

KEEP MOVING FORWARD

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Athena De Anda,
Patient Care
Technician Student



2022 WINTER/SPRING COURSE SCHEDULE



Frederick Community College



Continuing Education & Workforce Development

FCC is working to increase the number of in-person classes while continuing to comply with public health and safety standards. 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, view the most up-to-date information, and register, please visit:

frederick.edu/QuickEnroll

REGISTRATION LOCATION (IN-PERSON)

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

HOURS OF OPERATION

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

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

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

CONTACT US

301.624.2888 • CEInfo@Frederick.edu



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

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

Updated 10/21/21

Contents

WORKFORCE DEVELOPMENT

| | | | |
|---|--------------|---|---------|
| Business & Careers | 301.624.2756 | • | page 5 |
| Certification & Licensure | 301.624.2756 | • | page 8 |
| Computers & Technology | 301.624.2756 | • | page 12 |
| Healthcare Careers | 240.629.7907 | • | page 20 |
| Hospitality, Culinary & Tourism | 240.629.7912 | • | page 30 |
| Logistics & Production | 301.624.2756 | • | page 32 |
| Trades & Vocational Training | 240.629.7902 | • | page 33 |

COMMUNITY EDUCATION

| | | | |
|----------------------|--------------|---|---------|
| ILR 55+ | 301.846.2405 | • | page 11 |
| Thrive | 301.846.2661 | • | page 16 |
| Motorcycle | 301.624.2727 | • | page 33 |
| Music | 301.624.2727 | • | page 37 |

ADULT EDUCATION

| | | | |
|--|--------------|---|---------|
| ABE/GED®/External Diploma | 240.629.7962 | • | page 39 |
| English as a Second Language | 240.629.7962 | • | page 39 |
| Targeted ESL | 240.629.7962 | • | page 40 |

REGISTRATION INFORMATION

| | | | |
|--|--------------|---|---------|
| Prerequisites & Corequisites | 301.624.2888 | • | page 37 |
| Registration Information | 301.624.2888 | • | page 41 |
| Campus Maps & Locations | 301.624.2888 | • | page 45 |

For contact information regarding CEWD programs, visit

frederick.edu/ContactCEWD

» Register for Classes

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

On campus: CEWD Registration office is located in Jefferson Hall, 1st Floor.

» 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.

» Payment in Full

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 13 and 42 for details.*

» Dropping a Class

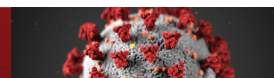
See page 42 for details.

» Refunds

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

COVID-19

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



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

COURSE LISTING

BUSINESS & CAREERS

Accounting, Bookkeeping & Finance

| | |
|----------------------------------|---|
| Accounting Fundamentals | 5 |
| Accounting Fundamentals II | 5 |

Business

| | |
|--|---|
| Start Your Own Small Business | 5 |
| Fundamentals of Supervision and Management | 5 |
| Administrative Assistant Fundamentals | 6 |
| Administrative Assistant Applications | 6 |
| A to Z Grant Writing | 6 |
| Effective Business Writing | 6 |

Professional Development

| | |
|---|---|
| Grammar Refresher | 7 |
| Project Management Fundamentals | 7 |
| Project Management Applications | 7 |
| Project Management Professional (PMP) Prep I | 7 |
| Project Management Professional (PMP) Prep II | 8 |
| Train the Trainer-Effective Adult Learning Principles | 8 |

CERTIFICATION & LICENSURE

Real Estate & Home Inspection

| | |
|---|---|
| Principles and Practices of Real Estate in Maryland | 8 |
| Home Inspection Pre-Licensure | 9 |

Child Care Careers

| | |
|--|----|
| Child Growth and Development | 9 |
| Preschool Curriculum and Activities | 9 |
| School Age Child Care | 9 |
| Infant and Toddler Care | 10 |
| Engaging Children with Remote Learning .. | 10 |
| Pandemics and Outbreaks: Reducing Risk in Child Care | 10 |
| Basic Health and Safety Training | 10 |
| Including All Children and the ADA | 10 |
| Sudden Infant Death Syndrome (SIDS) | 12 |
| Supporting Breastfeeding in Child Care | 12 |

COMPUTERS & TECHNOLOGY

Digital Fabrication

| | |
|---|----|
| Discover 3D Printing | 12 |
| 3D Printing and Prototyping | 12 |
| Designing Smart Textiles: Arduino meets 3D Printing | 12 |

Computer Applications

| | |
|---------------------------------|----|
| AutoCAD I | 13 |
| AutoCAD II | 13 |
| Revit (BIM) | 13 |
| Keyboarding | 14 |
| Microsoft: Windows Basics | 14 |

MS Office Suite Workshops

| | |
|--|----|
| Microsoft Foundation Series: Computer Skills | 14 |
| Microsoft Word: Level 1 | 14 |
| Microsoft Word: Level 2 | 14 |
| Microsoft Excel: Level 1 | 15 |
| Microsoft Excel: Level 2 | 15 |
| Microsoft PowerPoint: Level 1 | 15 |

Cybersecurity

| | |
|--|----|
| CompTIA IT Fundamentals+ | 15 |
| IT User Support Specialist I | 17 |
| IT User Support Specialist II | 17 |
| Basic CompTIA A+ Certification Prep | 17 |
| Intermediate CompTIA A+ Certification Prep | 17 |
| Advanced CompTIA A+ Certification Prep .. | 18 |

Web Development

| | |
|--------------------------|----|
| Creating Web Pages | 18 |
|--------------------------|----|

Coding and Programming

| | |
|--|----|
| Introduction to SQL | 18 |
| Introduction to Python 3 Programming | 18 |
| Introduction to C# Programming | 18 |
| Introduction to CSS3 and HTML5 | 19 |
| Introduction to Java Programming | 19 |

HEALTHCARE CAREERS

CPR & First Aid

| | |
|---|----|
| CPR: Basic Life Support for the Healthcare Provider | 20 |
| Heartsaver CPR/First Aid/AED Adult Child Infant for the Layperson | 20 |

Certified Nursing Assistant (CNA/GNA)

| | |
|--|----|
| Foundations for Healthcare Careers | 21 |
| Certified Nursing Assistant, Part I | 21 |
| Certified Nursing Assistant, Part II | 21 |
| Certified Nursing Assistant—Clinical | 21 |

Dental Assisting & Dental Radiography

| | |
|--|----|
| Foundations for Healthcare Careers | 22 |
| Fundamentals of Dental Assisting | 22 |

| | |
|--|----|
| Oral Radiography with Clinical | 23 |
| Oral Radiography | 23 |
| Expanded Functions - General Chairside | 23 |

Medical Billing and Coding Certification

| | |
|--|----|
| Medical Terminology: A Word Association Approach | 24 |
| Introduction to Basic Anatomy and Physiology | 24 |
| Medical Coding for the Physician's Office-AAPC | 24 |
| Medical Billing AAPC Certified Professional Biller | 24 |

Patient Care Technician

| | |
|---|----|
| Patient Care Technician/Advanced Patient Care | 25 |
|---|----|

Phlebotomy Technician

| | |
|---|----|
| Foundations for Healthcare Careers | 26 |
| Phlebotomy Technician Preparation I: Theoretical Applications | 26 |
| Phlebotomy Technician Preparation II: Practical Applications | 26 |
| Phlebotomy Technician Clinical | 26 |

Rehabilitation/Physical Therapy Aide

| | |
|---|----|
| Foundations for Healthcare Careers | 27 |
| Rehab Aide Job Prep and Skills Training | 27 |

Sterile Processing

| | |
|--|----|
| Foundations for Healthcare Careers | 28 |
| Sterile Processing Technician Training: Fundamentals | 28 |

Veterinary Assistant

| | |
|--|----|
| Foundations for Healthcare Careers | 28 |
| Veterinary Assistant 1 | 28 |
| Veterinary Assistant 2 | 28 |

Professional Training

| | |
|---|----|
| Spanish for Medical Professionals I | 29 |
| Spanish for Medical Professionals II | 29 |
| Train the Trainer-Effective Adult Learning Principles | 30 |

HOSPITALITY, CULINARY & TOURISM INSTITUTE

Culinary Skills

| | |
|----------------------------------|----|
| Sanitation and Food Safety | 30 |
| Baking I | 30 |
| Culinary I | 31 |

Hospitality/Tourism Management

Introduction to Hospitality Management ...31
 Event Management31

LOGISTICS & PRODUCTION**Logistics & Production**

Foundations of Logistics & Production32
 Certified Logistics Technician.....32

Manufacturing Technology

Fundamentals of Electricity and
 Fluid Power.....32
 Fundamentals of Mechanical Systems32
 Fundamentals of Sensors, PLCs
 and Robotics33

TRADES & VOCATIONAL TRAINING**Automotive**

Introduction to Automotive Technology33
 Braking Systems.....33

Electrical

Fundamentals of Structural Wiring34
 Residential Electric34
 Commercial Electric34
 Specialized Systems34

Home Inspection

Home Inspection Pre-Licensure35

HVAC

Fundamentals of HVACR35
 Controls for HVACR35
 HVAC Installation and Troubleshooting35
 Fossil Fuels & Hydronic Heating35

Welding

Welding Symbols & Blueprint Reading.....36
 Introduction to Welding36
 Advanced Welding: GMAW.....36
 Advanced Welding: SMAW36

Safety

Occupational Safety & Health36

Industry Test Preparation

MD Stationary Engineer Exam Prep I.....36

**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 is working to increase the number of in-person classes while continuing to comply with public health and safety standards. 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 must be observed while on campus.

Online Courses (ONL)

Course instruction 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)*

Course instruction 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 occur during scheduled class times, as listed in the schedule and 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 must be observed while on campus.

Please reach out to your advisor for help or contact emailadvising@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

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22644) • 2/4/22 (22645) • 3/11/22 (22646) • 4/8/22 (22647).

