

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT  
**KEEP MOVING FORWARD**



“

“The Biotech Boot Camp classes helped me get a career, not just another job.”

**Thomas Barile**  
Biotech Boot Camp  
Participant

**2023 WINTER/SPRING COURSE SCHEDULE**

*Registration opens October 31, 2022.*



# Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, OCTOBER 31, 2022

FCC continues 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**
- **Structured Remote (SR)**
- **Online (ONL)**
- ▲ **Hybrid (HYB)**

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



To browse our course options, view the most up-to-date information, and register, please visit:

[frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)

**ON THE COVER:** For more information about FCC biotechnology learning opportunities, please visit [frederick.edu/biotech](https://frederick.edu/biotech).

**CONTACT US:** 301.624.2888 • [CEInfo@Frederick.edu](mailto:CEInfo@Frederick.edu)



## BOARD OF TRUSTEES

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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 or if you have questions related to interpreting services, please email [Interpreting@frederick.edu](mailto:Interpreting@frederick.edu) or call 301.846.2408. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed. • All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, (ADA), and amendments.

Updated 10/26/22

## » Register for Classes

**Online:** Visit [frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll) to browse all classes and register online.

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

### Hours of Operation:

Monday: 8:30 a.m. – 6:00 p.m.

Tuesday-Friday: 8:30 a.m. – 4:30 p.m.

\* *Peak hours:* Thursday open until 6:00 p.m.

January, July & August

## » Phone Numbers

**Registration Information:** 301.624.2888

**Bookstore:** 301.846.2463

**Disability Access Services (DAS):** 301.846.2408

**Testing Center:** 301.846.2522

## » Register Early

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

## » Payment in Full

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 32 and 38 for details.*

## » Dropping a Class & Refunds

Eligibility for refunds are based on the date the class drop request is received by CEWD Registration. Refunds are processed either by check or directly back to the credit card used. *See page 39 for details.*

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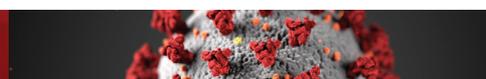
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## COVID-19

For the most current information, please visit [frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)



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**ELIGIBLE CREDENTIALS**

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

FCC continues 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 contact [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) to answer any questions.

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

# Business & Careers

## ACCOUNTING, BOOKKEEPING & FINANCE

### ONL Accounting Fundamentals

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 class is offered in partnership with Ed2Go.

**ONL223 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

### 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 class is offered in partnership with Ed2Go.

**ONL224 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

## BUSINESS

### NEW! ONL Introduction to Cannabis and the Human Body

Learn about the rudiments of the how the cannabinoids, terpenes and flavonoids in the cannabis plant interact with the human body. Students will review the human body's Endocannabinoid system and how the cannabis plant compounds regulate many of our critical health and wellness functions. An essential course for employment in the Maryland medical cannabis industry.

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

**HBN100 | 18 hours | \$286** (\$226 tuition + \$60 fees)

INSTRUCTOR: CE Instructor

24421 Online 2/20 – 3/8

### NEW! ONL Maryland Medical Cannabis Regulations

Learn about the legal regulations that govern the Maryland medical cannabis industry. An essential course for employment in the industry that examines Maryland Medical Cannabis Commission's regulations for grow facilities, processors and dispensaries. Students will also examine the requirements to become a cannabis card holder plus testing, packaging and labeling requirements for all Maryland cannabis products.

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

**HBN101 | 18 hours | \$286** (\$226 tuition + \$60 fees)

INSTRUCTOR: CE Instructor

24422 Online 1/23 – 2/8

### 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 class is offered in partnership with Ed2Go.

**ONL197 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

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

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

**ONL 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 class is offered in partnership with Ed2Go.

**ONL325 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go. This class is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

**ONL501 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go. This class is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

**ONL502 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL310 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

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

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

**ONL 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 class is offered in partnership with Ed2Go.

**ONL213 | 24 hours | \$129**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL420 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 follow-up (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®).

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

**ONL525 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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®).

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

**ONL524 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21



## BUSINESS SOLUTIONS & STRATEGIC INITIATIVES

*A workforce is a company's most valuable asset.*

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



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

**NEW!** ■ **ONL Project Management Professional PMP Prep**

This comprehensive online course will prepare students for the Project Management Professional (PMP)® certification exam. Students will learn about the eight project performance domains and what is new in the Project Management Body of Knowledge (PMBOK®) 7th edition guide. Important industry concepts will be reviewed including predictive and agile project management methodologies as well as fundamental project management tools and techniques. Students will utilize proven learning strategies to help absorb key terminology, concepts, and processes, and by the end of the course will be prepared to take the PMP® certification exam.

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

**ONL218 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

▲ **HYB Train the Trainer – Effective Adult Learning Principle**

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

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



INSTRUCTOR: Danielle Stoffer

24369	Tu, 6:30 - 9:30 PM	3/7 – 3/28	Online
24370	Tu, 6:30 - 9:30 PM	6/13 – 6/27	Online

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

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

SW Eligible for senior tuition waiver. TW Eligible for disabled & retired tuition waiver. See page 39.

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

**Thrive!**

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

**Topics Include:**  
Art • Cooking • Science • Reading & Computer Skills  
Social Awareness • and more!

[frederick.edu/Thrive](http://frederick.edu/Thrive)  
Learn more and view course offerings.  
301.846.2661 • [Thrive@frederick.edu](mailto:Thrive@frederick.edu)

# Certification & Licensure

## REAL ESTATE & HOME INSPECTION

### ◆ Principles and Practices of Real Estate In Maryland

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

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

**Note:** 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](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: **Larry Riggs**

24315 M,W 6 - 9 PM 3/6 – 5/24\* Monroe Center/MC105  
\*No class 3/20 & 3/22

### ▲ HYB Principles and Practices of Real Estate In Maryland

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

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

INSTRUCTOR: **Greg Phillips**

24316 Tu,Th 6 - 9 PM 3/7 – 5/25\* Monroe Center/MC103  
\*No class 3/21 & 3/23

### ◆ Home Inspection Pre-Licensure

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

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

**Note:** Students must participate during the scheduled days and times for this class. There are required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

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

INSTRUCTOR: **Welmoed Sisson**

24321 M-F, 9 AM - 4 PM 2/2 – 2/22\* Monroe Center/MC104  
\*No class 2/14

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

INSTRUCTOR: **Welmoed Sisson**

24322 Tu,Th 6 - 9 PM 3/14 – 6/20\* Monroe Center/MC115  
\*No class 3/21 & 3/23

## CHILD CARE CAREER PREPARATION

*Visit [frederick.edu/ChildcareCareers](http://frederick.edu/ChildcareCareers) for details on required courses per program track.*

### ■ ONL Praxis Core Preparation

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

**ONL346 | 24 hours | \$129**

INSTRUCTOR: **Ed2Go Instructor \***

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21



**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38). 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, contact CEWD Registration at [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or 301.624.2888.

