CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

“My programs at FCC were challenging, but the great environment and instructors provided the courage and support I needed to be successful.”

Inok Kim
Certified Nursing Assistant, Patient Care Technician

2024 WINTER/SPRING COURSE SCHEDULE
Registration opens October 30, 2023
Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, OCTOBER 30, 2023

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

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

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

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

ON THE COVER: For more information about Healthcare Careers learning opportunities at FCC, please visit frederick.edu/healthcarecareers.

NOTE: All programming information is accurate at time of printing and subject to change. For details contact CEWD Registration at 301.624.2888 or ceinfo@frederick.edu.

» Register for Classes
Online: Visit frederick.edu/QuickEnroll to browse all classes and register online.
In person: CEWD Registration office is located in Jefferson Hall (J Building).

Hours of Operation:
Monday: 8:30 a.m. – 6:00 p.m.
Tuesday-Friday: 8:30 a.m. – 4:30 p.m.
*Peak hours: Thursday open until 6:00 p.m.
January, July & August

» Phone Numbers
Registration Information: 301.624.2888
Bookstore: 301.846.2463
Disability Access Services (DAS): 301.846.2408
Testing Center: 301.846.2522

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

» Tuition Assistance
Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. See pages 29 and 42 for details.

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

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

- In-Person
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- Hybrid (HYB)

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

Earn Industry Credential

Receive Academic Credit(s)

ELIGIBLE CREDENTIALS

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

HEALTHCARE
NHA-Certified Phlebotomy Technician (CPT)
ASCP-Phlebotomy Technician (PBT)
AMT-Registered Phlebotomy Technician (RPT)
NCCT-Phlebotomy Technician (NCPT)

HOSPITALITY, CULINARY & TOURISM INSTITUTE
National Restaurant Association ServSafe
Food Protection Manager Certification

INFORMATION TECHNOLOGY
CompTIA A+ Certification
CompTIA Security+ Certification
CompTIA Network+ Certification

SKILLED TRADES
Electrician Certificate
HVAC Certificate
Welding Certificate

Learn how to maximize your investment:
frederick.edu/CEtoCredit
FCC offers a variety of course formats to meet the individual needs of students. Classes will be offered using the following learning formats:

### In-Person Courses*

The course will meet on campus in an in-person environment.  
Students are expected to attend all class sessions in person.  
All College health and safety protocols should be observed while on campus.

### Online Courses (ONL)

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

The class does not meet at a scheduled time.

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

Students complete work on their own time.

### Structured Remote Courses (SR)*

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

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

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

Students are required to attend real-time virtual sessions.

### Hybrid Courses (HYB)*

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

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

Students are expected to participate in all in-person sessions and real-time virtual sessions. Students will meet all expected deadlines and expectations outlined by the professor.

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

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

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

ACCOUNTING, BOOKKEEPING & FINANCE

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

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

ONL223 | 24 hours | $159
INSTRUCTOR: Ed2Go Instructor *

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

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

ONL224 | 24 hours | $159
INSTRUCTOR: Ed2Go Instructor *

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

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

ONL325 | 24 hours | $169
INSTRUCTOR: Ed2Go Instructor *

* 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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Class registration open dates are as follows:
January classes – currently open | February classes – first week of November 2023
March classes – first week of December 2023 | April classes – first week of January 2024
May classes – first week of February 2024 | June classes – first week of March 2024
**ONL Administrative Assistant Fundamentals**

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

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

**ONL501 | 24 hours | $159**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

**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. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

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

**ONL502 | 24 hours | $159**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

**ONL A to Z Grant Writing**

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

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

**ONL310 | 24 hours | $149**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

**PROFESSIONAL DEVELOPMENT**

**ONL Effective Business Writing**

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

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

**ONL213 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

**ONL Grammar Refresher**

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

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

**ONL420 | 24 hours | $139**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19
ONL Project Management Fundamentals

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

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

ONL Project Management Applications

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

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

ONL Project Management Professional PMP® Prep

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

*Note:* This online class is offered in partnership with Ed2Go. Textbook required for this course - visit bookstore@frederick.edu for more information.

ONL218 | 24 hours | $239

INSTRUCTOR: Ed2Go Instructor *


HYB Train the Trainer – Effective Adult Learning Principles

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

*Note:* Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work.