ONL223 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22644 | Online | 1/12 – 2/18 |
| 22645 | Online | 2/9 – 3/18 |
| 22646 | Online | 3/16 – 4/22 |
| 22647 | Online | 4/13 – 5/20 |

ONL Accounting Fundamentals II

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 3/11/22 (22648) • 4/8/22 (22649) • 5/13/22 (22650).

ONL224 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22648 | Online | 3/16 – 4/22 |
| 22649 | Online | 4/13 – 5/20 |
| 22650 | Online | 5/18 – 6/24 |

BUSINESS

ONL Start Your Own Small Business

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 2/4/22 (22696) • 3/11/22 (22697) • 4/8/22 (22698).

ONL197 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22696 | Online | 2/9 – 3/18 |
| 22697 | Online | 3/16 – 4/22 |
| 22698 | Online | 4/13 – 5/20 |

ONL Fundamentals of Supervision and Management

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 3/11/22 (22677) • 4/8/22 (22678).

ONL325 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22677 | Online | 3/16 – 4/22 |
| 22678 | Online | 4/13 – 5/20 |

■ ONL Administrative Assistant Fundamentals

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 2/4/22 (22653) • 3/11/22 (22654) • 4/8/22 (22655). This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL501 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22653 | Online | 2/9 – 3/18 |
| 22654 | Online | 3/16 – 4/22 |
| 22655 | Online | 4/13 – 5/20 |

■ ONL Administrative Assistant Applications

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 4/8/22 (22651) • 5/13/22 (22652). This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22651 | Online | 4/13 – 5/20 |
| 22652 | Online | 5/18 – 6/24 |

■ ONL A to Z Grant Writing

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22641) • 2/4/22 (22642) • 4/8/22 (22643).

ONL310 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22641 | Online | 1/12 – 2/18 |
| 22642 | Online | 2/9 – 3/18 |
| 22643 | Online | 4/13 – 5/20 |

■ 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 course is entirely online. The course does not meet at specific times. Registration closes on Friday, 2/4/22 (22656) • 3/11/22 (22657) • 4/8/22 (22658).

ONL213 | 24 hours | \$129

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22656 | Online | 2/9 – 3/18 |
| 22657 | Online | 3/16 – 4/22 |
| 22658 | Online | 4/13 – 5/20 |



BUSINESS SOLUTIONS & STRATEGIC INITIATIVES

A workforce is a company's most valuable asset.

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

PROFESSIONAL DEVELOPMENT

■ ONL Grammar Refresher

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 2/4/22 (22680) • 3/11/22 (22681) • 4/8/22 (22682).

ONL420 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22680 | Online | 2/9 – 3/18 |
| 22681 | Online | 3/16 – 4/22 |
| 22682 | Online | 4/13 – 5/20 |

■ ONL Project Management Fundamentals

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22686) • 2/4/22 (22687) • 3/11/22 (22688) • 4/8/22 (22689).

ONL525 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22686 | Online | 1/12 – 2/18 |
| 22687 | Online | 2/9 – 3/18 |
| 22688 | Online | 3/16 – 4/22 |
| 22689 | Online | 4/13 – 5/20 |

■ ONL Project Management Applications

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 3/11/22 (22683) • 4/8/22 (22684) • 5/13/22 (22685).

ONL524 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22683 | Online | 3/16 – 4/22 |
| 22684 | Online | 4/13 – 5/20 |
| 22685 | Online | 5/18 – 6/24 |

■ ONL Project Management Professional (PMP) Prep I

Learn how to prepare for the Project Management Institute's prestigious Project Management Professional (PMP) certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge Guide - the essential resource for the certification exam. Explore the 10 Project Management Knowledge Areas, 5 Process Groups, and 47 project management processes. Use proven learning strategies to help absorb key terminology, concepts, and formulas. Discover tips and techniques related to the questions you'll encounter on the exam. Visit www.PMI.Org/Certifications to learn about certification requirements and how to apply for testing.

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 2/4/22 (22691) • 3/11/22 (22692) • 4/8/22 (22693). There is a required textbook for this course, please visit bookstore.frederick.edu for more details.

ONL198 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22691 | Online | 2/9 – 3/18 |
| 22692 | Online | 3/16 – 4/22 |
| 22693 | Online | 4/13 – 5/20 |

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

■ ONL Project Management Professional (PMP) Prep II

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 4/8/22 (22694) • 5/13/22 (22695).
Prerequisite: ONL198.

ONL199 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22694 | Online | 4/13 – 5/20 |
| 22695 | Online | 5/18 – 6/24 |

● SR Train the Trainer – Effective Adult Learning Principles

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

Note: This course is entirely online with required live virtual meetings during scheduled class times. Students must participate during the scheduled days and times for this class. Students must have a computer with active webcam and audio to participate in this class.

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



INSTRUCTOR: Danielle Stoffer

| | | | |
|-------|---------------------|------------|--------|
| 22877 | Mon, 6:30 - 9:30 PM | 3/7 – 3/28 | Online |
|-------|---------------------|------------|--------|



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.

Certification & Licensure

REAL ESTATE & HOME INSPECTION

● Principles and Practices of Real Estate In Maryland

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

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

Note: This course will be delivered in an in-person environment and will not include online instruction. 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, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Larry Riggs

| | | | |
|-------|--------------|-------------|---------------------|
| 22850 | M,W 6 - 9 PM | 3/7 – 5/25* | Monroe Center/MC115 |
|-------|--------------|-------------|---------------------|

*No class 3/28 & 3/30

▲ HYB Principles and Practices of Real Estate In Maryland

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. A laptop or PC/MAC and active webcam are required for this course. 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, please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Allison Zerr

| | | | |
|-------|----------------------|-------------|---------------------|
| 22894 | Tu,Th 5:30 - 8:30 PM | 3/8 – 5/26* | Student Center/H205 |
|-------|----------------------|-------------|---------------------|




*No class 3/29 & 3/31

Home Inspection Pre-Licensure

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

*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: This course will be delivered in an in-person environment and will not include online instruction. Maryland requires state licensed Home Inspectors to be 18+ years old and hold a high school diploma or equivalent. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: Welmoed Sisson

22848 M-F, 9 AM - 4 PM 2/7 - 2/23 Monroe Center/MC115

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

INSTRUCTOR: Welmoed Sisson

22849 Tu, Th 6 - 9 PM 3/8 - 6/14* Monroe Center/MC115

*No class 3/29 & 3/31

CHILD CARE CAREER PREPARATION

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

ONL Child Growth and Development

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

Note: This course is entirely online. The course does not meet at specific times. There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

22860 Online 1/7 - 2/25

22861 Online 3/25 - 5/13

22862 Online 4/8 - 5/27

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 course is entirely online. The course does not meet at specific times. There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

22863 Online 1/10 - 2/28

22864 Online 4/4 - 5/23

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 course is entirely online. The course does not meet at specific times. There is a required textbook for this course, please visit bookstore.frederick.edu for more details. Purchase prior to class start. This class is held in partnership with Howard Community College.


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

INSTRUCTOR: CE Instructor

22865 Online 1/19 - 3/9

22866 Online 4/6 - 5/25

 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 42.

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 course is entirely online. The course does not meet at specific times. Textbook is included and will be provided as a download in the class. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22867 | Online | 1/10 – 2/28 |
| 22868 | Online | 4/4 – 5/23 |

NEW! 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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

| | | |
|-------|--------|------------|
| 22872 | Online | 1/3 – 5/20 |
|-------|--------|------------|

NEW! 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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

| | | |
|-------|--------|------------|
| 22871 | Online | 1/3 – 5/20 |
|-------|--------|------------|

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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

| | | |
|-------|--------|------------|
| 22858 | Online | 1/3 – 5/20 |
|-------|--------|------------|

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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



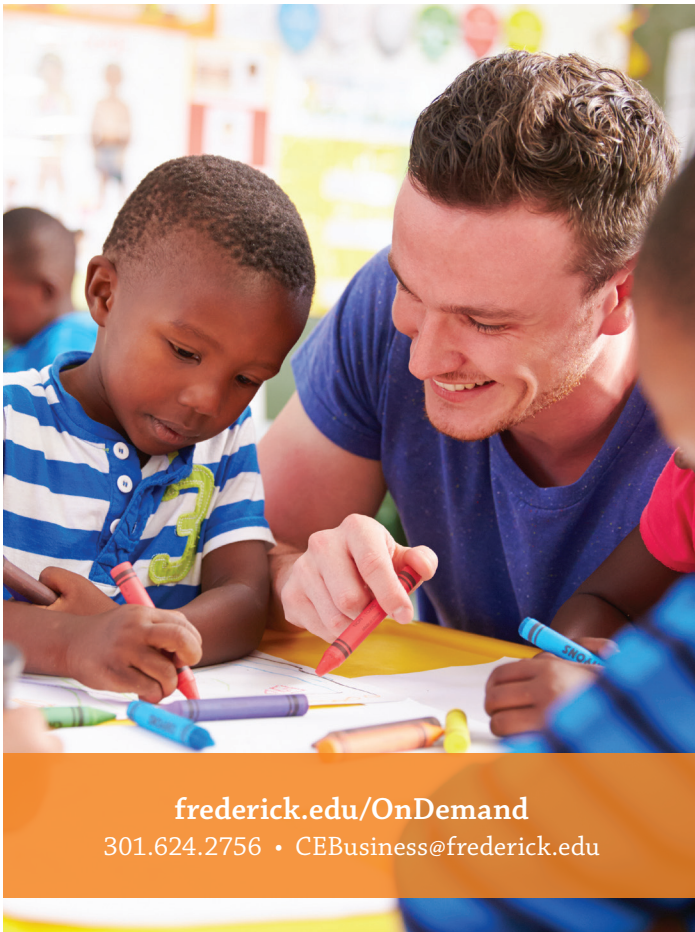
INSTRUCTOR: CE Instructor

| | | |
|-------|--------|------------|
| 22870 | Online | 1/3 – 5/20 |
|-------|--------|------------|

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.



