/23

▲ HYB Commercial Electric

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

Note: Prerequisite: BLDT 241 or ELC182 or ELC168. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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



INSTRUCTOR: Michael Bonner

25165 M, W 6 - 8:30 PM 8/21 - 10/11* Monroe Center/MC129
*No class 9/4

▲ HYB Specialized Systems

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

Note: Prerequisite: BLDT140 or ELC181 or ELC167. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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



INSTRUCTOR: Michael Bonner

25172 M, W 6 - 8:30 PM 10/23 - 12/6 Monroe Center/MC129

Test Preparation PROGRAMS

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



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TOEFL | 240.629.7962 • ESL@frederick.edu
Test of English as a Foreign Language • Listening, Reading,
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Learn more and register at frederick.edu/TestPrep




HOME INSPECTION

Home Inspection Pre-Licensure

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




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

Note: There are required textbooks for this course. Please visit bookstore.frederick.edu for details. Final class on 8/24 will run from 9 AM - 12 PM.

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

INSTRUCTOR: **Welmoed Sisson**

25318 M-F, 9 AM - 4 PM 8/7 - 8/24 Monroe Center/MC144

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

INSTRUCTOR: **Welmoed Sisson**

25319 Tu, Th 6 - 9 PM 9/5 - 12/12* Monroe Center/MC116

*No class 11/21 & 11/23

HVAC

HYB Fundamentals of HVACR

Covers fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Students will receive hands on experience in a lab setting. Also offered for credit as BLDT110.

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

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

INSTRUCTOR: **Nick Pace**

25160 Tu, Th 6 - 9 PM 8/22 - 10/12 Monroe Center/MC147

HYB Controls for HVACR

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

Note: *Prerequisite:* BLDT 110 or HVC130 or HVC121. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: **Travis Young**

25168 Tu, Th 6 - 8:30 PM 10/17 - 12/7* Monroe Center/MC147

*No class 11/23

HYB HVAC Installation & Troubleshooting

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





Note: *Prerequisite:* BLDT111 or HVC131 or HVC126. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: **CE Instructor**

25164 M, W 6 - 8:30 PM 8/21 - 10/11* Monroe Center/MC147

*No class 9/4

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

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



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

Tuition Assistance Opportunities | FCC offers tuition assistance opportunities for eligible students in many CEWD training programs. Visit frederick.edu/CEWDScholarships to learn more about aid opportunities for which you may qualify.

▲ HYB Fossils Fuels & Hydronic Heating

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

Note: *Prerequisite:* BLDT111 or HVC131 or HVC126. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: CE Instructor

25170 M,W 6 - 8:30 PM 10/23 - 12/6 Monroe Center/MC147

▲ HYB Advanced Welding: GTAW

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

Note: *Prerequisite:* BLDT 120 or WLD160; *Prerequisite or Corequisite:* BLDT121 or WLD172 or WLD165. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD173 | 75 hours | \$565 (\$387 tuition + \$178 fees)   

INSTRUCTOR: Rebecca Lorenz


25158 Tu,Th 6 - 8:30 PM 8/22 - 12/7* Monroe Center/MC103
*No class 11/23

WELDING

▲ HYB Welding Symbols & Blueprint Reading

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

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

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

INSTRUCTOR: Rebecca Lorenz

25155 Tu,Th 5 - 6 PM 8/22 - 12/7* Monroe Center/MC103
*No class 11/23

▲ HYB Advanced Welding: SMAW 4G

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

Note: *Prerequisite:* BLDT 222 or WLD161 or WLD170. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD170 | 75 hours | \$565 (\$387 tuition + \$178 fees)   

INSTRUCTOR: John Hill

25156 Tu,Th 6 - 8:30 PM 8/22 - 12/7* Monroe Center/MC114
*No class 11/23

▲ HYB Introduction to Welding

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

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

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

INSTRUCTOR: John Hill

25154 M,W 6 - 9 PM 8/21 - 12/6* Monroe Center/MC114
*No class 9/4

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

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



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$25. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

INDUSTRY TEST PREPARATION

◆ 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.

Note: This course will meet on campus in an in-person environment.

TRD191 | 39 hours | \$319 (\$289 tuition + \$30 fees)



INSTRUCTOR: **CE Instructor**

25001 Tu, Th 5 - 8 PM 9/19 – 10/31 Conference Center/E140

SAFETY

▲ HYB Occupational Safety & Health

Identify factors and practices that aid in accident prevention and elimination of hazards in the workplace. Topics include liability, standards, OSHA, hazard control, accident investigation and safety management. Also offered for credit as CMTE100.