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

INSTRUCTOR: Danielle Stoffer

26107 Tu 6:30 - 9:30 PM 2/6 – 2/20 Monroe Center/MC104
26108 Tu 6:30 - 9:30 PM 4/30 – 5/14 Monroe Center/MC116
**Certification & Licensure**

**REAL ESTATE & HOME INSPECTION**

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

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

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

  Maryland requires state-licensed Real Estate Agents to be 18+ years old and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details.

  Purchase textbook prior to class start.

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

  **INSTRUCTOR:** Larry Riggs
  26213  M, W  6 - 9 PM  3/4 – 5/22**  Braddock Hall/B106
  *No class 4/1 & 4/3

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

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

  **Note:** There are required textbooks for this course. Please visit bookstore.frederick.edu for details.

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

  **INSTRUCTOR:** Welmoed Sisson
  26211  M-F, 9 AM - 4 PM  2/5 – 2/21  Monroe Center/MC144

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

  **INSTRUCTOR:** Welmoed Sisson
  26212  Tu, Th  6 - 9 PM  3/12 – 6/18*  Monroe Center/MC104
  *No class 4/2 & 4/4

- **HYB Principles and Practices of Real Estate In Maryland**
  **Note:** Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.
  The first class will meet in person. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

  Maryland requires state-licensed Real Estate Agents to be 18+ years old and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details.

  Purchase textbook prior to class start.

  **REA277 | 60 hours | $449 ($340 tuition + $109 fees)**

  **INSTRUCTOR:** Greg Phillips
  26231  Tu, Th  6 - 9 PM  3/5 – 5/23*  Monroe Center/MC104
  *No class 4/2

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**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
CHILD CARE CAREER PREPARATION

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

NEW! ▲ HYB Child Development Associate II

In this course, students will strengthen knowledge, understanding, and practices of early childhood education. The course prepares students to take the Child Development Associate (CDA) certification exam, develop a professional portfolio, and demonstrate skills in a CDA Verification Visit. CDA Certification holders are eligible to apply for six credits of college-level coursework toward an Early Childhood Associate degree at Frederick Community College.

Note: This course is intended for those that have already met the 90-hour requirement. The price for the book and exam are included in the fees. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students schedule testing and observation visit dates through the online CDA Council Portal.

CDA102  |  30 hours  |  $840 ($290 tuition + $550 fees)
INSTRUCTOR: Wendy Bayer
26221  Tu 6:30 - 8 PM  3/5 – 5/4*  Monroe Center/MC135
Sat 9 AM - 12 PM  *No class 4/2

NEW! ● ParaPro Assessment Preparation

In this course students will prepare for and take the ParaPro Exam. This course covers reading, writing, and mathematical skills at the level required by the exam. The course also includes test-taking strategies, study skills, a timed practice test, and administration of the assessment itself.

Note: Last day of class (5/7) will run from 4 – 7 PM in the FCC Testing Center (L-204).

CMA596  |  11 hours  |  $235 ($160 tuition + $75 fees)
INSTRUCTOR: Courtney Stewart
26222  Tu 5 - 7 PM  4/9 – 5/7  Linganore Hall/L203

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

■ ONL Praxis Core Preparation

Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you. You will get familiar with the different types of questions that appear on the reading and writing tests. You will master the many areas of math that you will be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, and probability and statistics. To prepare for the two essays, you will learn what constitutes high scoring essays and go through the process of writing each essay in the amount of time allotted. You will also 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 you for the Praxis Core, but do so in a fun and interesting way. After completing this course, you will be ready to pass the Praxis Core Exam.

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

ONL346  |  24 hours  |  $129
INSTRUCTOR: Ed2Go Instructor *

■ ONL Child Growth and Development

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

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

CHI300  |  45 hours  |  $334 ($119 tuition + $215 fees)
INSTRUCTOR: CE Instructor
26166  Online 1/12 – 3/1
26168  Online 4/5 – 5/24

* 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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:
January classes – currently open  |  February classes – first week of November 2023
March classes – first week of December 2023  |  April classes – first week of January 2024
May classes – first week of February 2024  |  June classes – first week of March 2024

Ed2Go Instructor *  See page 43.
This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.
ONL Preschool Curriculum and Activities
This 45-hour certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Become prepared for a position in a child care center or preschool. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include teaching strategies, environment design, and implementation of best practices in early childhood education. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour preschool child care certification. Aligns with MD Staff Credential levels 2-4.