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

Child Care

Professional Development On-Demand Online

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

ON-DEMAND ONLINE CLASSES

Child Care Administration
CHI310 | 45 hours | \$334

Communication Skills for Childcare Professionals
CHI339 | 9 hours | \$154

The Institute for Learning in Retirement

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

TOPICS INCLUDE:

Creative Arts & Music
Computers, Internet & Technology
Health & Wellness
History, Cultures & Current Events
Home & Hobbies

Life Planning & Finances
Literature, Theater & Writing
Philosophy, Religion & Exploration
Science & Nature
Learning on Location

Visit **ILRatFCC.com** to learn more and view course offerings • 301.846.2561 • ILR@frederick.edu



■ 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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

22859 Online 1/3 – 5/20

■ 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 course is entirely online. The course does not meet at specific times. You may register and begin this class anytime between the first class date and 5/13/22 and will receive login instructions via email after you register. This class is held in partnership with Howard Community College.

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



INSTRUCTOR: CE Instructor

22869 Online 1/3 – 5/20

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: This course will be delivered in an in-person environment and will not include online instruction. A USB flash drive is required for class.

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



INSTRUCTOR: Glenn Mossy

22891 Sa, 9:30 AM - 2 PM 3/5 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: This course will be delivered in an in-person environment and will not include online instruction. A USB flash drive is required for class.

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



INSTRUCTOR: Glenn Mossy

22892 Sa, 9:30 AM - 4 PM 3/19 Monroe Center/MC135

Designing Smart Textiles: Arduino meets 3D Printing

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

Note: This course will be delivered in an in-person environment and will not include online instruction. A USB flash drive is required for class.

MKR117 | 6 hours | \$89 (\$60 tuition + \$29 fees)



INSTRUCTOR: Glenn Mossy

22893 Sa, 9:30 AM - 4 PM 4/9 Monroe Center/MC135

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.

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 CADT101.

Note: This is a hybrid course where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Corequisite:* ENGL70 or ENGL75 or ESOL72 or ESOL100.

DRF107 | 37.5 hours | \$465 (\$387 tuition + \$78 fees)



INSTRUCTOR: Jennifer DiSandro

22884 Th, 5 - 8 PM 1/27 - 3/10 Braddock Hall/B114

▲ HYB AutoCAD II

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

Note: This is a hybrid course where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite or Corequisite:* CADT101 or DRF107 (formerly DRF104).

DRF108 | 37.5 hours | \$525 (\$450 tuition + \$75 fees)



INSTRUCTOR: Kyle Hess

22885 M, 5 - 8 PM 3/21 - 5/9 Braddock Hall/B114

NEW! ▲ HYB Revit (BIM)

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

Note: This is a hybrid course where the lecture portion of the course is completed online outside of class meeting times. *Prerequisite:* ENGL70 or ESOL70 or ESOL100.

DRF103 | 37.5 hours | \$465 (\$384 tuition + \$84 fees)



INSTRUCTOR: Jennifer DiSandro

22746 Th, 5 - 8 PM 3/17 - 5/12*

*No class 3/31

Braddock Hall/B114



Tuition Assistance & Scholarships Now Available!

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

Tuition Assistance Opportunities

Fill out the CEWD Financial Assistance Request Form at frederick.edu/CEWDFinancialAssistance and a College representative will contact you to discuss aid opportunities for which you may qualify.

Scholarship Opportunities

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

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

• 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.

Apply at frederick.edu/foundationsscholarships.

ONL Keyboarding

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22714) • 3/11/22 (22715).

ONL148 | 24 hours | \$139

INSTRUCTOR: CE Instructor

22714 Online 1/12 – 2/18
22715 Online 3/16 – 4/22

Microsoft: Windows Basics

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22769 Tu,Th 6 - 9 PM 2/1 – 2/8 Monroe Center/MC103

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

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There are required textbooks for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22770 Tu,Th 6 - 9 PM 2/1 – 3/15 Monroe Center/MC103

Microsoft Word: Level 1

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22771 Tu,Th 6 - 9 PM 2/10 – 2/22 Monroe Center/MC103

Microsoft Word: Level 2

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22772 Tu,Th 6 - 9 PM 4/5 – 4/14 Monroe Center/MC116

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

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

SW Eligible for senior tuition waiver. TV Eligible for disabled & retired tuition waiver. See page 42.

Microsoft Excel: Level 1

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22774 Tu, Th 6 - 9 PM 2/24 - 3/8 Monroe Center/MC103

Microsoft Excel: Level 2

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22773 Tu, Th 6 - 9 PM 4/19 - 4/28 Monroe Center/MC116

Microsoft PowerPoint: Level 1

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course. Please visit bookstore.frederick.edu for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: Michele Swing

22775 Tu, Th 6 - 9 PM 3/10 - 3/15 Monroe Center/MC103

CYBERSECURITY**▲ 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: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. 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: Thomas Dawson

22776 M, W 6 - 9 PM 2/7 - 3/16 Monroe Center/MC142

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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SAT Prep – Math & Verbal



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TOEFL | 240.629.7962 • AdultEd@frederick.edu

GRE Prep I & II • Test of English as a Foreign Language
Listening, Reading, Speaking, Writing

Learn more and register at frederick.edu/TestPrep

Thrive!

SPRING 2022 | Unique non-credit courses developed for adults with intellectual disabilities to support their ability to function more independently at home, at work, and in the community.

In-Person classes meet on campus in an in-person environment.

Structured Remote (SR) classes are entirely online and meet as a real-time online session during a scheduled class time.

READING & COMPUTER SKILLS



● SPA171 Computer Basics & Internet Safety

Review basic computer skills such as how to control the volume or display, locate files, and log into Zoom, all while keeping yourself and your information safe!



● SPA185 Famous Actors, Musicians & Sports Stars: Read All about Them

Practice comprehensive reading skills through entertaining stories. Discover fun facts to share with your friends. Students should be able to read and comprehend at a third grade level.

SCIENCE & EXPERIMENTS



● SPA174 Curious Kitchen Chemistry

Why do popsicles melt? Why do apples turn brown? Explore answers to these questions and more as you learn about chemistry using everyday objects in this hands-on class.



● SPA173 Polymer Science, AKA Slime!

A polymer is a large molecule made up of repeating units called monomers ... but you know it better as slime or silly putty. Time to get your hands messy!

SOCIAL AWARENESS, SKILLS & RELAXATION



● SPA186 Creative Mix Up

Explore a different theme each week of making healthy snacks, creating seasonal crafts, and developing important social skills.



● SPA176 Table Games

Fine tune your game playing skills! Learn to read and follow directions, identify goals, and apply strategies to the game.



● SPA143 Yoga: Breathe & Flow

Learn to reduce stress while calming the body and mind in this gentle and Hatha inspired yoga class.

CREATIVE ENDEAVORS



● SPA184 Art Explosion - Down by the Sea

Explore the ocean through artsy projects. Craft colorful shells using recycled material, paint and draw sea creatures, and imagine your toes are making drawings in the sand.



● SPA115 Express Yourself Through 3D Art

Students will learn to express their feelings through sculpture using the basic elements of color, shape, texture, space, and form. Art supplies will be provided.



● SPA101 Painting and Drawing

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



● SPA114 Spring into the Season with Colorful Crafts

Celebrate the end of winter with hand-made creations. Create delightful crafts to celebrate St. Patrick's Day, Earth Day, blue skies, spring flowers, and trees of green!



● SR SPA151 Sing-a-Long with Friends

This class is less about performance and more about the pleasure that comes from singing together. Learn about songs from different styles of music and suggest your favorites.



● SPA190 Musical Fun: Let's Write a Song!

Listen to various song styles like jazz, rock, country, soul or rhythm & blues, and learn what makes them different from one another.



● SPA155 Latinx Dances with Rosa

Get your move on when you learn traditional Latino dances, step-by-step. Warm up those extremities and learn about the culture of the Latino community.



● SPA165 Spanish through Music & Song

Explore Hispanic culture as you listen to lively music and learn songs through interactive fun.

COOKING WHAT'S GOOD!



● SR SPA189 Savory Soups and Sassy Sweets

From the comfort of your home, keep warm making delicious hot soups and satisfy any sweet tooth with scrumptious desserts in this six-week long class taught through Zoom.



● SPA188 Stonewave Sensations 2

Learn all about the Stonewave Micro-cooker. Make two recipes using both a Stonewave and a microwave, where each student will assemble their own ingredients.

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

NEW! ▲ 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: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. There is a required textbook for this course, please visit bookstore.frederick.edu for more details.

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 Program Manager Kathi Groover, kgroover@frederick.edu.

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



INSTRUCTOR: Thomas Dawson

22777 Tu, Th 5:30 - 9:30 PM 4/5 - 5/24 Monroe Center/MC142

NEW! ▲ 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: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. There is a required textbook for this course, please visit bookstore.frederick.edu for more details.

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 above on CMT102.

CMT103 | 52 hours | \$629 (\$494 tuition + \$135 fees)



INSTRUCTOR: Thomas Dawson

21844 Tu, Th 5:30 - 9:30 PM 1/4 - 2/15 Monroe Center/MC142

22778 Tu, Th 5:30 - 9:30 PM 5/26 - 7/7 Monroe Center/MC142

ONL Basic CompTIA A+ Certification Prep

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22699) • 3/11/22 (22700).

ONL350 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22699 Online 1/12 - 2/18

22700 Online 3/16 - 4/22

ONL Intermediate CompTIA A+ Certification Prep

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 3/11/22 (22703) • 5/13/22 (22704).

ONL351 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22703 Online 3/16 - 4/22

22704 Online 5/18 - 6/24

**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.

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.

■ ONL Advanced CompTIA A+ Certification Prep

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/13/22 (22679).