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

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

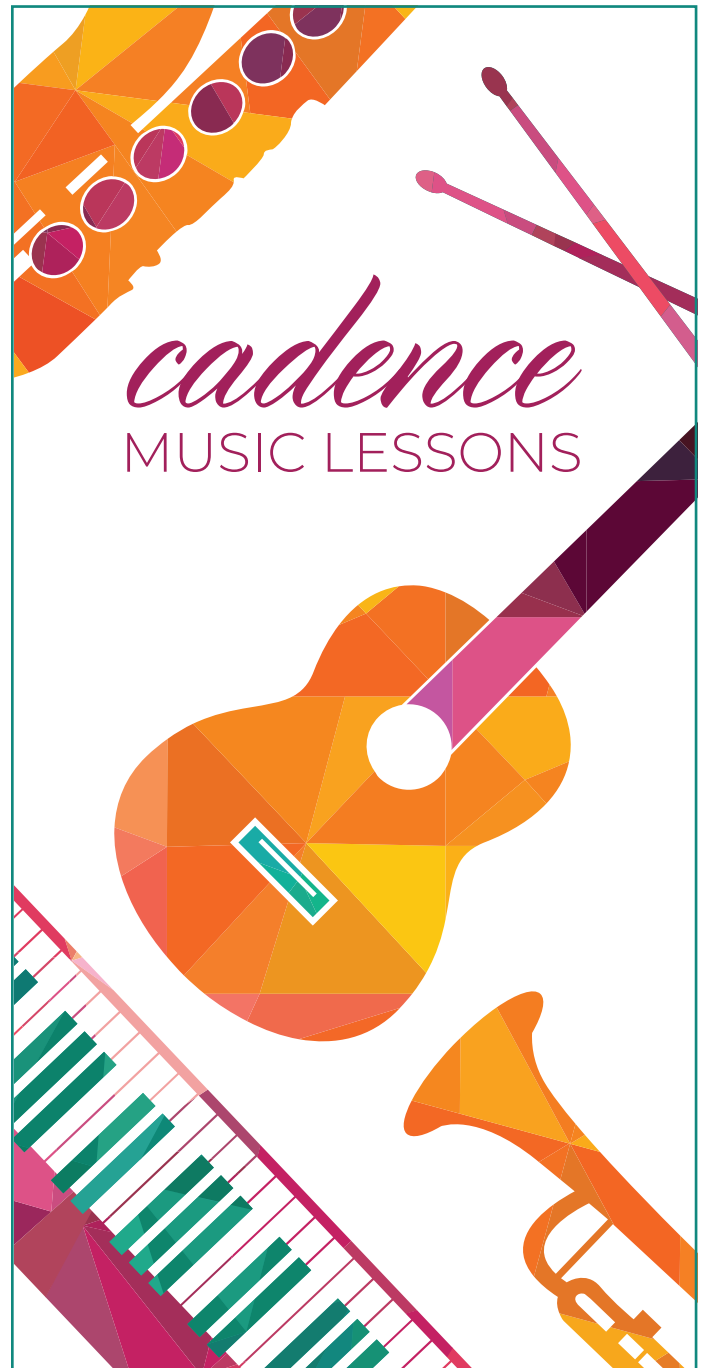


INSTRUCTOR: **Charles LoSchiavo**

25159 Mon, 7:35 - 9 PM 8/21 – 12/4*

Monroe Center/MC115

*No class 9/4



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30 minutes, \$148 | 45 minutes, \$224 | 60 minutes, \$300

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Tuition Assistance Opportunities | FCC offers tuition assistance opportunities for eligible students in many CEWD training programs. Visit frederick.edu/CEWDScholarships to learn more about aid opportunities for which you may qualify.



Tuition Assistance & Scholarships Now Available!

Learn more at frederick.edu/CEWDScholarships

Tuition Assistance Opportunities

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

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

Scholarship Opportunities

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

- **Building Trades Scholarship:** Eligible applicants are 18 years of age or older and enrolled in a Trades & Vocational Training course (Electrical, HVAC or Welding) at FCC.
- **CEWD Scholarship:** Eligible applicants are Frederick County residents, age 18 or older, with financial need, and enrolled in an approved CEWD course/program at FCC.

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

Workforce Development Courses Prerequisites & Corequisites

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

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

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

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

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

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

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

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

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



For questions, more information, or to register visit:

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

Need to take an Accuplacer Test? Visit the FCC Testing Center.

Linganore Hall, Room 204 • 301.846.2522 • testingcenter@frederick.edu

Walk-in testing hours: Mon.-Fri., 8:30 a.m. - 4:30 p.m., Sat. 9:00 a.m. - 12:00 p.m.

Evening testing hours (*appointment required*): Tues.-Thur., 4:30 p.m. - 7:00 p.m.