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering. There is a required textbook for this course; visit bookstore.frederick.edu for more details. Purchase prior to class start. A digital credential will be awarded after successful completion of CHI300: Child Growth & Development and CHI301: Preschool Curriculum & Activities.

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

INSTRUCTOR: CE Instructor
26169 Online 1/8 – 2/26
26170 Online 4/8 – 5/27

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

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

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

INSTRUCTOR: CE Instructor
26171 Online 1/17 – 3/6
26173 Online 4/10 – 5/29

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

Note: This online class is held in partnership with Howard Community College. You will receive logon instructions via email after you register. Textbook is included.

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

INSTRUCTOR: CE Instructor
26174 Online 1/8 – 2/26
26175 Online 4/8 – 5/27

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

CHI156 | 5 hours | $95 ($30 tuition + $65 fees)

INSTRUCTOR: CE Instructor
26179 Online 1/8 – 5/17

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

Note: This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

CHI155 | 5 hours | $95 ($30 tuition + $65 fees)

INSTRUCTOR: CE Instructor
26178 Online 1/8 – 5/17
### ONL Basic Health and Safety Training
Gain a foundation of information about critical health and safety topics and practice skills designed to meet the Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. Topics include: how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. MSDE Core of Knowledge: 5 hrs. Health, Safety and Nutrition.

**Note:** This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

**INSTRUCTOR:** CE Instructor  
**26157** Online 1/8 – 5/17

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

**Note:** This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

**INSTRUCTOR:** CE Instructor  
**26177** Online 1/8 – 5/17

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

**Note:** This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

**INSTRUCTOR:** CE Instructor  
**26151** Online 1/8 – 5/17

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

**Note:** This online class is offered in partnership with Howard Community College. You may register and begin anytime between the first class date and 5/10/24. You will receive login instructions via email after registering.

**INSTRUCTOR:** CE Instructor  
**26176** Online 1/8 – 5/17

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

#### NEW! ONL Google IT Support Module 1: Technical Support Fundamentals
This course is the first of a series that prepares individuals for a role as an entry-level IT Support Specialist. In this course, students will be introduced to the world of Information Technology, or IT. They’ll learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to provide an overview of what’s to come in the certificate program.

**Note:** This class is offered in partnership with Coursera. This is Module 1 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

**INSTRUCTOR:** Graydon Moir*

**26043** Online 1/29 – 2/25

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*Coursera: Students will be provided with login instructions. This class does not meet at a specific time and students complete work on their own schedule. FCC will assign an instructor to facilitate this class. Students will have access to the instructor during scheduled virtual office hours and via email.
NEW!  |  ONL  Google IT Support Module 2:  
The Bits and Bytes of Computer Networking

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

Note: This class is offered in partnership with Coursera. This is Module 2 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL101  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR:  Graydon Moir*

26044  Online  2/26 – 3/24

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

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

Note: This class is offered in partnership with Coursera. This is Module 3 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL102  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR:  Graydon Moir*

26045  Online  3/25 – 4/21

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

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

Note: This class is offered in partnership with Coursera. This is Module 4 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL103  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR:  Graydon Moir*

26048  Online  4/22 – 5/19

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

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

Note: This class is offered in partnership with Coursera. This is Module 5 of 5. Students must register for all five IT Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all five IT Support Modules.

GGL104  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR:  Graydon Moir*

26049  Online  5/20 – 6/16

NEW!  |  ONL  Google Project Management Module 1:  
Foundations of Project Management

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

Note: This class is offered in partnership with Coursera. This is Module 1 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL105  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR:  Lawrence Devan*

26050  Online  1/29 – 2/25

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

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

Note: This class is offered in partnership with Coursera. This is Module 2 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL106  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR: Lawrence Devan*
26051  Online  2/26 – 3/24

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

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

Note: This class is offered in partnership with Coursera. This is Module 3 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL107  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR: Lawrence Devan*
26052  Online  3/25 – 4/21

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

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

Note: This class is offered in partnership with Coursera. This is Module 4 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL108  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR: Lawrence Devan*
26053  Online  4/22 – 5/19

New!  ONL  Google Project Management Module 5:
Agile Project Management

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

Note: This class is offered in partnership with Coursera. This is Module 5 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL109  |  48 hours  |  $55 ($5 tuition + $50 fees)

INSTRUCTOR: Lawrence Devan*
26054  Online  5/20 – 6/16
NEW! ONL Google Project Management Module 6: Capstone – Applying Project Management in the Real World

In this final course, students apply the knowledge they have learned by "observing" a project manager in real world scenarios and completing dozens of activities, including analyzing project documents to identify project requirements, evaluating stakeholders, completing a project charter aligning project scope and goals, identifying tasks and milestones and creating a project plan, defining quality management standards, and demonstrating impact through effective reporting. By the end of this course, students will have a portfolio of artifacts demonstrating the skills learned throughout the program. To further prepare for project management job interviews, students will develop an "elevator pitch", practice common interview questions, and have the opportunity to claim a certification of completion badge that is recognizable to employers.