**ONL Child Growth and Development**

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

**Note:** There is a required textbook for this course; please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24296	Online	1/6 – 2/24
24297	Online	3/24 – 5/12
24304	Online	4/7 – 5/26

**ONL Preschool Curriculum and Activities**

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

**Note:** There is a required textbook for this course; please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24305	Online	1/9 – 2/27
24306	Online	4/3 – 5/22

**ONL School Age Child Care**

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

**Note:** There is a required textbook for this course; please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase prior to class start. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24307	Online	1/18 – 3/8
24308	Online	4/5 – 5/24

**ONL Infant and Toddler Care**

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

**Note:** Textbook is included. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24309	Online	1/9 – 2/27
24310	Online	4/3 – 5/22

# Child Care

PROFESSIONAL DEVELOPMENT  
ON-DEMAND, ONLINE

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

**Child Care Administration**

CHI310 | 45 hours | \$334

**Communication Skills for Childcare Professionals**

CHI339 | 9 hours | \$154

[frederick.edu/OnDemand](http://frederick.edu/OnDemand)

301.624.2756 • [CEBusiness@frederick.edu](mailto:CEBusiness@frederick.edu)

**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:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24314 Online 1/2 – 5/19

**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. Learn 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:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24313 Online 1/2 – 5/19

**ONL Basic Health and Safety Training**

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

**Note:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24294 Online 1/2 – 5/19

**ONL Including All Children and the ADA**

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

**Note:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24312 Online 1/2 – 5/19

**ONL Sudden Infant Death Syndrome (SIDS)**

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

**Note:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24295 Online 1/2 – 5/19

**ONL Supporting Breastfeeding in Child Care**

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

**Note:** You may register and begin anytime between the first class date and 5/12/23. You will receive login instructions via email after you register. This class is offered in partnership with Howard Community College.

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

INSTRUCTOR: CE Instructor

24311 Online 1/2 – 5/19

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

 Eligible for senior tuition waiver. 
  Eligible for disabled & retired tuition waiver. See page 39.

# Computers & Technology

## COMPUTER APPLICATIONS

### **NEW!** ■ **ONL Digital Marketing**

This course introduces the digital marketing communications landscape, channels, and technology. Topics include online advertising campaigns utilizing the web technologies such as email marketing, YouTube marketing, and Facebook marketing. Students learn to create contextual marketing plans and establish digital analytics related to digital marketing and advertising. Also offered for credit as CMIS 111T.

**Note:** To enroll, students are asked to show academic readiness in IT. Email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or call 301.624.2888 to discuss which of the following methods you should use: successful completion of CMIS 101, CMIS 105, CIS 107, CMIS 106, CMIS 120, or CIS 111M. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**DMC105 | 37.5 hours | \$476** (\$317 tuition + \$159 fees)

INSTRUCTOR: **CE Instructor**

24444 Online 3/15 – 5/12

### **NEW!** ■ **ONL Social Media Tools**

This course explores social media tools, social media marketing tools, and social media monitoring tools. It covers both well-established and emerging social media tools as well as their applications for measuring, leveraging, and optimizing digital media content. Students learn to implement social campaigns or marketing initiatives using social media, manage social media, and monitor social media channels. Also offered for credit as CMIS 111S.

**Note:** To enroll, students are asked to show academic readiness in IT. Email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or call 301.624.2888 to discuss which of the following methods you should use: successful completion of CMIS 101, CMIS 105, CIS 107, CMIS 106, CMIS 120, or CIS 111M. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**DMC106 | 37.5 hours | \$476** (\$317 tuition + \$159 fees)

INSTRUCTOR: **CE Instructor**

24445 Online 1/21 – 3/14

### ▲ **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:** To enroll students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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



INSTRUCTOR: **CE Instructor**

24287 Th, 5 - 8 PM 1/26 – 3/9 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:** Prerequisite or Co-requisite: CADT 101 or DRF107 or DRF104. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**DRF108 | 45 hours | \$465** (\$387 tuition + \$78 fees)



INSTRUCTOR: **CE Instructor**

24292 M, 5 - 8 PM 3/27 – 5/8 Braddock Hall/B114

### ▲ **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:** To enroll students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**DRF103 | 37.5 hours | \$465** (\$387 tuition + \$78 fees)



INSTRUCTOR: **CE Instructor**

24293 Th, 5 - 8 PM 3/16 – 5/11\*  
\*No class 3/23 Braddock Hall/B114

## MS OFFICE SUITE

### ◆ **Microsoft Excel: Level 1**

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

**Note:** There is a required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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



INSTRUCTOR: **Michele Swing**

24299 Tu,Th 6 - 9 PM 3/28 – 4/6 Braddock Hall/B113

**Microsoft Excel: Level 2**

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

**Note:** There is a required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Purchase textbook prior to class start.

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

INSTRUCTOR: Michele Swing  
24298 Tu,Th 6 - 9 PM 4/18 - 4/27 Braddock Hall/B113

**CYBERSECURITY & COMPTIA**

**▲ HYB CompTIA IT Fundamentals+**

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

**Note:** The first class will meet in person. There is a required textbook for this course; please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

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

INSTRUCTOR: Harald Jazdziewski  
24300 M,W 6 - 9 PM 2/6 - 3/15 Monroe Center/MC142



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

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

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 39.

**ILRatFCC.com**  
Learn more and view course offerings.  
301.846.2561 • [ILR@frederick.edu](mailto:ILR@frederick.edu)

**▲ HYB IT User Support Specialist I**

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

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

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

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

INSTRUCTOR: **Thomas Dawson**

24301 Tu,Th 5:30 - 9:30 PM 5/2 - 6/20 Monroe Center/MC142

**▲ HYB IT User Support Specialist II**

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

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

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

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

INSTRUCTOR: **Thomas Dawson**

23454 Tu,Th 5:30 - 9:30 PM 1/10 - 2/21 Monroe Center/MC142

24302 Tu,Th 5:30 - 9:30 PM 6/22 - 8/8\* Monroe Center/MC142

\*No class 7/4

**■ 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 class is offered in partnership with Ed2Go.

**ONL350 | 24 hours | \$169**

INSTRUCTOR: **Ed2Go Instructor \***

Online 1/18 - 2/24 | 2/15 - 3/24 | 3/15 - 4/21

4/12 - 5/19 | 5/17 - 6/23 | 6/14 - 7/21

**■ 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 class is offered in partnership with Ed2Go.

**ONL351 | 24 hours | \$169**

INSTRUCTOR: **Ed2Go Instructor \***

Online 1/18 - 2/24 | 2/15 - 3/24 | 3/15 - 4/21

4/12 - 5/19 | 5/17 - 6/23 | 6/14 - 7/21

**■ 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 class is offered in partnership with Ed2Go.

**ONL352 | 24 hours | \$169**

INSTRUCTOR: **Ed2Go Instructor \***

Online 1/18 - 2/24 | 2/15 - 3/24 | 3/15 - 4/21

4/12 - 5/19 | 5/17 - 6/23 | 6/14 - 7/21

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

**NEW!** ▲ **HYB Network Technician**

CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on. This course prepares students to pass the CompTIA Network+ Certification exam. CompTIA Network+ helps develop a career in IT infrastructure covering troubleshooting, configuring, and managing networks. This course focuses on the content described in the exam objectives to give you the best chance of success. In this Network Technician course you will demonstrate the mastery of the concepts covered on the CompTIA Network+ exam using a sophisticated remote lab environment. You will work through several practice exams to reinforce your knowledge and gain essential networking skills in labs featuring networking devices such as routers, switches, access points, and others.