To schedule an appointment, please visit: **frederick.edu/Testing**

Workforce Training Certificates

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

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

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

No course substitutions are allowed.

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

Courses are not eligible for federal financial aid.

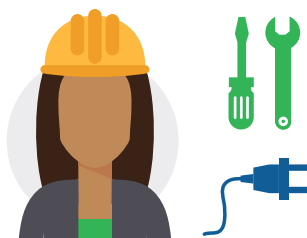
Workforce Training Certificates currently available are listed below.

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



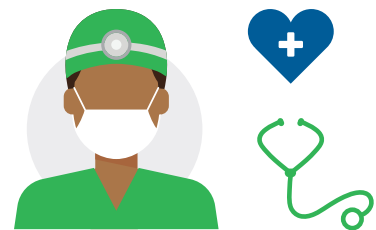
Career & Technical Training

Real Estate
Home Inspection



Construction & Applied Technologies Institute (CATI)

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



Healthcare Careers

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Dental Assisting
Oral Radiography
Medical Billing - AAPC
Medical Coding - AAPC
Patient Care Technician
Phlebotomy Technician
Sterile Processing Technician
Veterinary Assistant

UPDATE

SUMMER/FALL 2023

Adult Education/Basic ESL orientations and classes will be offered in structured remote, in-person, and online formats for the next session with opportunities for in-person testing. Orientations will be by appointment. If you would like to make an orientation appointment, please complete the interest form at bit.ly/apply4fccadulthood

Adult Basic Education & GED® Test Preparation

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

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

Adult Basic Education Classes

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

High School Diploma Preparation Classes

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

Contact Adult Education for details about classes and registration orientation, or apply for more info at <https://form.jotform.com/fccmarketing/adult-ed-application>.

DID YOU KNOW?

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

Pass the GED® Exam

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

Complete the National External Diploma Program (NEDP)

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

Basic English as a Second Language (ESL)

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

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

Basic English Classes

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

All Basic ESL classes are free.

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

ORIENTATIONS

The first step to begin English classes is to attend an orientation session. Orientations take place Saturdays or weekdays in cycles before class start dates. In Summer/Fall 2023, orientation cycles begin in June and July.

Visit frederick.edu/esl to learn more and apply or apply directly at bit.ly/apply4fccadulthood. Call the Adult Education office at 240.629.7962 with any questions. Or come see us in the Conference Center (Building E), office E102.

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



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

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

- ◆ Summer session: May 31 – August 9
- ◆ Fall session: September 5 – December 6

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

CLASSES	TUITION
Conversation & Pronunciation	\$475
Listening & Speaking	\$475
Grammar	\$475
Reading	\$475
Reading & Grammar for Writing <i>(Fall only)</i>	\$700
TOEFL Prep <i>(Fall only)</i>	\$700

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

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

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

COURSE ENROLLMENT – REGISTER EARLY!

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

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

REGISTER ONLINE

frederick.edu/QuickEnroll

- **Sign In** or create a new student profile*
- **Browse** by category or use the search feature. Click on class titles for descriptions and details.
- **Register** by clicking "Add to Cart," then "View Cart" and select "Check Out" to submit payment. Two separate emails will then confirm payment has been received and registration is complete.

Important Notes

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

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

REGISTER IN PERSON

CEWD Registration Office – Jefferson Hall

Need help registering? For questions or assistance, please email CEinfo@frederick.edu or call 301.624.2888 during normal business hours:

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

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

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

FEES

Registration Fee

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

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

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

Technical Requirements

Internet access, email, and Google Chrome, Mozilla Firefox or Internet Explorer browser. See page 42 under "Technology Requirements for Online Learning."

To Register and Access Your Class

- Visit frederick.edu/QuickEnroll and click "All Classes" in the far left hand column, then scroll down to Online Classes category
- Click a subcategory and then a course title for class details
- To register, click "Add to Cart" (first-time users will be prompted to create a new student profile)
- Submit payment (debit or credit card)
- Two emails will confirm your payment and registration

ACCESSING YOUR COURSE

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

Blackboard

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

- AutoCAD: DRF103, DRF107, DRF108
- Computers: CMT101, CMT102, CMT103, CMT506
- Health: CAH185, CAH195, CAH252, CAH253, CAH272, CAH273