Note: This class is offered in partnership with Coursera. This is Module 6 of 6. Students must register for all six Project Management Modules at the same time as each course builds upon the previous knowledge in the series. Students earn a Google certificate upon successful completion of all six Project Management Modules.

GGL110 | 48 hours | $55 ($5 tuition + $50 fees)

INSTRUCTOR: Lawrence Devan*
26055 Online 6/17 – 7/14

Computers & Technology

COMPUTER APPLICATIONS

NEW! HYB Learning to Communicate with AI: Prompt Engineering

Are you ready to unlock the promise of AI? In this course, you will discover the amazing capabilities of Generative AI tools and how to use them for everyday tasks such as writing an email, creating a grocery list, organizing a schedule, or creating an image. Through hands-on practice, you will learn to craft prompts which elicit useful responses from AI systems.

CMS376 | 5 hours | $63 ($49 tuition + $14 fees)

INSTRUCTOR: Jessica Young
26504 Tu 5:30 – 7:30 PM 3/12 – 3/19 Monroe Center/MC144

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 37 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Kyle Hess
26149 Thu 5 – 8 PM 1/25 – 3/7 Braddock Hall/8114

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.

Prerequisite or Co-requisite: CADT101 or DRF107. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Blackboard Instructor
26154 Mon 5 – 8 PM 3/18 – 5/6 Conference Center/E139

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

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

INSTRUCTOR: Blackboard Instructor
26155 Thu 5 – 8 PM 3/14 – 5/9* Monroe Center/MC135
*No class 4/4

*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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released.

Class registration open dates are as follows:
January classes – currently open | February classes – first week of November 2023
March classes – first week of December 2023 | April classes – first week of January 2024
May classes – first week of February 2024 | June classes – first week of March 2024

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

* Coursera: Students will be provided with login instructions. This class does not meet at a specific time and students complete work on their own schedule. FCC will assign an instructor to facilitate this class. Students will have access to the instructor during scheduled virtual office hours and via email.
ONL  Keyboarding
If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. With the skills you master here, you’ll become faster and more confident at the keyboard. By the end of the course, you’ll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

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

ONL148  24 hours  $139
INSTRUCTOR: Ed2Go Instructor *

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 textbook for this course. Please visit bookstore. frederick.edu for more details. Purchase textbook prior to class start.

CMS283  12 hours  $239 ($179 tuition + $60 fees)
INSTRUCTOR: CE Instructor
26182  Tu, Th 6 - 9 PM  3/12 – 3/21  Catoctin Hall/C205

Microsoft Excel: Level 2
Build on the skills and concepts taught in Microsoft Excel: Level 1. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles and themes. Apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines and utilize graphics and templates.

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

CMS281  12 hours  $239 ($179 tuition + $60 fees)
INSTRUCTOR: CE Instructor
26181  Tu, Th 6 - 9 PM  4/16 – 4/25  Catoctin Hall/C205

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

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

TOPICS INCLUDE:

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

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

ILRFCC.org
Learn more and view course offerings.
301.846.2561 • ILR@frederick.edu
HYB CompTIA IT Fundamentals+
CompTIA IT Fundamentals+ helps students or career changers determine if they have a competency for information technology and if it is the right career path for them. Additionally, IT Fundamentals+ is the only single certification that covers all areas of IT foundations, creating a broader understanding of IT and making it ideal for non-technical professionals. Course price includes the cost of the certification exam and is proctored at FCC on the last day of class. Unlike most industry certifications, the IT Fundamentals+ certification does not expire.

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

CMT101 | 36 hours | $585 ($335 tuition + $250 fees)
INSTRUCTOR: Harald Jazdziewski
26183 M, W 6 - 9 PM 2/5 – 3/13 Monroe Center/MC142

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 solve core service and support challenges while applying best practices for documentation, change management, and scripting.