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

**Important Note for Network Technician:** Students must have a valid CompTIA A+ certification, have successfully completed CMT103: IT User Support Specialist II, or request a waiver from Program Manager Kathi Groover ([kgroover@frederick.edu](mailto:kgroover@frederick.edu)).

**CMT500 | 60 hours | \$699** (\$549 tuition + \$150 fees)   

INSTRUCTOR: **Thomas Dawson**  
 24303 Tu,Th 5:30 - 9:30 PM 2/28 - 4/25\* Monroe Center/MC142  
 \*No class 3/21 & 3/23

**NEW!** ■ **ONL Security Fundamentals**

This course is intended for students progressing through the CompTIA certification hierarchy in preparation for a career in Cybersecurity. It provides students with the knowledge and skills to implement, maintain, and secure network services, network devices, and network traffic and builds on foundational network concepts, computer hardware, and operating systems principles. Students will learn skills and concepts in preparation for the CompTIA Security+ Certification exam. Also offered for credit as CMIS 281.

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

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

INSTRUCTOR: **Lisa Hawkins**  
 24716 Online 3/15 - 5/12

**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 class is offered in partnership with Ed2Go.

**ONL101 | 24 hours | \$139**

INSTRUCTOR: **Ed2Go Instructor \***

Online 1/18 - 2/24 | 2/15 - 3/24 | 3/15 - 4/21  
 4/12 - 5/19 | 5/17 - 6/23 | 6/14 - 7/21

ON-DEMAND ONLINE  
**Technology Classes**



**Creating Web Pages II**  
 ONL505 \$139

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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

[frederick.edu/OnDemand](http://frederick.edu/OnDemand)  
 301.624.2756 • [CEBusiness@frederick.edu](mailto:CEBusiness@frederick.edu)

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

 **Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38). 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, contact CEWD Registration at [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or 301.624.2888.

**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 class is offered in partnership with Ed2Go.

**ONL140 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL214 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL183 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL195 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**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 class is offered in partnership with Ed2Go.

**ONL184 | 24 hours | \$169**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

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

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

# Healthcare Careers

## CPR & FIRST AID

### ● CPR: Basic Life Support for the Healthcare Provider

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

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



INSTRUCTOR: CE Instructor

24385	F,	9 AM - 3:30 PM	1/13	Monroe Center/MC126
24386	Th,	9 AM - 3:30 PM	1/19	Monroe Center/MC126
24387	Tu,	9 AM - 3:30 PM	1/24	Monroe Center/MC126
24388	Sa,	9 AM - 3:30 PM	2/4	Monroe Center/MC126
24389	F,	9 AM - 3:30 PM	2/10	Monroe Center/MC126
24390	W,	9 AM - 3:30 PM	2/15	Monroe Center/MC126
24391	Tu,	9 AM - 3:30 PM	2/21	Monroe Center/MC126
24392	Sa,	9 AM - 3:30 PM	2/25	Monroe Center/MC126
24393	F,	9 AM - 3:30 PM	3/3	Monroe Center/MC126
24394	W,	9 AM - 3:30 PM	3/8	Monroe Center/MC126
24395	Tu,	9 AM - 3:30 PM	3/14	Monroe Center/MC126
24396	Sa,	9 AM - 3:30 PM	3/18	Monroe Center/MC126
24397	F,	9 AM - 3:30 PM	3/31	Monroe Center/MC126
24398	Tu,	9 AM - 3:30 PM	4/4	Monroe Center/MC124
24399	W,	9 AM - 3:30 PM	4/12	Monroe Center/MC126
24400	Sa,	9 AM - 3:30 PM	4/22	Monroe Center/MC126
24401	W,	9 AM - 3:30 PM	4/26	Monroe Center/MC126
24402	F,	9 AM - 3:30 PM	5/5	Monroe Center/MC126
24403	Sa,	9 AM - 3:30 PM	5/13	Monroe Center/MC126
24404	Th,	9 AM - 3:30 PM	5/18	Monroe Center/MC126
24405	W,	9 AM - 3:30 PM	5/31	Monroe Center/MC126
24406	Sa,	9 AM - 3:30 PM	6/3	Monroe Center/MC126
24407	F,	9 AM - 3:30 PM	6/9	Monroe Center/MC126
24408	W,	9 AM - 3:30 PM	6/14	Monroe Center/MC126
24409	Sa,	9 AM - 3:30 PM	6/24	Monroe Center/MC126
24410	W,	9 AM - 3:30 PM	6/28	Monroe Center/MC126

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

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

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

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

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



INSTRUCTOR: CE Instructor

24379	Sa,	8:30 AM - 4:00 PM	1/7	Monroe Center/MC126
24380	F,	8:30 AM - 4:00 PM	2/17	Monroe Center/MC126
24381	Sa,	8:30 AM - 4:00 PM	3/11	Monroe Center/MC126
24382	Sa,	8:30 AM - 4:00 PM	4/15	Monroe Center/MC126
24383	W,	8:30 AM - 4:00 PM	5/24	Monroe Center/MC126
24384	F,	8:30 AM - 4:00 PM	6/30	Monroe Center/MC126

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



### Interested in short-term healthcare training but not sure where to start?

Begin by registering for **CAH145: Foundations for Healthcare Careers**. It's the introductory course for most of the FCC short-term healthcare programs. See below for Winter/Spring 2023 classes, or refer to pages 18-23 for the CAH145 class date/time recommended for your specific healthcare program of interest.

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

24328	M,Tu,Th	9 AM - 1 PM	1/3 - 1/24	MC127
			*No class 1/16	
24363	Tu,Th	6 - 9 PM	1/10 - 2/16	MC124
24329	M,W	5:30 - 9:30 PM	1/23 - 2/20	MC127
24371	M,W	6 - 9 PM	1/23 - 3/1	MC105
24367	Tu,Th	6 - 9 PM	2/7 - 3/16	MC126
24330	M,Tu,W,Th	9 AM - 1 PM	5/22 - 6/6*	MC127
			*No class 5/29	

## CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

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

For more information on this program, call 240.629.7907 or email [healthcarecareers@frederick.edu](mailto:healthcarecareers@frederick.edu). For registration or payment plan information, call 301.624.2888 or email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu).

### Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 33 for details.
- Provide proof of being 16 years of age or older at time of registration
- The Maryland Board of Nursing requires students to have a Social Security Number to apply for CNA Certification.
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare (formerly ADE625).

### Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations
- 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](http://bookstore.frederick.edu).

### CAH145 Foundations for Healthcare Careers

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

### CAH132 Certified Nursing Assistant, Part I

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

### CAH133 Certified Nursing Assistant, Part II

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

### CAH190 Certified Nursing Assistant–Clinicals

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

### CNA/GNA EVENING OPTION

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

24329 M,W 5:30 - 9:30 PM 1/23 – 2/20 MC127

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

See page 17 for list of class section options.