ONL352 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22679 Online 5/18 – 6/24

WEB DEVELOPMENT

■ ONL Creating Web Pages

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22701) • 3/11/22 (22702).

ONL101 | 24 hours | \$139

INSTRUCTOR: CE Instructor

22701 Online 1/12 – 2/18

22702 Online 3/16 – 4/22

CODING AND PROGRAMMING

■ ONL Introduction to SQL

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22712) • 3/11/22 (22713).

ONL140 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22712 Online 1/12 – 2/18

22713 Online 3/16 – 4/22

■ ONL Introduction to Python 3 Programming

The Python programming language was developed to provide a way to develop code that's easy to create and understand. An important tool for programmers working in web development, Python supports a wide range of applications from simple text processing to web browsers to games. While Python contains the same basic structures as other languages, it also offers unique functionality that makes programming easier. This course will show you how to create basic programming structures like decisions and loops and then move on to more advanced topics such as object-oriented programming with classes and exceptions. You will explore unique Python data structures and learn how to create Python programs with graphic elements. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22710) • 3/11/22 (22711).

ONL214 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22710 Online 1/12 – 2/18

22711 Online 3/16 – 4/22

■ ONL Introduction to C# Programming

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22705) • 3/11/22 (22706).

ONL183 | 24 hours | \$169

INSTRUCTOR: CE Instructor

22705 Online 1/12 – 2/18

22706 Online 3/16 – 4/22

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

SW Eligible for senior tuition waiver. TV Eligible for disabled & retired tuition waiver.
See page 42.

■ ONL Introduction to CSS3 and HTML5

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22707) • 3/11/22 (22708).

ONL195 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22707 | Online | 1/12 – 2/18 |
| 22708 | Online | 3/16 – 4/22 |

■ ONL Introduction to Java Programming

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

Note: This course is entirely online. The course does not meet at specific times. Registration closes on Friday, 1/7/22 (22709).

ONL184 | 24 hours | \$169

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22709 | Online | 1/12 – 2/18 |
|-------|--------|-------------|



Creating Web Pages II

ONL505 \$139

Complete your CompTIA certification prep training with the below on-demand courses.

CompTIA Network+ Certification Prep

ONL358 \$169

CompTIA Security+ Certification Prep 1

ONL360 \$169

CompTIA Security+ Certification Prep 2

ONL361 \$169



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frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

Healthcare Careers

CPR & FIRST AID

● CPR: Basic Life Support for the Healthcare Provider

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

Note: This course will be delivered in an in-person environment and will not include online instruction.

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



INSTRUCTOR: CE Instructor

| | | | |
|-------|--------------------|------|---------------------|
| 22780 | F, 9 AM - 3:30 PM | 1/7 | Monroe Center/MC126 |
| 22781 | Sa, 9 AM - 3:30 PM | 1/15 | Monroe Center/MC126 |
| 22782 | Th, 9 AM - 3:30 PM | 1/27 | Monroe Center/MC126 |
| 22783 | F, 9 AM - 3:30 PM | 2/4 | Monroe Center/MC126 |
| 22784 | W, 9 AM - 3:30 PM | 2/9 | Monroe Center/MC126 |
| 22785 | Sa, 9 AM - 3:30 PM | 2/12 | Monroe Center/MC126 |
| 22786 | F, 9 AM - 3:30 PM | 2/18 | Monroe Center/MC126 |
| 22787 | Sa, 9 AM - 3:30 PM | 2/26 | Monroe Center/MC126 |
| 22788 | F, 9 AM - 3:30 PM | 3/4 | Monroe Center/MC126 |
| 22789 | Sa, 9 AM - 3:30 PM | 3/12 | Monroe Center/MC126 |
| 22790 | F, 9 AM - 3:30 PM | 3/18 | Monroe Center/MC126 |
| 22791 | Tu, 9 AM - 3:30 PM | 3/22 | Monroe Center/MC126 |
| 22792 | Sa, 9 AM - 3:30 PM | 4/9 | Monroe Center/MC126 |
| 22793 | Th, 9 AM - 3:30 PM | 4/14 | Monroe Center/MC126 |
| 22794 | Tu, 9 AM - 3:30 PM | 4/19 | Monroe Center/MC126 |
| 22795 | Sa, 9 AM - 3:30 PM | 4/30 | Monroe Center/MC126 |
| 22796 | Sa, 9 AM - 3:30 PM | 5/7 | Monroe Center/MC126 |
| 22797 | Tu, 9 AM - 3:30 PM | 5/10 | Monroe Center/MC126 |
| 22798 | F, 9 AM - 3:30 PM | 5/13 | Monroe Center/MC126 |
| 22799 | Th, 9 AM - 3:30 PM | 5/19 | Monroe Center/MC126 |
| 22800 | Tu, 9 AM - 3:30 PM | 5/24 | Monroe Center/MC126 |
| 22801 | F, 9 AM - 3:30 PM | 6/3 | Monroe Center/MC126 |
| 22802 | Tu, 9 AM - 3:30 PM | 6/7 | Monroe Center/MC126 |
| 22803 | Sa, 9 AM - 3:30 PM | 6/11 | Monroe Center/MC126 |
| 22804 | Sa, 9 AM - 3:30 PM | 6/25 | Monroe Center/MC126 |
| 22805 | Tu, 9 AM - 3:30 PM | 6/28 | Monroe Center/MC126 |

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

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

Note: This course will be delivered in an in-person environment and will not include online instruction.

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



INSTRUCTOR: CE Instructor

| | | | |
|-------|--------------------|------|---------------------|
| 22806 | Sa, 8:30 AM - 4 PM | 1/29 | Monroe Center/MC126 |
| 22807 | Sa, 8:30 AM - 4 PM | 2/24 | Monroe Center/MC126 |
| 22808 | Sa, 8:30 AM - 4 PM | 3/24 | Monroe Center/MC126 |
| 22809 | Sa, 8:30 AM - 4 PM | 4/23 | Monroe Center/MC126 |
| 22810 | Sa, 8:30 AM - 4 PM | 5/21 | Monroe Center/MC126 |
| 22811 | Sa, 8:30 AM - 4 PM | 6/17 | Monroe Center/MC126 |

Register online for CPR classes at frederick.edu/CPR

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

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

CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

Combined with a clinical experience, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. Application fees, GNA testing, background checks, and materials are included.

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

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

Prerequisites & other requirements:

- 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 ADE625 – Bridge to Careers - Healthcare

Other program requirements PRIOR to Clinical:

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

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

Textbooks: Textbooks 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—Clinical




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

CNA/GNA EVENING OPTION

● **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
22812 M,W 5:30 - 9:30 PM 1/31 – 2/28 MC115

● **CAH132 | 60 hours | \$854** (\$300 tuition + \$554 fees)   
22827 M,W 5 - 9:30 PM 3/2 – 4/20* MC127
**No class 3/28 & 3/30*

● **CAH133 | 60 hours | \$690** (\$300 tuition + \$390 fees)   
22828 M,W 5 - 9:30 PM 4/25 – 6/8* MC127
**No class 5/30*

● **CAH190 | 45 hours | \$648** (\$300 tuition + \$348 fees)   
22829 M-F 4 - 9 PM 6/9 – 6/24 OFF CAMPUS

Note: The courses above will be delivered in an in-person environment and will not include online instruction.

Total Program Hours: 201




Total Program Cost with CPR: \$2,800

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 42.

CNA/GNA DAYTIME OPTION

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

22816 M,Tu,Th 9 AM - 1:30 PM 5/16 - 6/2* MC127

*No class 5/30

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

22831 M,Tu,Th 9 AM - 2:30 PM 6/6 - 6/30 MC127

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

22833 M,Tu,Th 9 AM - 2:30 PM 7/5 - 8/1 MC127

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

22834 M-F 9 AM - 2:30 PM 8/2 - 8/17 OFF CAMPUS

Note: The courses above will be delivered in an in-person environment and will not include online instruction.

Total Program Hours: 201

Total Program Cost with CPR: \$2,800

Advance your CNA Skills with CAH487 Patient Care Technician/Advanced Patient Care, see page 25. Students enrolling in CNA spring classes may also register for CAH487 section 22824 which begins 8/30/22.

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 42.

DENTAL ASSISTING & DENTAL RADIOGRAPHY

● Foundations for Healthcare Careers

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

Note: This course will be delivered in an in-person environment and will not include online instruction. Students must show academic readiness in English before enrolling in this course. See page 37 for details.

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

INSTRUCTOR: CE Instructor

22876 M,W 5:30 - 9:30 PM 1/31 - 2/28 Monroe Center/MC126

(corresponds to CAH520, section 22825)

22814 M,W 10:30 AM - 2:30 PM 2/14 - 3/14 Monroe Center/MC105

(corresponds to CAH520, section 22826)

22815 Tu,Th 5:30 - 9:30 PM 6/7 - 7/5 Monroe Center/MC116

(corresponds to CAH520, section 22835)

▲ HYB Fundamentals of Dental Assisting

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

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. *Prerequisite:* Students must have successfully completed CAH145 – Foundations for Healthcare Careers or ADE625 – Bridge to Careers - Healthcare before enrolling.

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

INSTRUCTOR: Robrita Swann

22825 M,W 5:30 - 9:30 PM 3/7 - 5/25* Monroe Center/MC124

*No class 3/28 & 3/30

22826 M,W 11 AM - 2:30 PM 3/16 - 6/8* Monroe Center/MC124

*No class 3/30 & 5/30

22835 Tu, 5:30 - 9 PM & Sa, 9 AM - 12:30 PM 7/12 - 9/27* Monroe Center/MC124, MC126

*No class 9/3

▲ HYB Oral Radiography with Clinical

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

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

This course requires knowledge of basic dental assisting and dental anatomy. Students should be working as a dental assistant or have completed a dental assisting course before taking CAH521.