Note: The first class will meet in person. There are required materials for this course; visit bookstore.frederick.edu for more details. Redeem codes for labs at learn.comptia.org/access-key/frederick. Students may purchase discounted materials and certification vouchers at Academic-Store. CompTIA.org. Students must register for CMT102 and CMT103 at the same time and demonstrate a level of skill in IT. Email ceinfo@frederick.edu or call 301.624.2888 to discuss which of the following methods you should use: show proof of CompTIA IT Fundamentals+ Certification, successfully complete CMT101 CompTIA IT Fundamentals+, or request a waiver from Kathi Groover (kgroover@frederick.edu.)

CMT102 | 60 hours | $759 ($609 tuition + $150 fees)
INSTRUCTOR: Thomas Dawson
26184 Tu, Th 5:30 - 9:30 PM 4/30 – 6/18 Monroe Center/MC142

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

Note: Refer to CMT102 notes.

CMT103 | 52 hours | $669 ($534 tuition + $135 fees)
INSTRUCTOR: Thomas Dawson
25317 Tu, Th 5:30 - 9:30 PM 1/9 – 2/20 Monroe Center/MC142
26209 Tu, Th 5:30 - 9:30 PM 6/20 – 8/6* Monroe Center/MC142

ONL CompTIA A+ Certification Prep 1: Hardware
Time to roll up those sleeves and dive inside the personal computer. This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.

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

ONL350 | 24 hours | $179
INSTRUCTOR: Ed2Go Instructor *

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

* 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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Class registration open dates are as follows:
January classes – currently open  | February classes – first week of November 2023
March classes – first week of December 2023  | April classes – first week of January 2024
May classes – first week of February 2024  | June classes – first week of March 2024

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

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 43.
ONL CompTIA A+ Certification Prep 2: Software
The CompTIA A+ Certification Prep 2: Software course picks up where the CompTIA A+ Certification Prep 1: Hardware course left off and dives into Windows, macOS, and Linux. Throughout the CompTIA A+ prep training, you will learn about operating systems from installation to operations, maintenance to troubleshooting. Our computer software training course teaches you about virtualization and virtual machines, plus it goes in-depth on printer and multifunction device technologies. This CompTIA A+ prep course takes you through the second of three prep courses you need to become both a highly competent computer tech and a CompTIA A+ certified technician, using the 1101 and 1102 competencies.

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

ONL351 | 24 hours | $179
INSTRUCTOR: Ed2Go Instructor *

ONL352 | 24 hours | $179
INSTRUCTOR: Ed2Go Instructor *

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: 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).

CMT500 | 60 hours | $759 ($609 tuition + $150 fees)
INSTRUCTOR: Thomas Dawson
26208 Tu, Th 5:30 – 9:30 PM 2/27 – 4/25* Monroe Center/MC142
*No class 4/2 & 4/4

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

Note: This course is entirely online. Classes do not meet at specific times. Students must have successfully completed CMIS280, CIS180 or CMT103 or have a valid CompTIA A+ or Net+ certification along with Program Manager approval (j.hatch@frederick.edu).

CMT506 | 37.5 hours | $475 ($356 tuition + $119 fees)
INSTRUCTOR: Blackboard Instructor
26210 Online 3/13 – 5/10

WEB DEVELOPMENT

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

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

ONL101 | 24 hours | $149
INSTRUCTOR: Ed2Go Instructor *

ONL505 | 24 hours | $149
INSTRUCTOR: Ed2Go Instructor *

This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.
## CODING AND PROGRAMMING

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

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

**ONL140 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

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

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

**ONL214 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

<table>
<thead>
<tr>
<th>In-Person Courses</th>
<th>Online Courses (ONL)</th>
<th>Structured Remote Courses (SR)</th>
<th>Hybrid Courses (HYB)</th>
<th>See page 4 for more course option information</th>
</tr>
</thead>
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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.

*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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Practice, almost every lesson includes practical examples and assignments that you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

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

**ONL183 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

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

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

**ONL184 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

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

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

**ONL195 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

### ONL Introduction to Java Programming
Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So, whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you’re done, you will be comfortable with Java programming and ready for more!