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

24332 M,W 5:30 - 9:30 PM 2/22 – 4/17\* MC127

\*No class 3/22

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

24345 M,W 5:30 - 9:30 PM 4/19 – 6/12\* MC127

\*No class 5/29

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

24349 M-F 5 - 9:30 PM 6/13 – 6/30\* OFF CAMPUS

\*No class 6/19

**Total Program Hours: 207**

**Total Program Cost: \$2,800**

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 39.

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

## CNA/GNA DAYTIME OPTION

● **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
 24328 M,Tu,Th 9 AM - 1 PM 1/3 – 1/24\* MC127  
 \*No class 1/16

● **SAF157 | 6 hours | \$85** (\$40 tuition + \$45 fees)   
 See page 17 for list of class section options.

● **CAH132 | 60 hours | \$854** (\$300 tuition + \$554 fees)   
 24331 M,Tu,Th 9 AM - 1:30 PM 1/26 – 2/28 MC127

● **CAH133 | 60 hours | \$690** (\$300 tuition + \$390 fees)   
 24343 M,Tu,Th 9 AM - 1:30 PM 3/2 – 4/6\* MC127  
 \*No class 3/23

● **CAH190 | 45 hours | \$648** (\$300 tuition + \$348 fees)   
 24348 M-F 8:30 AM - 1:30 PM 4/11 – 5/4 OFF CAMPUS

**Total Program Hours:** 207

**Total Program Cost:** \$2,800

## CNA/GNA BOOTCAMP OPTION

● **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
 24330 M-Th 9 AM - 1 PM 5/22 – 6/6\* MC127  
 \*No class 5/29

● **SAF157 | 6 hours | \$85** (\$40 tuition + \$45 fees)   
 See page 17 for list of class section options.

● **CAH132 | 60 hours | \$854** (\$300 tuition + \$554 fees)   
 24342 M-Th 9 AM - 1 PM 6/7 – 7/5\* MC127  
 \*No class 6/19 & 7/4

● **CAH133 | 60 hours | \$690** (\$300 tuition + \$390 fees)   
 24346 M-Th 9 AM - 1 PM 7/6 – 8/1 MC127

● **CAH190 | 45 hours | \$648** (\$300 tuition + \$348 fees)   
 24350 M-F 8:30 AM - 1:30 PM 8/2 – 8/18 OFF CAMPUS

**Total Program Hours:** 207

**Total Program Cost:** \$2,800

**Advance your CNA Skills with CAH487 Patient Care Technician/Advanced Patient Care, see page 21.**

## DENTAL ASSISTING &amp; 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:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email [healthcarecareers@frederick.edu](mailto:healthcarecareers@frederick.edu) before registration.

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

**INSTRUCTOR: CE Instructor**

24371 M,W 6 - 9 PM 1/23 – 3/1 Monroe Center/MC105

## ▲ HYB Fundamentals of Dental Assisting

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

**Note:** Students must register at the same time for SAF157: CPR-Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. **Students must have successfully completed CAH145 or ADE632 prior to CAH272 class start date** and show academic readiness in English. See page 33 for details.

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

**INSTRUCTOR: CE Instructor**

24372 M,W 6 - 9:30 PM 3/6 – 5/22\* Monroe Center/MC124  
 \*No class 3/22



**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38). 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, contact CEWD Registration at [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or 301.624.2888.

### ▲ HYB Oral Radiography

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

**Note:** This course requires knowledge of basic dental assisting and dental anatomy. Students should be working as a dental assistant for at least 6 months to enroll in this course.

\* Maryland requires state certified Dental Radiation Technologists be 18+ years old and hold a high school diploma or equivalent, however, students do not need to be 18 to register or take the course. Students must register at the same time for SAF157 – CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

**CAH273 | 39 hours | \$862** (\$497 tuition + \$365 fees)   

INSTRUCTOR: **Brandon Canaza**

24373	M,W 6 - 9 PM	1/9 – 2/22*	Monroe Center/MC124
		*No class 1/16	
24374	M,W 6 - 9 PM	6/5 – 7/19*	Monroe Center/MC124
		*No class 6/19	

### ▲ HYB Expanded Functions General Chairside

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

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

**CAH276 | 40 hours | \$899** (\$599 tuition + \$300 fees)   

INSTRUCTOR: **CE Instructor**

24377	Sa, 9 AM - 1 PM	4/29 – 7/1	Monroe Center/MC124
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## MEDICAL BILLING AND CODING CERTIFICATION

### ■ ONL Medical Terminology for Billing & Coding

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

**Note:** Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. The class does not meet at a scheduled time and students complete work on their own time. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**CAH195 | 24 hours | \$129** (\$115 tuition + \$14 fees)

INSTRUCTOR: **CE Instructor**

24357	Online	1/1 – 2/5
24358	Online	2/1 – 3/8
24359	Online	3/1 – 4/5
24360	Online	4/1 – 5/6
24361	Online	5/1 – 6/5
24362	Online	6/1 – 7/6

### ■ ONL Anatomy & Physiology for Medical Coding

This course is designed to teach medical coding students the basics of human anatomy and physiology and how it relates to medical records and coding. Students will learn about the structure and function of the body, various body systems, and anatomical terms. This course is a prerequisite of Medical Coding and is not intended for a clinical provider.

**Note:** 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 and students complete work on their own time. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**CAH185 | 24 hours | \$129** (\$115 tuition + \$14 fees)

INSTRUCTOR: **CE Instructor**

24351	Online	1/1 – 2/5
24352	Online	2/1 – 3/8
24353	Online	3/1 – 4/5
24354	Online	4/1 – 5/6
24355	Online	5/1 – 6/5
24356	Online	6/1 – 7/6

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

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 39.

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

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

**Note:** To enroll in the course students must have successfully completed CAH195-Medical Terminology for Billing & Coding or ONL401- Medical Terminology and ONL526-Introduction to Basic Anatomy and Physiology or CAH185-Anatomy & Physiology for Medical Coding, or equivalent. Students must show academic readiness in English before enrolling in this program. See page 33 for details.

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

INSTRUCTOR: Corella Lumpkins

24325 W, 6 - 9:30 PM 1/11 – 5/3\* Monroe Center/MC103  
\*No class 3/22

### ● SR Medical Coding – AAPC Certified Professional Coder (CPC)

**Note:** To enroll in the course students must have successfully completed CAH195-Medical Terminology for Billing & Coding or ONL401- Medical Terminology and ONL526-Introduction to Basic Anatomy and Physiology or CAH185-Anatomy & Physiology for Medical Coding, or equivalent. Students must show academic readiness in English before enrolling in this program. See page 33 for details.

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

INSTRUCTOR: CE Instructor

24326 Tu, 6 - 9:30 PM 3/7 – 6/27 Online

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

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

**Note:** This course is hybrid: students will meet with their instructor in person 3-3.5 hours a week and complete approximately 3-4 additional hours of work online each week. To enroll in the course students must have successfully completed CAH195-Medical Terminology for Billing & Coding or ONL401-Medical Terminology and show academic readiness in English. See page 33 for details.