REGISTRATION INFORMATION

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

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

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

- **Internet Access:** For ONL, HYB or SR courses, students must have internet access. A broadband internet connection is preferred, but not required.
 - » It is recommended to have a back-up plan in the event that you have technical difficulties and are unable to use your internet connection for any period of time.
 - » Comcast (Xfinity) also offers Internet Essentials, a low-cost internet service to those who qualify. Visit internetessentials.com for more information.
 - » If you need help finding access to computers and/or the internet, contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Software Requirements:** Before registering for a course, be sure to check the software requirements as some courses require students to have access to specific software applications. FCC provides all students and employees with Microsoft Office 365 for home use. For instructions on how to obtain your free install, please contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Email:** Students are provided with an FCC email address. Please confirm with your instructor if FCC email addresses will be used for all communication regarding classes. For assistance accessing your FCC email, contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Learning Management System:** Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College.
 - » For best performance, Blackboard should be used on the latest version of Chrome or Firefox.
 - » Blackboard runs on Windows (Windows 10 recommended), Mac (macOS 10.14 or later), Linux, iOS, Android, or any device (desktop, laptop, or tablet) with a modern web browser.
 - » Below are the basic technical requirements* (minimum and recommended):
 - ◇ Adobe Reader Plugin <https://get.adobe.com/reader/>*
 - ◇ Headset with microphone (USB or 3.5mm)*
 - ◇ Access to a Webcam (if needed)*
 - * Some courses may have additional technical and software requirements.
 - » For assistance, call the IT Help Desk at 301.846.2509 between 8:00 a.m. - 4:00 p.m., Monday - Friday.

TUITION PAYMENT PLAN



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

Tuition Payment Plan Programs include:

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

BILLING ARRANGEMENTS

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

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

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 36 for information on scholarships as well as other tuition assistance opportunities.*

DROPPING/REFUNDING A CLASS

Drop/Refund Request Within Refund Period

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

Students have two methods to drop a class:

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

Refund Request Outside of Refund Period

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

Approved Refunds

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

Registration Fee

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

SENIOR CITIZEN STUDENTS



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

DISABLED AND RETIRED STUDENTS



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

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

For additional information and assistance, contact us at 301.624.2888

DISABILITY ACCESS SERVICES (DAS)

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

Contact Information

Disability Access Services (DAS)
301.846.2408 or via email at DisabilityServices@frederick.edu
Coordinator for Interpreting Services
301.846.2476 (Voice), 240.578.0844 (Text) or via email at Interpreting@frederick.edu

COURSE CHANGES

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

BOOKSTORE

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

Contact: bookstore@frederick.edu • 301.846.2463

CONTINUING EDUCATION RECORD

Continuing Education Transcript

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

Completion Award

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

Workforce Training Certificates

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

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

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

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE REQUIREMENTS

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

COLLEGE POLICIES & PROCEDURES

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

CAMPUS LOCATIONS

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

Main Campus Locations

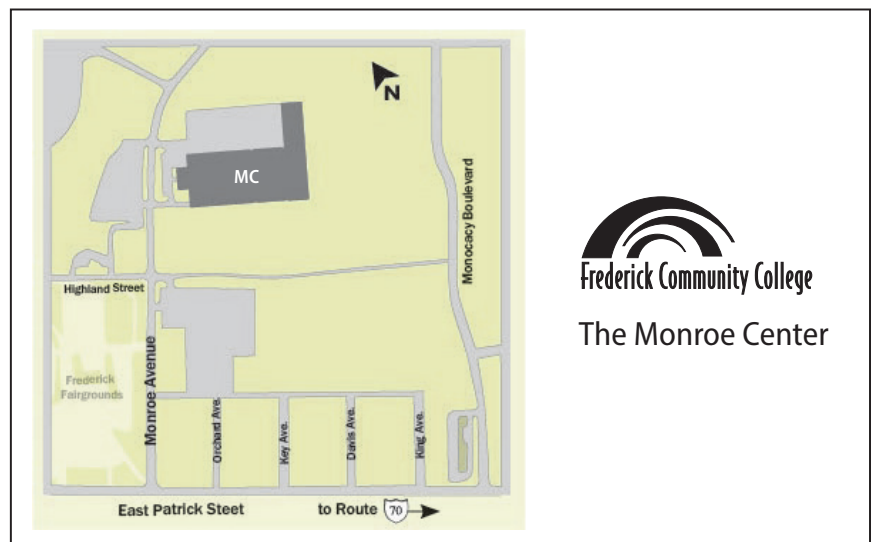
- A—Annapolis Hall
- B—Braddock Hall
- C—Catoctin Hall
- D—Athletics Center
- E—Conference Center
- F—Visual & Performing Arts Center
- G—Gambrell Hall
- H—Student Center
- J—Jefferson Hall
- L—Linganore Hall
- M—The Carl and Norma Miller Children's Center
- P—Plant Operations
- S—Sweadner Hall
- K—Mercer-Akre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

Addresses

FCC Main Campus
7932 Opossumtown Pike, Frederick, MD 21702

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

Visit frederick.edu for directions and hours of operation.



NEED HELP PAYING FOR COLLEGE?

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

To learn more about assistance opportunities, turn to page 36.