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

**ONL185 | 24 hours | $169**

**INSTRUCTOR:** Ed2Go Instructor *

**Online** 1/17 – 2/23 | 2/14 – 3/22 | 3/13 – 4/19

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**ONL Introduction to C# Programming**

**ONL Introduction to SQL**

**ONL Introduction to Python 3 Programming**

**ONL Introduction to CSS3 and HTML5**

**ONL Introduction to Java Programming**

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**ONL Note:** Class registration open dates are as follows:

<table>
<thead>
<tr>
<th>March classes – first week of December 2023</th>
<th>April classes – first week of January 2024</th>
<th>May classes – first week of February 2024</th>
<th>June classes – first week of March 2024</th>
</tr>
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</table>
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

26056 Tue 9 AM - 3:30 PM 1/9 Monroe Center/MC126
26058 Thu 9 AM - 3:30 PM 1/12 Monroe Center/MC126
26059 Tue 9 AM - 3:30 PM 1/20 Monroe Center/MC126
26060 Sat 9 AM - 3:30 PM 1/23 Monroe Center/MC126
26061 Fri 9 AM - 3:30 PM 2/6 Monroe Center/MC126
26067 Tue 9 AM - 3:30 PM 2/9 Monroe Center/MC126
26068 Thu 9 AM - 3:30 PM 2/14 Monroe Center/MC126
26069 Fri 9 AM - 3:30 PM 2/17 Monroe Center/MC126
26070 Tue 9 AM - 3:30 PM 2/22 Monroe Center/MC126
26075 Sat 9 AM - 3:30 PM 2/27 Monroe Center/MC126
26076 Tue 9 AM - 3:30 PM 3/5 Monroe Center/MC126
26077 Fri 9 AM - 3:30 PM 3/9 Monroe Center/MC126
26078 Thu 9 AM - 3:30 PM 3/14 Monroe Center/MC126
26079 Sat 9 AM - 3:30 PM 3/19 Monroe Center/MC126
26080 Tue 9 AM - 3:30 PM 3/21 Monroe Center/MC126
26081 Tue 9 AM - 3:30 PM 4/12 Monroe Center/MC126
26082 Thu 9 AM - 3:30 PM 4/16 Monroe Center/MC126
26083 Tue 9 AM - 3:30 PM 4/20 Monroe Center/MC126
26084 Sat 9 AM - 3:30 PM 4/24 Monroe Center/MC126
26085 Fri 9 AM - 3:30 PM 5/3 Monroe Center/MC126
26086 Tue 9 AM - 3:30 PM 5/7 Monroe Center/MC126
26087 Thu 9 AM - 3:30 PM 5/11 Monroe Center/MC126
26088 Sat 9 AM - 3:30 PM 5/15 Monroe Center/MC126
26089 Tue 9 AM - 3:30 PM 5/23 Monroe Center/MC126
26090 Tue 9 AM - 3:30 PM 6/1 Monroe Center/MC126
26091 Fri 9 AM - 3:30 PM 6/4 Monroe Center/MC126
26092 Tue 9 AM - 3:30 PM 6/7 Monroe Center/MC126
26093 Tue 9 AM - 3:30 PM 6/12 Monroe Center/MC126
26094 Fri 9 AM - 3:30 PM 6/20 Monroe Center/MC126
26095 Fri 9 AM - 3:30 PM 6/26 Monroe Center/MC126

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

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

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

INSTRUCTOR: CE Instructor

26057 Sat 8:30 AM - 4 PM 1/6 Monroe Center/MC126
26062 Sat 9 AM - 3:30 PM 2/3 Monroe Center/MC126
26063 Fri 8:30 AM - 4 PM 3/1 Monroe Center/MC126
26064 Fri 8:30 AM - 4 PM 3/29 Monroe Center/MC126
26065 Sat 8:30 AM - 4 PM 4/27 Monroe Center/MC126
26066 Sat 8:30 AM - 4 PM 5/18 Monroe Center/MC126

Register online for CPR classes at frederick.edu/CPR

Interested in a career in healthcare?

Get started with FCC’s introductory course CAH145: Foundations for Healthcare Careers. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most of FCC’s healthcare career programs. See below for Winter/Spring 24 classes and refer to specific healthcare programs on pages 20-26 for correlating CAH145 class.