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

INSTRUCTOR: Corella Lumpkins

24327 Sa, 9 AM - 12:30 PM 2/18 – 6/17\* Monroe Center/MC103  
\*No class 3/25 & 5/27

## PATIENT CARE TECH

### ▲ HYB Patient Care Technician/Advanced Patient Care

This course is intended for certified nursing assistants (CNAs) or Medical Assistants interested in advanced care skills within their scope of practice and active CNAs seeking work as a Patient Care Technician in hospitals and other health care settings. As a member of a multidisciplinary team, Patient Care Technicians care for patients requiring both acute and chronic care. Learn to perform advanced skills for complex care settings and situations. Gain and practice new skills including sterile technique, phlebotomy, Electrocardiograms (EKG), glucose monitoring, 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 Health Career Association Patient Care Technician Certification Exam. You must have a firm understanding and knowledge of basic patient care skills in order to enroll and be successful in this class.

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

INSTRUCTOR: CE Instructor

24378 Tu, 5:30 - 9 PM 2/28 – 5/23 Monroe Center/MC127



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**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38 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](mailto:CEInfo@frederick.edu) or 301.624.2888.

## PHLEBOTOMY TECHNICIAN

Interested in a healthcare career that makes you an integral part of a medical laboratory team? Phlebotomy technicians work in physician's offices, hospitals, clinical labs, and blood donation sites. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures 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.

For more information on this program, call 240.629.7907 or email [healthcarecareers@frederick.edu](mailto:healthcarecareers@frederick.edu). For registration or payment plan information, email [CEInfo@frederick.edu](mailto:CEInfo@frederick.edu) or call 301.624.2888.

### Prerequisites & other requirements:

- Students must show academic readiness in English before enrolling in this program. See page 33 for details.
- Provide proof of being 18 years of age or older at start of CAH156
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare (formerly ADE625)

### Other program requirements PRIOR to Clinical:

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

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

**Textbooks:** Textbooks are not included but are available for purchase at [bookstore.frederick.edu](http://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 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. 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.

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

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

 Eligible for senior tuition waiver.
  Eligible for disabled & retired tuition waiver.
 See page 39.



**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38 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](mailto:CEInfo@frederick.edu) or 301.624.2888.

## PHLEBOTOMY TECHNICIAN

● **CAH145 | 36 hours | \$523** (\$229 tuition + \$294 fees)   
 24363 Tu,Th 6 - 9 PM 1/10 - 2/16 MC124

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

See page 17 for list of class section options.

● **CAH156 | 33 hours | \$487** (\$357 tuition + \$130 fees)   
 24364 Tu,Th 6 - 9 PM 2/21 - 3/30 MC124  
 \*No class 3/23

● **CAH157 | 48 hours | \$848** (\$578 tuition + \$270 fees)   
 24365 Tu,Th 6 - 9 PM 4/4 - 5/25 MC124

● **CAH158 | 100 hours | \$462** (\$50 tuition + \$412 fees)   
 24366 M-F 7 AM - 4 PM 6/5 - 10/6\* OFF CAMPUS  
 \*No class 6/19, 7/4 & 9/4

**Total Program Hours: 223**

**Total Program Cost: \$2,405**

● **Sterile Processing Technician Training: Fundamentals**

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

**Note:** Students must register at the same time for SAF157: CPR-Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE632 prior to the start date of CAH333. Students must show academic readiness in English. See page 33 for details.

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

INSTRUCTOR: Angus Bruce

24368 Tu,Th 6 - 9 M 3/28 - 6/1 Monroe Center/MC126

## 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:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email [healthcarecareers@frederick.edu](mailto:healthcarecareers@frederick.edu) before registration.

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

INSTRUCTOR: CE Instructor

24367 Tu,Th 6 - 9 PM 2/7 - 3/16 Monroe Center/MC126

## PROFESSIONAL TRAINING

■ **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 class is offered in partnership with Ed2Go.

● **ONL215 | 24 hours | \$139**

INSTRUCTOR: Ed2Go Instructor \*

Online 1/18 - 2/24 | 2/15 - 3/24 | 3/15 - 4/21  
 4/12 - 5/19 | 5/17 - 6/23 | 6/14 - 7/21

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

**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 class is offered in partnership with Ed2Go.

**ONL216 | 24 hours | \$139**

**INSTRUCTOR: Ed2Go Instructor \***

Online 1/18 – 2/24 | 2/15 – 3/24 | 3/15 – 4/21  
4/12 – 5/19 | 5/17 – 6/23 | 6/14 – 7/21

**▲ HYB Train the Trainer – Effective Adult Learning Principle**

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

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



**INSTRUCTOR: Danielle Stoffer**

24369	Tu, 6:30 - 9:30 PM	3/7 – 3/28	Online
24370	Tu, 6:30 - 9:30 PM	6/13 – 6/27	Online

● In-Person Courses  
 ■ Online Courses (ONL)  
 ● Structured Remote Courses (SR)

▲ Hybrid Courses (HYB) | See page 4 for more course option information

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

SW Eligible for senior tuition waiver.  
 TW Eligible for disabled & retired tuition waiver. See page 39.

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

# Lifelong

# LEARNING

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# Hospitality, Culinary & Tourism Institute

## CULINARY SKILLS

### ▲ HYB Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of food-borne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager. Also offered for credit as HCT1101.

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: Charles Colison

24272 Th, 9 - 11 AM 1/26 - 4/6\* Monroe Center/MC117  
\*No class 3/23

### ■ ONL Sanitation and Food Safety

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: Charles Colison

24273 Online 1/21 - 4/7

### ● 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:** To enroll in the course students are asked to show academic readiness in Math. See page 33 for details. Students must successfully complete or co-enroll in HCTI 101, HCT117, HCT119 or hold a current ServSafe Food Manager Certification. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24275 W, 5 - 10 PM 1/25 - 5/10\* Monroe Center/ MC118  
\*No class 3/22

### ● 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:** To enroll in the course students are asked to show academic readiness in Math. See page 33 for details. Students must successfully complete or co-enroll in either HCTI 101, HCT117, HCT119, or hold a current ServSafe Food Manager Certification. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: Mary Evans

24274 M, 5 - 10 PM 1/23 - 5/8\* Monroe Center/MC118  
\*No class 3/20

## HOSPITALITY/TOURISM MANAGEMENT

### ▲ HYB Introduction to Hospitality Management

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

**Note:** To enroll in the course students are asked to show academic readiness in English and Math. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

**HCT102 | 45 hours | \$465** (\$387 tuition + \$78 fees)  

INSTRUCTOR: Peter Lee

24277 Tu, 6 - 8:40 PM 1/24 - 3/7 Monroe Center/MC116

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

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[Cadence@frederick.edu](mailto:Cadence@frederick.edu)

▲ **HYB Event Management**

Event Management provides both practical knowledge and a comprehensive understanding of the catering and event management industry. Equips students with the knowledge to advance in the field if you are currently working in the field or will prepare you to enter the profession with an understanding of the industry. Provides the foundation for which students can build their careers in catering and special events or start their own business, and will examine the complex role of catering in the event management process. Topics include planning and development for special events such as weddings and anniversaries, menu planning, service planning, room selection, setup and operation, and coordination and management of the event from the inception phase to the post-evaluation of the event. Also offered for credit as HCT115.