Students must register at the same time for SAF157 – CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

Students are encouraged to enroll in both CAH520: Fundamentals of Dental Assisting and CAH521: Oral Radiography with Clinical at the time of registration. Students who enroll in CAH520 and have no prior dental assisting experience should enroll in a CAH521 section that begins after their CAH520 course completes. Students self-identify their preparedness to register.

** Maryland requires state certified Dental Radiation Technologists be 18+ years old and hold a high school diploma or equivalent.*

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



INSTRUCTOR: Robrita Swann

| | | | |
|-------|--------------|----------------|---------------------|
| 21932 | M,W 6 - 9 PM | 1/10 – 2/28* | Monroe Center/MC124 |
| | | *No class 1/17 | |
| 22839 | M,W 6 - 9 PM | 6/13 – 8/1* | Monroe Center/MC124 |
| | | *No class 7/4 | |

▲ HYB Oral Radiography

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

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

This course requires knowledge of basic dental assisting and dental anatomy. Students must be working as a dental assistant to take this course, and your employer must be willing to oversee the clinical requirement at your place of work.

Students must register at the same time for SAF157 – CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

Students who are working in the dental assisting field but desire additional training are encouraged to enroll in both CAH520: Fundamentals of Dental Assisting and CAH522: Oral Radiography at the time of registration. Students who enroll in CAH520 and have dental assisting experience may enroll in a CAH522 section that runs concurrently with CAH520. Students self-identify their preparedness to register.

** Maryland requires state certified Dental Radiation Technologists be 18+ years old and hold a high school diploma or equivalent.*

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



INSTRUCTOR: Robrita Swann

| | | | |
|-------|--------------|----------------|---------------------|
| 21933 | M,W 6 - 9 PM | 1/10 – 2/23* | Monroe Center/MC124 |
| | | *No class 1/17 | |
| 22840 | M,W 6 - 9 PM | 6/13 – 7/27* | Monroe Center/MC124 |
| | | *No class 7/4 | |

◆ Expanded Functions – General Chairside

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

Note: This course will be delivered in an in-person environment and will not include online instruction. This course requires knowledge of basic dental assisting. Students must have proof of successful completion of a basic dental assisting course (including CAH520 at FCC) or be working as a dental assistant to enroll.

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



INSTRUCTOR: Janelle Merritt

| | | | |
|-------|----------------|---------------|---------------------|
| 22841 | F, 9 AM - 1 PM | 3/11 – 5/20* | Monroe Center/MC124 |
| | | *No class 4/1 | |



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.

MEDICAL BILLING AND CODING CERTIFICATION

■ ONL Medical Terminology: A Word Association Approach

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

Note: This course is entirely online. The course does not meet at specific times.

ONL401 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22742 | Online | 1/12 – 2/18 |
| 22744 | Online | 2/9 – 3/18 |
| 22745 | Online | 3/16 – 4/22 |
| 22747 | Online | 4/13 – 5/20 |
| 22748 | Online | 5/18 – 6/24 |
| 22749 | Online | 6/15 – 7/22 |

■ ONL Introduction to Basic Anatomy and Physiology

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

Note: This course is entirely online. The course does not meet at specific times.

ONL526 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22750 | Online | 1/12 – 2/18 |
| 22751 | Online | 2/9 – 3/18 |
| 22752 | Online | 3/16 – 4/22 |
| 22753 | Online | 4/13 – 5/20 |
| 22754 | Online | 5/18 – 6/24 |
| 22755 | Online | 6/15 – 7/22 |

● SR Medical Coding for the Physician's Office – AAPC

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

Note: This course is entirely online. The course will meet as a real-time online session during the scheduled class time. To enroll in the course students must have successfully completed ONL401 – Medical Terminology and ONL526 – Introduction to Basic Anatomy and Physiology or equivalent.

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



INSTRUCTOR: Deborah Mueller

22842 Tu, 6 - 9:30 PM 3/22 – 7/5 Online

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

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll in the course students must have successfully completed ONL401 – Medical Terminology and ONL526 – Introduction to Basic Anatomy and Physiology or equivalent.

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



INSTRUCTOR: Corella Lumpkins

22843 W, 6 - 9:30 PM 6/29 – 10/12 Monroe Center/MC103

▲ HYB Medical Billing AAPC Certified Professional Biller

Prepare for the AAPC Certified Professional Biller (CPB) certification exam. Students will learn how medical billers maintain all aspects of the revenue cycle, the nuances of payer requirements, and how to maximize healthcare provider reimbursement through sound billing practices. Fees include first year's membership in AAPC and Certified Professional Biller (CPB) certification exam. The certification exam will be scheduled approximately 3 weeks following the last class.

Note: This class is offered in a hybrid format where students meet with the instructor 3.5 hours per week and complete additional hours online. To enroll in the course students must have successfully completed ONL401 – Medical Terminology.

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



INSTRUCTOR: Corella Lumpkins

22184 Sa, 9 AM - 12:30 PM 1/15 – 5/7* Monroe Center/MC104
*No class 4/2

22844 Sa, 9 AM - 12:30 PM 5/21 – 9/24* Monroe Center/MC104
*No class 5/28, 7/2 & 9/3

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.

PATIENT CARE TECH

▲ HYB Patient Care Technician/Advanced Patient Care

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

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

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



INSTRUCTOR: Heather Hanson

| | | | |
|-------|--------------------|--------------|---------------------|
| 21898 | Tu, 5:30 - 9:00 PM | 2/8 - 4/26 | Monroe Center/MC127 |
| 22824 | Tu, 5:30 - 9:00 PM | 8/30 - 11/15 | Monroe Center/MC127 |

Allied Health Academy



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

—Kyndel Brown, FCC Sterile Processing Student

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

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

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



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.

Office of Adult Services

301.846.2483 • adultservices@frederick.edu

PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:

- 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 start of CAH156
- CAH145 – Foundations for Healthcare Careers or ADE625 – Bridge to Careers - Healthcare

Other program requirements PRIOR to Clinical:

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

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

CAH157 Phlebotomy Technician Preparation II: Practical Applications

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling, and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations clients. Special topics in specimen uses for testing in forensics, workplace, and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and on-site clinical practice with experienced phlebotomists at local health care facilities to give students hands-on professional experience and prepares students to take several national certification exams. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. To enroll in the course students must have successfully completed CAH156 – Phlebotomy Technician Preparation I: Theoretical Applications.

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. To enroll in the course students must have successfully completed CAH157 – Phlebotomy Technician Preparation II: Practical Applications.

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

PHLEBOTOMY TECHNICIAN

| | | | |
|--|----------------------|---|---|
| ● CAH145 | 36 hours | \$523 (\$229 tuition + \$294 fees) |    |
| 22815 | Tu,Th 5:30 - 9:30 PM | 6/7 - 7/5* | MC116 |
| *No class 7/4 | | | |
| ● CAH156 | 33 hours | \$487 (\$357 tuition + \$130 fees) |    |
| 22817 | Tu,Th 6 - 9 PM | 7/7 - 8/11 | MC124 |
| ● CAH157 | 48 hours | \$848 (\$578 tuition + \$270 fees) |    |
| 22818 | Tu,Th 6 - 9 PM | 8/16 - 10/6 | MC124 |
| ● CAH158 | 100 hours | \$462 (\$50 tuition + \$412 fees) |    |
| 22819 | M-F 9 AM - 5 PM | 10/10 - 2/24* | OFF CAMPUS |
| *No class 11/24, 11/25, 12/19-1/2/23 & 1/16/23 | | | |

Note: The courses above will be delivered in an in-person environment and will not include online instruction.

Total Program Hours: 217

Total Program Cost with CPR: \$2,405

REHABILITATION/PHYSICAL THERAPY AIDE

● Foundations for Healthcare Careers

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

Note: This course will be delivered in an in-person environment and will not include online instruction. Students must show academic readiness in English before enrolling in this course. See page 37 for details.

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

INSTRUCTOR: CE Instructor

| | | | |
|-------|------------------------|-------------|---------------------|
| 22812 | M,W 5:30 - 9:30 PM | 1/31 - 2/28 | Monroe Center/MC115 |
| 22813 | Tu,Th 5:30 - 9:30 PM | 2/1 - 3/1 | Monroe Center/MC126 |
| 22814 | M,W 10:30 AM - 2:30 PM | 2/14 - 3/14 | Monroe Center/MC105 |

NEW! ▲ **HYB Rehab Aide Job Prep and Skills Training**

This course introduces entry level concepts and career skills to prepare for work as a rehabilitation aide. Topics include communication and professional behaviors, medical terminology, basic anatomy and physiology, basic physical therapy modalities and treatment procedures, documentation, and ethics and legal considerations in the physical therapy clinical environment. Principles and concepts pertaining to body mechanics, positioning, transfers, assistance with ambulation, range-of-motion (ROM), vital signs as well as demonstration and discussion of physical agents and modalities and therapeutic exercise are reviewed with an opportunity for students to engage in hands-on skills practice.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students must register for CAH105 and CAH145 at the same time and successfully completed CAH145 prior to the start date of CAH105.

CAH105 | **36 hours** | **\$525** (\$350 tuition + \$175 fees)   

INSTRUCTOR: Melissa Tatem

| | | | |
|-------|-----------------|------------|---------------------|
| 22820 | W, 9 AM - 12 PM | 4/6 - 5/25 | 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.

● **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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 **Eligible for senior tuition waiver.**  **Eligible for disabled & retired tuition waiver.**
See page 42.

STERILE PROCESSING

Foundations for Healthcare Careers

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

Note: This course will be delivered in an in-person environment and will not include online instruction. Students must show academic readiness in English before enrolling in this course. See page 37 for details.