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

26104 M, W 5:30 - 8:30 PM 1/8 – 2/19* MC126
26161 M, W 6 - 9 PM 1/8 – 2/19* MC124
26102 Tu, Th 6 - 9 PM 1/16 – 2/22 MC126
26156 Tu, Th 9 AM - 12 PM 1/16 – 2/22 MC124
26164 Tu, Th 9 AM - 6 PM 1/18 – 2/27 MC124
26196 Tu, Th 9 AM - 1 PM 1/18 – 2/15 MC116
26197 M, W 5:30 - 9:30 PM 1/17 – 2/14 MC116
26198 M-Th 9 AM - 1 PM 5/20 – 6/4** MC115

*No class 1/15 **No class 5/27

Note: Students must possess a current AHA CPR Basic Life support card: 1) prior to starting CAH190 or CAH138 or 2) enroll in SAF157 at the same time as CAH272, CAH273 or CAH333.

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

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

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

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

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

Prerequisites & other requirements:
- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.
- 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.

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

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

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

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

Become a Certified Nursing Assistant in just a few weeks. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with CAH133 & 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 of both written and practical (hands-on) skills which must be passed to successfully complete the course & begin CAH133 (CNA Part II).

Prerequisite: Students must have successfully completed CAH145: Foundations for Healthcare Careers or ADE632: Bridge to Careers- Healthcare prior to start date of CAH132.

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 corequisite.

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 nursing faculty in local health care facilities and will interact with residents performing the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

Prerequisite: Students must have successfully completed CAH133- Certified Nursing Assistant, Part II prior to start date of CAH190.

CNA/GNA EVENING OPTION

<table>
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<th>Course</th>
<th>Hours</th>
<th>Cost</th>
<th>Fees</th>
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<td>36</td>
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<td>$85  ($40 tuition + $45 fees)</td>
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See page 19 for list of class section options.

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<td>26206 M-F 5 - 9 PM 5/6 – 5/31*</td>
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Total Program Hours: 207
Total Program Cost: $3,220
### PATIENT CARE TECH

**HYB Patient Care Technician/Advanced Patient Care**
This course is intended for Certified Nursing Assistants (CNAs) interested in obtaining advanced care skills within their scope of practice to 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, obtaining electrocardiograms (EKG), glucose monitoring, respiratory care, intravenous therapy, advanced wound care, urinary catheterization, pre/post-surgical care and pediatric patient care. Successful course completion satisfies eligibility requirements for the National 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.

*Note:* Students must be 18 years of age and hold a Nursing Assistant Certification to work as a Patient Care Technician.

- **CAH487 | 42 hours | $1,384 ($692 tuition + $692 fees)**
  - INSTRUCTOR: CE Instructor
  - 26101 Tue  5:30 - 9 PM 1/30 – 4/23* Monroe Center/MC116
  - *No class 4/2

### CNA/GNA DAYTIME OPTION

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<th>Course Code</th>
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<td>$229 tuition + $294 fees</td>
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<tr>
<td>SAF157</td>
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<td>$40 tuition + $45 fees</td>
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<tr>
<td>CAH132</td>
<td>60</td>
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<td>$496 tuition + $496 fees</td>
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<tr>
<td>CAH133</td>
<td>60</td>
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<td>$496 tuition + $400 fees</td>
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<tr>
<td>CAH190</td>
<td>45</td>
<td>$724</td>
<td>$424 tuition + $300 fees</td>
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Total Program Hours: 207
Total Program Cost: $3,220

### CNA/GNA BOOTCAMP OPTION

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<td>$424 tuition + $300 fees</td>
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Total Program Hours: 207
Total Program Cost: $3,220

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Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
DENTAL ASSISTING & DENTAL RADIOGRAPHY

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

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

CAH145  |  36 hours  |  $523  ($229 tuition + $294 fees)
INSTRUCTOR: CE Instructor
26161  M, W  6 - 9 PM  1/8 - 2/19*  Monroe Center/MC124
*No class 1/15
26156  Tu, Th  9 AM - 12 PM  1/16 - 2/22  Monroe Center/MC124

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

Note: Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. This course requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

CAH272  |  76 hours  |  $1,210  ($760 tuition + $450 fees)
INSTRUCTOR: CE Instructor
26160  M, W  5:30 - 9:30 PM  2/26 - 5/6*  Monroe Center/MC124
*No class 4/3
26159  Tu, Th  9 AM - 1 PM  2/27 - 5/7*  Monroe Center/MC124
*No class 4/4