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](https://frederick.edu/CEWDCourseAccess) for help with student course access.

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



INSTRUCTOR: **CE Instructor**

24278 M, 6 - 8:40 PM 1/23 – 3/13 Monroe Center/MC117

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

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

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 39.

# Logistics & Production

## LOGISTICS & PRODUCTION

### ◆ Foundations of Logistics & Production

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

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

INSTRUCTOR: **Nathen Phillips**

24319 Tu,Th 5:30 - 8:30 PM 2/7 - 3/30\* Monroe Center/MC105  
\*No class 2/14, 3/21 & 3/23

### ▲ 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. Price includes cost for two certification exams.

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details.

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

INSTRUCTOR: **Nathen Phillips**

24320 Tu,Th 5:30 - 8:30 PM 4/4 - 6/8 Monroe Center/MC105

## MANUFACTURING TECHNOLOGY

### **NEW!** ▲ HYB Fundamentals of Electricity, Sensors and PLCs

This course focuses on basic principles and use within the manufacturing environment of alternating and direct current (AC/DC) electricity, sensors used in automation, and programmable logic controllers (PLCs). This hands-on course teaches students how to design, build, test and troubleshoot these systems using state of the art training equipment. It introduces the most common components used in circuits, the design, function, connection, range of applications and selection of sensors, and the interfacing of input and output devices to the PLC and the network.

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details.

**PRD146 | 60 hours | \$809** (\$610 tuition + \$199 fees)   

INSTRUCTOR: **CE Instructor**

24333 Tu,Th 6 - 9 PM 2/28 - 5/11\* Monroe Center/MC135  
\*No class 3/21 & 3/23

## APPLIED BIOTECHNOLOGY

### **NEW!** ▲ HYB Biotech Systems & Maintenance

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

**Note:** This course uses the National Coalition of Credentialing Centers curriculum for the AC/DC Electricity, Sensors and Programmable Logic Controllers certification. To enroll in the course students are asked to show academic readiness in English. See page 33 for details.

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

INSTRUCTOR: **Travis Young**

24323 M,W 5:30 - 8:30 PM 2/27 - 6/7\* Monroe Center/MC135  
\*No class 3/20, 3/22 & 5/29

### **NEW!** ▲ HYB Cell Therapy and Flow Cytometry

In this course, students will receive hands-on flow cytometer training and learn the skills needed to advance their career in the cell and gene therapy industry. Lectures and hands-on labs will focus on the principles of flow cytometry, sample preparation, acquisition and data analysis, as well as isolation of T cells, T cell activation, using fluorescent microscopes, enzyme linked immunosorbent assay (ELISA), and real-time polymerase chain reaction (PCR). This course is also offered for credit as BIOT222.

**Note:** To enroll in the course students are asked to show academic readiness in the field of cell culture. Email CEInfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use: successful completion of BIOT 220 or knowledge of cell culture as determined by the Program Manager.

**PRD222 | 50 hours | \$633** (\$423 tuition + \$210 fees)   

INSTRUCTOR: **Savita Prabhakar**

24612 Tu,Th 5:30 - 8:00 PM 3/16 - 5/11\* Catocin Hall/C102  
\*No class 3/23



**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38 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.

# 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:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details.

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

INSTRUCTOR: Joshua Logan

24318 M,W 6-9 PM 2/1 – 5/3\* Monroe Center/MC144  
\*No class 3/20 & 3/22

### ● Braking Systems

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

**Note:** To enroll in the course students must have successfully completed TRD258: Introduction to Automotive Technology.

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

INSTRUCTOR: Joshua Logan

23545 Tu,Th 6-9 PM 1/10 – 3/2 Monroe Center/MC144  
24317 M,W 6-9 PM 5/8 – 7/5\* Monroe Center/MC144  
\*No class 5/29 & 6/19

## ELECTRICAL

### ▲ HYB Fundamentals of Structural Wiring

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

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24284 M,W 6-9 PM 1/23 – 3/13 Monroe Center/MC129

### ▲ HYB Residential Electric

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

**Note:** Prerequisite: BLDT140 or ELC181 or ELC167. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24291 M,W 6-8:30 PM 3/15 – 5/10\* Monroe Center/MC129  
\*No class 3/20 & 3/22

### ▲ HYB Commercial Electric

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

**Note:** Prerequisite: BLDT 241 or ELC182 or ELC168. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24286 Tu,Th 6-8:30 PM 1/24 – 3/14 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:** Prerequisite: BLDT140 or ELC181 or ELC167. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24290 Tu,Th 6-8:30 PM 3/16 – 5/11\* Monroe Center/MC129  
\*No class 3/21 & 3/23

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

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

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 39.

## HOME INSPECTION

### ◆ Home Inspection Pre-Licensure

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

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

**Note:** Students must participate during the scheduled days and times for this class. There are required textbooks for this course. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details.

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

INSTRUCTOR: **Welmoed Sisson**

24321	M-F 9 AM - 4 PM	2/2 – 2/22* *No class 2/14	Monroe Center/MC104
24322	Tu,Th 6 - 9 PM	3/14 – 6/20* *No class 3/21 & 3/23	Monroe Center/MC115

## HVAC

### ▲ HYB Fundamentals of HVACR

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

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: **CE Instructor**

24283	Tu,Th 6 - 9 PM	1/24 – 3/9	Monroe Center/MC147
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### ▲ HYB Controls for HVACR

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

**Note: Prerequisite:** BLDT 110 or HVC130 or HVC121. Please visit [bookstore.frederick.edu](http://bookstore.frederick.edu) for more details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: **CE Instructor**

24288	Tu,Th 6 - 8:30 PM	3/16 – 5/11* *No class 3/21 & 3/23	Monroe Center/MC147
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# Test Preparation PROGRAMS

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



**College Preparation** | 301.846.2427 • [YouthPrograms@frederick.edu](mailto:YouthPrograms@frederick.edu)  
SAT Prep – Math & Verbal

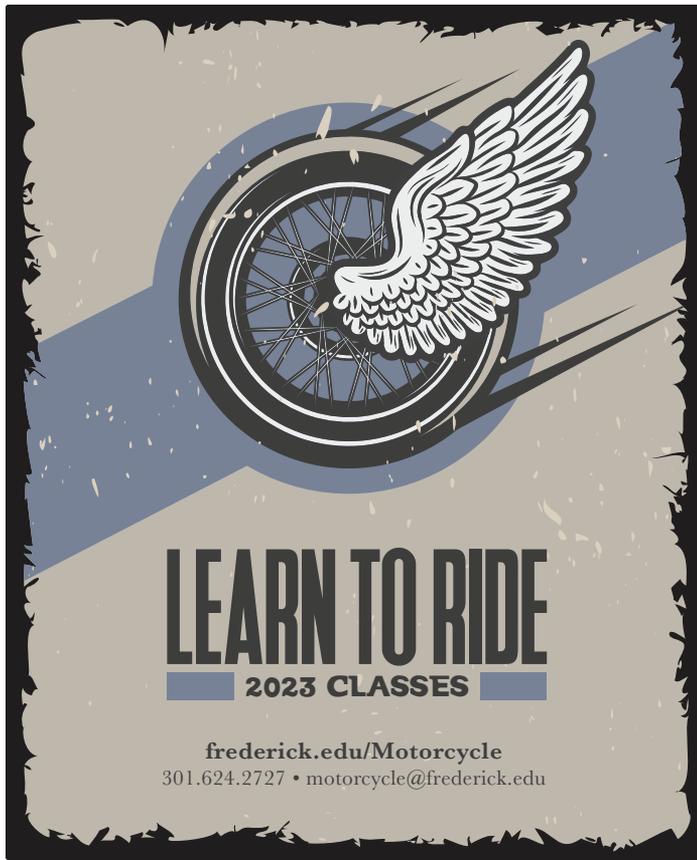


**Educator Exam Prep** | 301.624.2756 • [CEBusiness@frederick.edu](mailto:CEBusiness@frederick.edu)  
Childcare Development Associate • ParaPro Assessment • Praxis Core, Math, & Preparation Tutoring