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



INSTRUCTOR: CE Instructor

| | | | |
|-------|----------------------|-------------|---------------------|
| 22812 | M,W 5:30 - 9:30 PM | 1/31 - 2/28 | Monroe Center/MC115 |
| 22876 | M,W 5:30 - 9:30 PM | 1/31 - 2/28 | Monroe Center/MC126 |
| 22813 | Tu,Th 5:30 - 9:30 PM | 2/1 - 3/1 | 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 International Association of Healthcare Central Service Materiel Management (IAHCSMM). The course will cover the following topics: anatomy and physiology, microbiology, instrumentation (identification of and handling of), safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. This course has both a lecture and interactive lab component in the classroom where students will receive hands-on experience with instruments and wrapping techniques.

Note: This course will be delivered in an in-person environment and will not include online instruction. To enroll in the course students must have successfully completed CAH145 – Foundations for Healthcare Careers or ADE625 – Bridge to Careers - Healthcare and show academic readiness. See page 37 for details.

Students should also register for SAF157 – CPR: Basic Life Support for the Healthcare Provider to fulfill Maryland state and DANB requirements.

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



INSTRUCTOR: Vicki Gelles

| | | | |
|-------|--------------|-------------|---------------------|
| 22821 | M,W 6 - 9 PM | 3/2 - 5/18* | Monroe Center/MC126 |
|-------|--------------|-------------|---------------------|

*No class 3/28 & 3/30

VETERINARY ASSISTANT

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

Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 37 for details.
- CAH145 – Foundations for Healthcare Careers or ADE625 – Bridge to Careers - Healthcare

CAH145 Foundations for Healthcare Careers

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

VET130 Veterinary Assistant 1




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

Note: Prerequisites: Math Accuplacer score 237 or higher (QAS section; test offered for free at the FCC Testing Center) or B or better in MATH 80 or MATH 50 at FCC.

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 to enroll in this course.

VETERINARY ASSISTANT

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

22813 Tu,Th 5:30 - 9:30 PM 2/1 - 3/1 MC126

Note: The course above will be delivered in an in-person environment and will not include online instruction.

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

22822 Tu,Th 5:30 - 9 PM 3/3 - 5/5* MC126

*No class 3/28 & 3/30

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

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

22823 Tu,Th 5:30 - 9 PM 5/10 - 7/7 MC126

Note: The course above will be delivered in an in-person environment and will not include online instruction.

Total Program Hours: 156

Total Program Cost: \$2,077

PROFESSIONAL TRAINING

NEW! ■ **ONL Spanish for Medical Professionals I**

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's crucial for health professionals to be prepared. Spanish for Medical Professionals course will give students the basic tools needed to bridge the communications gap with Spanish speaking patients and their family members/caregivers. This course focuses specifically on the basic medical Spanish phrases that healthcare professionals- from entry level up- need to know in a medical setting. This course is intended for those who are new to the Spanish language or those who want a refresher.

Note: This course is entirely online. The course does not meet at specific times.

ONL215 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22756 | Online | 1/12 - 2/18 |
| 22757 | Online | 2/9 - 3/18 |
| 22758 | Online | 3/16 - 4/22 |
| 22759 | Online | 4/13 - 5/20 |
| 22760 | Online | 5/18 - 6/24 |
| 22761 | Online | 6/15 - 7/22 |

NEW! ■ **ONL Spanish for Medical Professionals II**

Are you ready to take your introductory Spanish for healthcare to the next level? This course picks up where the first course, Spanish for Medical Professionals I, left off. This course is also for healthcare providers who already have a basic foundation of Spanish, and want more medical vocabulary to sharpen their skills. Students review the basic body parts and organs and explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain. Medical terminology is reviewed for numerous 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.

Note: This course is entirely online. The course does not meet at specific times.

ONL216 | 24 hours | \$139

INSTRUCTOR: CE Instructor

| | | |
|-------|--------|-------------|
| 22762 | Online | 1/12 - 2/18 |
| 22763 | Online | 2/9 - 3/18 |
| 22764 | Online | 3/16 - 4/22 |
| 22765 | Online | 4/13 - 5/20 |
| 22766 | Online | 5/18 - 6/24 |
| 22767 | Online | 6/15 - 7/22 |



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.

● 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 42.

● SR Train the Trainer – Effective Adult Learning Principles

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

Note: This course is entirely online with required live virtual meetings during scheduled class times. Students must participate during the scheduled days and times for this class. Students must have a computer with active webcam and audio to participate in this class.

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



INSTRUCTOR: Danielle Stoffer

22877 Mon, 6:30 - 9:30 PM 3/7 – 3/28 Online

Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

■ ONL 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 HCT1101.

Note: This course is entirely online. The course does not meet at specific times except during the certification exam at the end of term (date determined by instructor). *Prerequisite:* ENGL70 or (ESOL70 and ESOL71) **or** *Prerequisites or Corequisites:* ENGL75 or ESOL100.

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



INSTRUCTOR: Charles Colison

22830 Online 1/22 – 5/13

▲ HYB Sanitation and Food Safety

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. *Prerequisite:* ENGL70 or (ESOL70 and ESOL71) **or** *Prerequisites or Corequisites:* ENGL75 or ESOL100. This class meets at The Monroe Center.

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



INSTRUCTOR: Charles Colison

22832 F, 9 - 11 AM 1/28 – 5/13* Monroe Center/MC117

*No class 4/1

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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.

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

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.

▲ HYB 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 HCT1104.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. *Prerequisite:* Appropriate score on mathematics placement test; *Prerequisites or Corequisites:* HCT1101, HOS121, HCT112 or HCT117 or current ServSafe Food Manager Certification. Textbook and equipment requirements for this class can be found at bookstore.frederick.edu/SelectTermDept and enter HCT115. This class meets at the Monroe Center.

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



INSTRUCTOR: **CE Instructor**

22847 Th, 8:30 AM - 1:30 PM 1/27 – 5/12* Monroe Center/
*No class 3/31 MC118, MC121

▲ HYB 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 HCT1102.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. *Prerequisite:* Appropriate score on mathematics placement test; *Prerequisite or Corequisite:* HCT1101, HOS121, HCT112 or HCT117 or current ServSafe Food Manager Certification. A textbook, uniform, and knife set are required for this class. Visit bookstore.frederick.edu/SelectTermDept and search using HCT116. This class meets at The Monroe Center.

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



INSTRUCTOR: **CE Instructor**

22846 Tu, 8:30 AM - 1:30 PM 1/25 – 5/10 Monroe Center/
MC118, MC121

HOSPITALITY/TOURISM MANAGEMENT**■ ONL Introduction to Hospitality Management**

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

Note: This course is entirely online. The course does not meet at specific times. *Prerequisites:* (Appropriate score on mathematics placement test) and {(Prerequisite: ENGL70) or (Prerequisite or Corequisite: ENGL75 or [ESOL72 and ESOL73] or ESOL100)}. Students earn an industry recognized certification as Certified Guest Service Professional (CGSP)" as part of this course. This class uses the same textbook as the credit class, HCT1150. Information about the textbook can be found at bookstore.frederick.edu/SelectTermDept and enter HCT102 in the department search.

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



INSTRUCTOR: **Peter Lee**

22874 Online 1/22 – 3/15

■ ONL 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: This course is entirely online. The course does not meet at specific times. *Prerequisite:* ENGL70 or (ESOL70 and ESOL71) or *Prerequisites or Corequisites:* ENGL75 or ESOL100. A textbook is required for this class. Please visit bookstore.frederick.edu/SelectTermDept for textbook information and enter HCT114.

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



INSTRUCTOR: **Raymond Maldo**

22875 Online 1/22 – 3/15

Logistics & Production

LOGISTICS & PRODUCTION

NEW! **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.

Note: This course will be delivered in an in-person environment and will not include online instruction.

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



INSTRUCTOR: Travis Young

22853 M,W 5:30 - 8:30 PM 2/7 - 3/23* Monroe Center/MC103
*No class 2/14

NEW! **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. Students that are strong completers will have the opportunity to interview with local industry representative(s).

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll in the course students are asked to show academic readiness. See page 37 for details.

PRD121 | 60 hours | \$1,440 (\$865 tuition + \$575 fees)



INSTRUCTOR: Travis Young

22854 M,W 5:30 - 8:30 PM 4/4 - 6/13* Monroe Center/MC135
*No class 5/30

MANUFACTURING TECHNOLOGY

NEW! **Fundamentals of Electricity and Fluid Power**

This course focuses on basic principles of electricity, pneumatics and hydraulics, and their use within the manufacturing environment, including how to work safely to decrease production downtime, improve efficiency and increase output. This hands on course teaches students how to design, build, test and troubleshoot these systems using state of the art training equipment and prepares students to be well-rounded machine operators/production technicians, with responsibility for efficient operation of equipment while ensuring that systems are running at maximum capacity. Students sit for nationally-recognized National Coalition of Certification Centers (NC3) certifications Fundamentals of Fluid Power - Hydraulics, Fundamentals of Fluid Power - Pneumatics, Fundamentals of Electricity - AC, and Fundamentals of Electricity - DC.

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course, visit bookstore.frederick.edu for more details. To enroll in the course students are asked to show academic readiness. See page 37 for details.

PRD141 | 60 hours | \$1,200 (\$905 tuition + \$295 fees)



INSTRUCTOR: CE Instructor

22855 Tu,Th 6 - 9 PM 1/18 - 3/24 Monroe Center/MC135

NEW! **Fundamentals of Mechanical Systems**

This course delivers hands-on, realistic experience in identification, installation, and troubleshooting of common machine elements on industrial-grade equipment. Students install and commission belt, chain, and gear drives and build and align systems. These courses prepare students to be well-rounded machine operators/production technicians, with responsibility for efficient operation of equipment while ensuring that systems are running at maximum capacity. Students sit for a nationally-recognized National Coalition of Certification Centers (NC3) certification in Fundamentals of Mechanical Systems.


Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course, visit bookstore.frederick.edu for more details. To enroll in the course students are asked to show academic readiness. See page 37 for details.


PRD142 | 60 hours | \$1,200 (\$905 tuition + \$295 fees)



INSTRUCTOR: CE Instructor

22856 Tu,Th 6 - 9 PM 4/5 - 6/9 Monroe Center/MC135

 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. Please ensure that you register for the date you want. Access information will be sent 24-48 hours before class start date.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 42.

NEW! Fundamentals of Sensors, PLCs and Robotics

Using high-end products from Rockwell Automation and Fanuc, students acquire hands-on and realistic experience with industrial control equipment including sensors, programmable logic controllers (PLC) and robotics. This course prepares students to program a PLC efficiently in widely-used programming environments and languages. These courses prepare students to be well-rounded machine operators/production technicians, with responsibility for efficient operation of equipment while ensuring that systems are running at maximum capacity. Students sit for nationally-recognized National Coalition of Certification Centers (NC3) certifications in Fundamentals of Sensor Technology, Fundamentals of Robotics, Fundamentals of PLC: Allen Bradley, and Fundamentals of PLC: Siemens.

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course, visit bookstore.frederick.edu for more details. To enroll in the course students are asked to show academic readiness. See page 37 for details.

PRD143 | 60 hours | \$1,200 (\$905 tuition + \$295 fees)   

INSTRUCTOR: CE Instructor

22857 Tu,Th 6 - 9 PM 6/21 - 8/25 Monroe Center/MC135

Trades & Vocational Training

AUTOMOTIVE

Introduction to Automotive Technology

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

Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course, visit bookstore.frederick.edu for more details. Students must show academic readiness in English before enrolling. See page 37 for details.

TRD258 | 75 hours | \$1,050 (\$950 tuition + \$100 fees)   

INSTRUCTOR: Joshua Logan

22851 M,W 6 - 9 PM 1/19 - 4/20* Monroe Center/MC144

*No class 3/28 & 3/30

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.

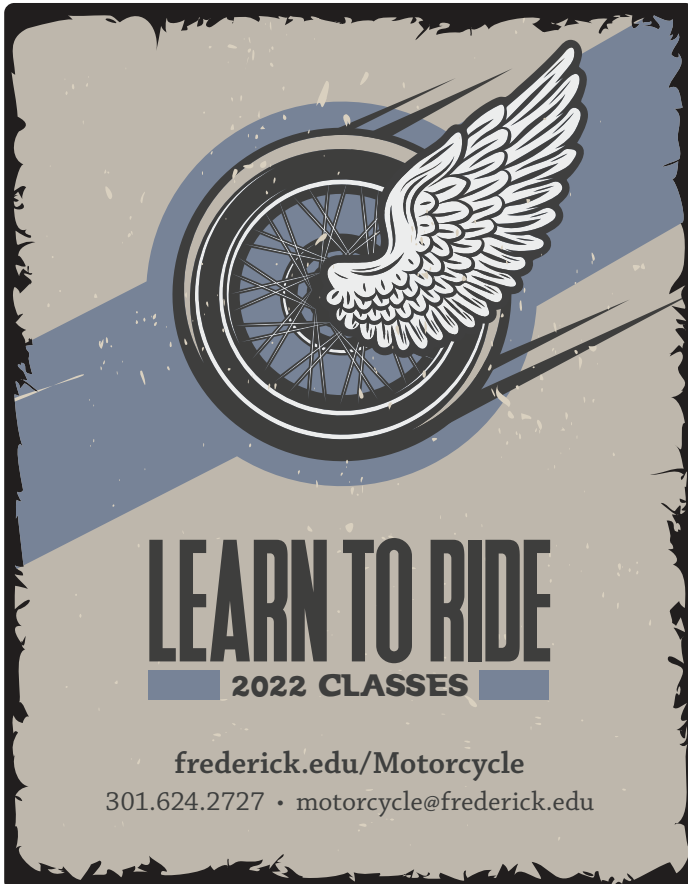
Note: This course will be delivered in an in-person environment and will not include online instruction. There is a required textbook for this course, visit bookstore.frederick.edu for more details. *Prerequisite:* TRD258.

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

INSTRUCTOR: Joshua Logan

22852 M,W 6 - 9 PM 5/2 - 6/27* Monroe Center/MC144

*No class 5/30



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Payment Plans Available!

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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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. There is a required textbook for this course, visit bookstore.frederick.edu for more details. Students must place into ENGL75 or ESOL72 or ESOL100 LA or have an Accuplacer Reading/Writing placement level of 20 or higher or an Accuplacer ESL placement level of 10 or higher. Students who do not meet the above requirements should complete the appropriate course based on placement score prior to enrolling.

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



INSTRUCTOR: Michael Bonner

22881 M,W 6 - 9 PM 1/24 - 3/14 Monroe Center/MC129

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▲ 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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT140 or BLD141 or ELC181 (formerly ELC167). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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



INSTRUCTOR: Michael Bonner

22882 M,W 6 - 8:30 PM 3/16 - 5/11* Monroe Center/MC129

*No class 3/30

▲ 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 as credit BLDT242.

Note: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT140 or BLD142 or ELC182 (formerly ELC168). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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



INSTRUCTOR: James Ensor

22736 Tu,Th 6 - 8:30 PM 1/25 - 3/15 Monroe Center/MC129

▲ HYB Specialized Systems

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

Note: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT140 or BLD141 or ELC181 (formerly ELC167). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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



INSTRUCTOR: James Ensor

22883 Tu,Th 6 - 8:30 PM 3/17 - 5/12 Monroe Center/MC129

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.




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, 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: This course will be delivered in an in-person environment and will not include online instruction. Maryland requires state licensed Home Inspectors to be 18+ years old and hold a high school diploma or equivalent. There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **Welmoed Sisson**

22848 M-F, 9 AM - 4 PM 2/7 - 2/23 Monroe Center/MC115

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

INSTRUCTOR: **Welmoed Sisson**

22849 Tu, Th 6 - 9 PM 3/8 - 6/14* Monroe Center/MC115
*No class 3/29 & 3/31

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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. Students must place into ENGL75 or ESOL72 or ESOL100 LA or have an Accuplacer Reading/Writing placement level of 20 or higher or an Accuplacer ESL placement level of 10 or higher. Students who do not meet the above requirements should complete the appropriate course based on placement score prior to enrolling.

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

INSTRUCTOR: **Nick Pace**

22886 Tu, Th 6 - 9 PM 1/25 - 3/15 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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT110 or BLD109 or HVC130 (formerly HVC121). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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


INSTRUCTOR: **Travis Young**

22888 Tu, Th 6 - 8:30 PM 3/17 - 5/12* Monroe Center/MC147
*No class 3/31

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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT111 or BLD110 or HVC131 (formerly HVC126). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **CE Instructor**

22887 M, W 6 - 8:30 PM 1/24 - 3/14 Monroe Center/MC147

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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT111 or BLD110 or HVC131 (formerly HVC126). There is a required textbook for this course, visit bookstore.frederick.edu for more details.

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

INSTRUCTOR: **CE Instructor**

22889 M, W 6 - 8:30 PM 3/16 - 5/11* Monroe Center/MC147
*No class 3/30



Payment Plans Available!

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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.

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

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.

Note: This is a hybrid course where the lecture portion is completed online outside of class meeting times. There is a required textbook for this course, visit bookstore.frederick.edu for more details. Students must place into ENGL75 or ESOL72 or ESOL100 LA or have an Accuplacer Reading/Writing placement level of 20 or higher or an Accuplacer ESL placement level of 10 or higher. Students who do not meet the above requirements should complete the appropriate course based on placement score prior to enrolling.

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



INSTRUCTOR: Rebecca Lorenz

22879 M,W 5 - 6 PM 1/24 - 5/11* Monroe Center/MC116
*No class 3/30

▲ 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: This is a hybrid course where the lecture portion is completed online outside of class meeting times. There is a required textbook for this course, visit bookstore.frederick.edu for more details. Students must place into ENGL75 or ESOL72 or ESOL100 LA or have an Accuplacer Reading/Writing placement level of 20 or higher or an Accuplacer ESL placement level of 10 or higher. Students who do not meet the above requirements should complete the appropriate course based on placement score prior to enrolling.

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



INSTRUCTOR: John Hill

22716 Tu,Th 6 - 9 PM 1/25 - 5/12* Monroe Center/MC114,
MC149AB
*No class 3/31

▲ HYB Advanced Welding: GMAW

Focuses on Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and oxyfuel cutting on carbon steel. Students will develop skills to weld groove welds in multiple positions. Students will perform GMAW and FCAW welder performance qualification tests on limited thickness test plates on carbon steel in accordance with American Welding Society D1.1 structural Welding Code. Also offered for credit as BLDT225.

Note: This is a hybrid course where the lecture portion is completed online outside of class meeting times. *Prerequisite:* BLDT120 or WLD160; *Prerequisite or Corequisite:* BLDT121 or WLD172.

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



INSTRUCTOR: Rebecca Lorenz

22880 M,W 6 - 8:30 PM 1/24 - 5/11* Monroe Center/MC116,
MC149B
*No class 3/30

▲ HYB Advanced Welding: SMAW

Introduces more advanced welding topics and projects in Oxy-Acetylene cutting, cutting, and Shielded Metal Arc Welding (SMAW). Students will develop skills to weld v-groove, butt joints in the flat, horizontal, vertical up and overhead positions, with root and face U-bend test being performed on the welds made in the vertical position. Students will prepare for and test in the SMAW Qualification and Certification (Hobart #37), American Welding Society D1.1 test, and Structural Steel 3-G and 4-G tests. Also offered for credit as BLDT122.

Note: This is a hybrid course where the lecture portion is completed online outside of class meeting times. There is a required textbook for this course, visit bookstore.frederick.edu for more details. *Prerequisite or Corequisite:* BLDT121 or WLD172.

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



INSTRUCTOR: John Hill

22718 M, W 6 - 9 PM 1/24 - 5/11* Monroe Center/MC114,
MC149A
*No class 3/30,
3/31 & 4/1

SAFETY

● 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: This course will be delivered in an in-person environment and will not include online instruction.