**TOEFL** | 240.629.7962 • [AdultEd@frederick.edu](mailto: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](http://frederick.edu/TestPrep)



**LEARN TO RIDE**  
2023 CLASSES

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

**▲ HYB HVAC Installation & Troubleshooting**

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

*Note: Prerequisite:* BLDT111 or HVC131 or HVC126. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24285 M,W 6-8:30 PM 1/23 – 3/13 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: Prerequisite:* BLDT111 or HVC131 or HVC126. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24289 M,W 6-8:30 PM 3/15 – 5/10\* Monroe Center/MC147  
\*No class 3/20 & 3/22

**WELDING**

**▲ HYB Welding Symbols & Blueprint Reading**

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

*Note:* To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24279 M,W 5-6 PM 1/23 – 5/10\* Monroe Center/MC114  
\*No class 3/20 & 3/22

**Classes Now Available!**

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



[iecchesapeake.com](http://iecchesapeake.com) | 301.621.9545



**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 38 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](mailto:CEInfo@frederick.edu) or 301.624.2888.

**▲ HYB Introduction to Welding**

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

**Note:** To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

23831 Tu,Th 6 - 9 PM 1/24 - 5/11\* Monroe Center/MC114  
\*No class 3/23

**▲ 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:** Prerequisite: BLDT120 or WLD160; Prerequisite or Co-requisite: BLDT121 or WLD172. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24281 M,W 6 - 8:30 PM 1/23 - 5/10\* Monroe Center/MC116  
\*No class 3/20 & 3/22

**▲ 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 BLDT222.

**Note:** Prerequisite or Co-requisite: BLDT 121 or WLD160. To enroll in the course students are asked to show academic readiness in English. See page 33 for details. Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24280 M,W 6 - 9 PM 1/23 - 5/10\* Monroe Center/MC114  
\*No class 3/20 & 3/22

**SAFETY**

**▲ HYB Occupational Safety & Health**

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

**Note:** Visit [frederick.edu/CEWDCourseAccess](http://frederick.edu/CEWDCourseAccess) for help with student course access.

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

INSTRUCTOR: CE Instructor

24282 Tu, 5 - 7:35 PM 1/24 - 5/9\* Conference Center/E123  
\*No class 3/21

● In-Person Courses 
 ■ Online Courses (ONL) 
 ● Structured Remote Courses (SR)

▲ Hybrid Courses (HYB) | See page 4 for more course option information

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

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 Eligible for senior tuition waiver. 
  Eligible for disabled & retired tuition waiver. See page 39.



## Tuition Assistance & Scholarships Now Available!

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

### Tuition Assistance Opportunities

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

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

### Scholarship Opportunities

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

**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](https://frederick.edu/foundationsscholarships).

## COVID-19 UPDATE

# IMPORTANT THINGS TO KNOW



FCC is open.

# 1



Face masks are optional.

# 2



FCC offers a quarantine and isolation calculator.

# 3



FCC offers a campus vaccination clinic.

# 4

### 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, academic sessions and course offerings included in this schedule remain subject to change. Frederick Community College continues to closely monitor the impact of COVID-19 on campus. Students will be asked to follow College Covid protocols in place at the time of their class.

For the most current information regarding course offerings, visit

[frederick.edu/Schedules](https://frederick.edu/Schedules)

For important FCC updates and COVID-19 information, visit

[frederick.edu/Covid-19](https://frederick.edu/Covid-19)

## Workforce Development Courses Prerequisites & Corequisites

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

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

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

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

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

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

*FCC offers English skill-building courses for students (some are free). See pages 35-36 for more details.*

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

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



For questions, more information, or to register visit:

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

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

Student Center (H217) | Starting January 2, 2023, Linganore Hall (204)  
301.846.2522 • testingcenter@frederick.edu

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.*

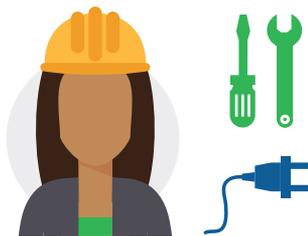
Workforce Training Certificates currently available are listed below.

For more information or to register visit: [frederick.edu/WorkforceCertificates](https://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  
Medical Billing - AAPC  
Medical Coding - AAPC  
Patient Care Technician  
Phlebotomy Technician  
Sterile Processing Technician

**UPDATE**

WINTER/SPRING 2023

Adult Education/Basic ESL orientations and classes will be offered in structured remote, in-person, and online formats for the next session with opportunities for in-person testing. Orientations will be by appointment. If you would like to make an orientation appointment, please complete the interest form at [frederick.edu/AdultEdInterest](https://frederick.edu/AdultEdInterest)

## Adult Basic Education & GED® Test Preparation

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

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

### Adult Basic Education Classes

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

### High School Diploma Preparation Classes

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

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

### DID YOU KNOW?

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

#### Pass the GED® Exam

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

#### Complete the National External Diploma Program (NEDP)

Earn a high school diploma through NEDP, using your skills gained from life and work experience. *More information on NEDP at [casas.org/nedp](https://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
- A program to explore careers and learn English for specific jobs (must meet eligibility criteria)

All Basic ESL classes are free.

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

### ORIENTATIONS

The first step to begin English classes is to attend an orientation session. Orientations take place Saturdays or weekdays in cycles before class start dates. In Winter/Spring 2022-23, orientation cycles begin in December and March.

Visit [frederick.edu/esl](https://frederick.edu/esl) to learn more and apply or apply directly at [bit.ly/apply4fccadulted](https://bit.ly/apply4fccadulted). Call the Adult Education office with any questions.

[adulted@frederick.edu](mailto:adulted@frederick.edu) • 240.629.7962 | Monday - Friday, 8:30 a.m. - 4:30 p.m.



# Targeted ESL

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

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

## ◆ Spring 13-week session: February 1 – May 9

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

CLASSES	TUITION
Conversation & Pronunciation	\$475
Listening & Speaking	\$475
Grammar	\$475
Reading	\$475
Reading & Grammar for Writing	\$700
TOEFL Prep	\$700

**For more information on registering for Targeted ESL classes, contact us at:  
[esl@frederick.edu](mailto:esl@frederick.edu) • 246.629.7962**

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

FCC continues 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](https://frederick.edu/QuickEnroll).