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



INSTRUCTOR: Charles LoSchiavo

22732 Tu, 5 - 7:35 PM 1/25 - 5/10 Conference Center/E123

INDUSTRY TEST PREPARATION

● MD Stationary Engineer Exam Prep I (39 hours)

This course is designed to assist the individual in gaining necessary tools to successfully pass the Maryland grade 5 & 4 Stationary Engineer licensing exams. 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 be delivered in an in-person environment and will not include online instruction.

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



INSTRUCTOR: CE Instructor

22890 Tu,Th 6 - 9 PM 5/17 - 6/28 Monroe Center/MC114

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 42.

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 (offered for free at the FCC Testing Center) – score 237 or higher on Next Gen Reading or 102 or higher on ESL Reading or
- Earn a C or better in ENGL 70 at FCC or
- Grades from recent high school or college courses
- Scores from TOEFL, ACT, AP, CLEP, DSST, GED, PARCC/MCAP or SAT exams

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

For questions, more information, or to register visit:

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



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

Student Center (H217) • 301.846.2522

The Testing Center is currently operating by appointment only. Scheduling an appointment must be done within 24 hours of the desired appointment time.

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.

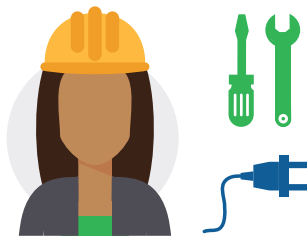
Workforce Training Certificates currently available are listed below.

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



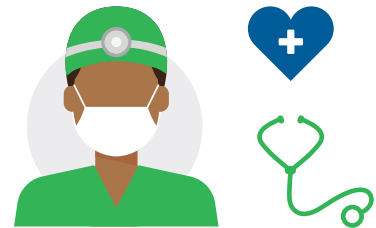
Career & Technical Training

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

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

UPDATE

WINTER/SPRING 2022

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 frederick.edu/AdultEdInterest

Adult Basic Education & GED® Test Preparation

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

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

High School Diploma Preparation Classes

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

Adult Basic Education Classes

Need to build basic skills in reading, writing, or math?

The Adult Education Program offers small classes, friendly instructors, and a relaxed atmosphere.

DID YOU KNOW?

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

Pass the GED® Exam

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

More information at gogedgo.org

Complete the National External Diploma Program

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

More information at casas.org/nedp

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)

We Offer

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

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

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

ORIENTATIONS

The first step to begin English classes is to attend an orientation session. Orientations take approximately three hours to complete and are given in two parts (the date for part two will be given out at part one). Saturday orientations last approximately five hours.

Visit frederick.edu/esl or call the Adult Education office at 240.629.7962 for orientation session information.

adulted@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 ESL classes at the beginning, intermediate, and advanced levels. Targeted ESL classes are ideal for students who would like to work on their oral communication skills and enhance their reading and writing skills for use in academic coursework.

● Spring 13-week session: 2/5 – 5/18

- **Conversational English**
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.
- **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 |
|-------------------------------|---------|
| Conversational English | \$475 |
| Listening & Speaking | \$475 |
| Reading & Grammar for Writing | \$700 |
| TOEFL Prep | \$700 |

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

REGISTER ONLINE

frederick.edu/QuickEnroll

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

Important Notes

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

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

REGISTER IN PERSON

FCC is working to increase the number of in-person classes while continuing to comply with public health and safety standards. 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**.

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.

To Register and Access Your Class

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

Blackboard

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

- AutoCAD: DRF103, DRF107, DRF108
- Computers: CMT101, CMT102, CMT103
- Health: CAH521, CAH522
- Hospitality: HCT102, HCT112, HCT114, HCT115, HCT116, HCT117
- Logistics: PRD121
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, WLD160, WLD161, WLD172, WLC173, WLD170, WLD174

REGISTRATION INFORMATION

TUITION PAYMENT PLAN



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

Tuition Payment Plan Programs include:

- Advanced Reading & Grammar for Writing (AEL106)
- Automotive (TRD258 & TRD150)
- Certified Logistics Technician (PRD121)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Diesel Technician (TRD153 & TRD154)
- Electrical: (ELC181 & ELC182)
- Electrical: (ELC166 & ELC183)
- Expanded Function- General Chairside
- Fundamentals of Electricity and Fluid Power (PRD141)
- Fundamentals of Mechanical Systems (PRD142)
- Fundamentals of Sensors, PLCs and Robotics (PRD143)
- Home Inspection Pre-Licensure
- HVAC: (HVC130 & HVC131)
- HVAC: (HVC133 & HVC132)
- IT User Support Specialist I and II (CMT102 and CMT103)
- Medical Billing & Coding
- Patient Care Technician
- Phlebotomy Technician
- Rehab Aide (CAH145 & CAH105)
- Sterile Processing Technician
- Veterinary Assistant
- 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.

DROPPING A CLASS

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

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 13 for information on scholarships as well as other tuition assistance opportunities.*

REFUND POLICY

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

Refund Request Outside of Full Refund Period

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

Contact us with questions at 301.624.2888

SENIOR CITIZEN STUDENTS



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

DISABLED AND RETIRED STUDENTS



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

- Provide certification of total and permanent disability from 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

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

BOOKSTORE

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

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), 240.575.1803 (VP) or via email
at Interpreting@frederick.edu

CONTINUING EDUCATION RECORD

Continuing Education Transcript

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

Certificates of Completion

The Continuing Education Certificate of Completion is an informal award (does not count towards a degree or academic certificate requirements) offered by FCC. The certificate is awarded 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.

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.
 - » For students who do not currently have internet access, Comcast (Xfinity) is providing free internet access to the community through hotspots. Visit wifi.xfinity.com.
 - » Comcast (Xfinity) also offers Internet Essentials, a low-cost internet service to those who qualify. Visit internetessentials.com for more information.
 - » If you need help finding access to computers and/or the internet, send an email to assist@frederick.edu or call 301.846.2469.
- **Software Requirements:** Before registering for a course, be sure to check the software requirements as some courses require students to have access to specific software applications. FCC provides all students and employees with Microsoft Office 365 for home use. For instructions on how to obtain your free install, please contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Email:** Students are provided with an FCC email address. Please confirm with your instructor if FCC email addresses will be used for all communication regarding classes. For assistance accessing your FCC email, contact the IT Helpdesk at ServiceDesk@frederick.edu.
- **Learning Management System:** Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College.
 - » For best performance, Blackboard should be used on the latest version of Chrome or Firefox.
 - » Blackboard runs on Windows (Windows 10 recommended), Mac (macOS 10.14 or later), Linux, iOS, Android, or any device (desktop, laptop, or tablet) with a modern web browser.
 - » Below are the basic technical requirements* (minimum and recommended):
 - ◇ Adobe Reader Plugin <https://get2.adobe.com/reader/>*
 - ◇ Headset with microphone (USB or 3.5mm)*
 - ◇ Access to a Webcam (if needed)*

* Some courses may have additional technical and software requirements.

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

CAMPUS LOCATIONS

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

Campus Locations

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

Addresses

FCC Main Campus

7932 Opossumtown Pike, Frederick, MD 21702

The Monroe Center (MC)

200 Monroe Ave., Frederick, MD 21701

240.629.7900

Hagerstown Community College

11400 Robinwood Dr., Hagerstown, MD 21742

240.500.2000

Carroll Community College

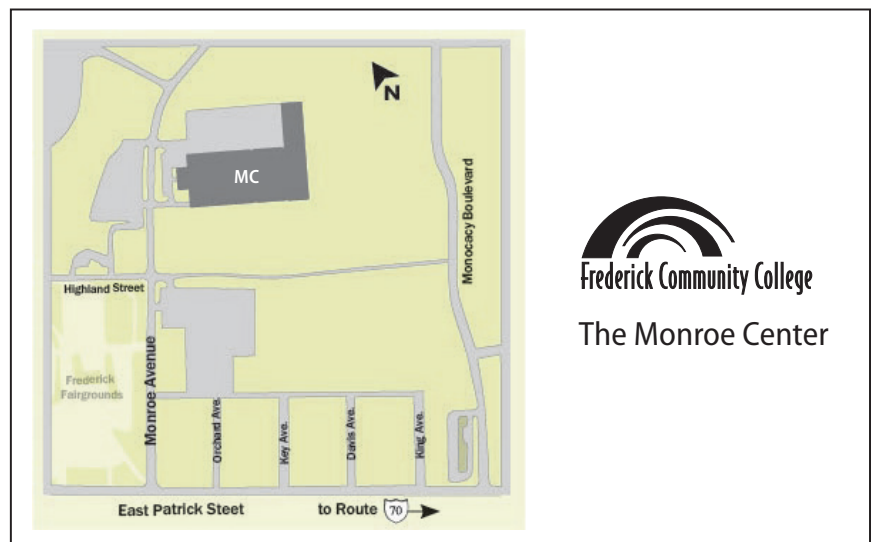
1601 Washington Rd., Westminster, MD 21157

410.386.8000

Visit frederick.edu for directions and hours of operation.

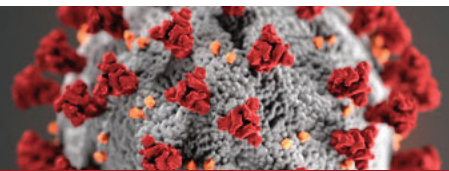


- Evacuation Locations
- Accessible Parking
- Electric Car Charging



Frederick Community College
The Monroe Center

COVID-19 UPDATE | RETURN TO CAMPUS



1
FCC is open.



2
Face masks are required
in all indoor spaces.



3
Vaccines are encouraged.

Important Message Regarding Academic Sessions and Course Offerings

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

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

For the most current information
regarding course offerings, visit

frederick.edu/schedules

For important FCC updates and
COVID-19 information, visit

frederick.edu/coronavirus