## COURSE ENROLLMENT – REGISTER EARLY!

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

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

## REGISTER ONLINE

### [frederick.edu/QuickEnroll](https://frederick.edu/QuickEnroll)

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

### Important Notes

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

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

## REGISTER IN PERSON

### CEWD Registration Office – Jefferson Hall

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

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

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

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

## FEES

### Registration Fee

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

### Out-of-County Tuition

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

## REGISTER FOR ONLINE CLASSES

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

### Technical Requirements

Internet access, email, and Google Chrome, Mozilla Firefox or Internet Explorer browser. See page 38 under "Technology Requirements for Online Learning."

### To Register and Access Your Class

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

### 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
- Biotechnology: PRD222
- Computers: CMT101, CMT102, CMT103, CMT506
- Health: CAH185, CAH195, CAH252, CAH253, CAH272, CAH273
- Hospitality: HCT102, HCT114, HCT115, HCT116, HCT117, HCT119
- Logistics: PRD121
- Targeted ESL: AEL108, AEL109, AEL112, AEL134, AEL252, AEL302
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, WLD160, WLD161, WLD170, WLD172, WLC173, WLD174

## REGISTRATION INFORMATION

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### ACCESSING YOUR COURSE

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

### TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

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Visit [frederick.edu/remote-learning](https://frederick.edu/remote-learning) for more information.

- **Internet Access:** For ONL, HYB or SR courses, students must have internet access. A broadband internet connection is preferred, but not required.
  - » It is recommended to have a back-up plan in the event that you have technical difficulties and are unable to use your internet connection for any period of time.
  - » Comcast (Xfinity) also offers Internet Essentials, a low-cost internet service to those who qualify. Visit [internetessentials.com](https://internetessentials.com) for more information.
  - » If you need help finding access to computers and/or the internet, send an email to [assist@frederick.edu](mailto: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](mailto: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](mailto:ServiceDesk@frederick.edu).
- **Learning Management System:** Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College.
  - » For best performance, Blackboard should be used on the latest version of Chrome or Firefox.
  - » Blackboard runs on Windows (Windows 10 recommended), Mac (macOS 10.14 or later), Linux, iOS, Android, or any device (desktop, laptop, or tablet) with a modern web browser.

» Below are the basic technical requirements\* (minimum and recommended):

- ◇ Adobe Reader Plugin <https://get.adobe.com/reader/>\*
- ◇ Headset with microphone (USB or 3.5mm) \*
- ◇ Access to a Webcam (if needed) \*

\* *Some courses may have additional technical and software requirements.*

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

### TUITION PAYMENT PLAN

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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](mailto:CEInfo@Frederick.edu).

#### Tuition Payment Plan Programs include:

- Applied Biotechnology (PRD134 & PRD222)
- Automotive (TRD258 & TRD150)
- Certified Logistics Technician (PRD121)
- Certified Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrical: (ELC181 & ELC182)
- Electrical: (ELC166 & ELC183)
- Expanded Function- General Chairside
- Home Inspection Pre-Licensure
- HVAC: (HVC130 & HVC131)
- HVAC: (HVC133 & HVC132)
- IT User Support Specialist I and II (CMT102 and CMT103)
- Manufacturing Technology (PRD146)
- Medical Billing & Coding
- Network Technician (CMT500)
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Targeted ESL Courses
- Welding: (WLD172 & WLD160)
- Welding: (WLD172 & WLD161)
- Welding: (WLD172 & WLD174)

## BILLING ARRANGEMENTS

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

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

## SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 32 for information on scholarships as well as other tuition assistance opportunities.*

## DROPPING A CLASS

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

## REFUND POLICY

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

### Refund Request Outside of Full Refund Period

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

Contact us with questions at 301.624.2888

## SENIOR CITIZEN STUDENTS



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

## DISABLED AND RETIRED STUDENTS



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

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

For additional information and assistance, contact us at 301.624.2888

## DISABILITY ACCESS SERVICES (DAS)

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

### Contact Information

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

## COURSE CHANGES

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

## BOOKSTORE

The Bookstore is located at the main entrance of the Student Center, Building H. For the most current information on Bookstore hours, buyback, and textbook requirements, please visit us at [bookstore.frederick.edu](http://bookstore.frederick.edu).

Contact: [bookstore@frederick.edu](mailto:bookstore@frederick.edu) • 301.846.2463

## REGISTRATION INFORMATION

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### CONTINUING EDUCATION RECORD

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#### Continuing Education Transcript

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

#### Completion Award

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

#### Workforce Training Certificates

Workforce Training Certificates are conferred for completion of a course or a series of courses which demonstrate acquired knowledge, proven skills and recognized capabilities within a specific industry. See page 34 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)

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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

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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)

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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

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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

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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](http://frederick.edu) for student policies and procedures and the Student Code of Conduct.

# CAMPUS LOCATIONS

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

## Campus Locations

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

## Construction Notice

Parking Deck Closure through December 1\*

The Parking Deck is currently closed to allow for scheduled maintenance and repair work. Parking lots on campus remain open during this time.

\* This re-opening date is an estimate and may need to be extended due to inclement weather.

## Addresses

### FCC Main Campus

7932 Opossumtown Pike, Frederick, MD 21702

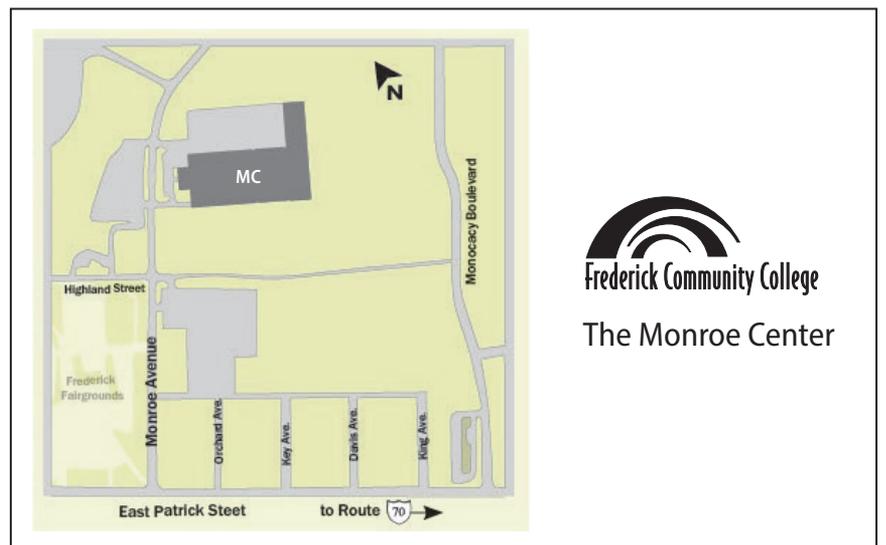
### The Monroe Center (MC)

200 Monroe Ave., Frederick, MD 21701  
240.629.7900

Visit [frederick.edu](http://frederick.edu) for directions and hours of operation.



- Evacuation Locations
- Accessible Parking
- Electric Car Charging



# NEED HELP PAYING FOR COLLEGE?

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

To learn more about assistance opportunities, turn to page 32.