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

Note: This course requires entry level knowledge of dental assisting and dental anatomy, and is intended for those with 0-6 months of dental assisting work experience or successful completion of a dental assisting program. If claiming successful completion of prior learning, a completion certificate or unofficial transcripts will be required. For those actively working in a dental office, an employer verified letter will be required prior to enrollment. Maryland requires state certified Dental Radiation Technologists be 18+ years old and hold a high school diploma or equivalent. 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. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

CAH273  |  39 hours  |  $842  ($427 tuition + $415 fees)
INSTRUCTOR: CE Instructor
26162  Fri  9 AM - 1 PM  1/19 - 3/22  Monroe Center/MC124
26163  Sat  9 AM - 1 PM  5/11 - 7/13  Monroe Center/MC124

Price Drop!  ▲ HYB  Oral Radiography

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. This course requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

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

SN  Eligible for senior tuition waiver.  ▲  Eligible for disabled & retired tuition waiver. See page 43.
MEDICAL BILLING AND CODING CERTIFICATION

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.

Note: The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH185 | 24 hours | $143 ($129 tuition + $14 fees)
INSTRUCTOR: Patrick Beacham
26187 Online 1/3 - 2/3
26188 Online 2/3 - 3/3
26190 Online 4/8 - 5/8
26191 Online 5/8 - 6/8

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: The course is entirely online. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. The class does not meet at a scheduled time. Students will meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH195 | 24 hours | $143 ($129 tuition + $14 fees)
INSTRUCTOR: Patrick Beacham
26192 Online 1/3 - 2/3
26193 Online 2/3 - 3/3
26194 Online 4/8 - 5/8
26195 Online 5/8 - 6/8

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: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

CAH252 | 100 hours | $1,718 ($898 tuition + $820 fees)
INSTRUCTOR: CE Instructor
25560 Tue 6:30 - 9:30 PM 2/20 - 6/11 Monroe Center/MC103

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. To enroll students must have successfully completed CAH195: Medical Terminology for Billing & Coding and CAH185: Anatomy & Physiology for Medical Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

CAH253 | 100 hours | $1,718 ($898 tuition + $820 fees)
INSTRUCTOR: Corella Lumpkins
25559 Wed 6:30 - 9:30 PM 1/17 - 5/15* Monroe Center/MC104
   *No class 4/3
25561 Tue 6:30 - 9:30 PM 3/5 - 6/25 Monroe Center/MC105
INSTRUCTOR: CE Instructor
26100 Wed 6 - 9 PM 7/10 - 10/23 Monroe Center/MC105

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:
- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.
- Provide proof of being 18 years of age or older at the start of CAH158

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

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

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

CAH145 Foundations for Healthcare Careers

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

PRICE DROP! CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

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

Prerequisite: Students must have successfully completed CAH145: Foundations for Healthcare Careers or ADE632: Bridge to Careers - Healthcare prior to start date of CAH156.

PRICE DROP! CAH157 Phlebotomy Technician Preparation II: Practical Applications

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

Prerequisite: Students must have successfully completed CAH156- Phlebotomy Technician Preparation I: Theoretical Applications prior to start date of CAH157.

CAH158 Phlebotomy Technician Clinical

This course provides students hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomy technician in a professional setting. Students complete 100 hours and a minimum of 100 successful venipunctures under the supervision of an experienced phlebotomist. Student progress is evaluated during each clinical shift. Students must be 18 years of age at the start of the course.

Prerequisite: Students must have successfully completed CAH157- Phlebotomy Technician Preparation II: Practical Applications prior to start date of CAH158.

Clinical rotations will occur during daytime hours, Monday - Friday. Clinical hours & days vary per clinical site.
PHLEBOTOMY TECHNICIAN

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Total Program Hours: 223
Total Program Cost: $2,405

STERILE PROCESSING

**HYB  Foundations for Healthcare Careers**

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

*Note:* This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email healthcarecareers@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

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<th>Course</th>
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INSTRUCTOR: CE Instructor
26102   Tu, Th 6 - 9 PM  1/16 – 1/22   Monroe Center/MC126

**Sterile Processing Technician Training: Fundamentals**

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

*Note:* Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or 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. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.

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INSTRUCTOR: CE Instructor
26103   Tu, Th 6 PM - 9 PM  2/27 - 5/9*   Monroe Center/MC126

*No class 4/2, 4/4

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Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
HEALTHCARE CAREERS

VETERINARY ASSISTANT

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

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

Prerequisites & other requirements:
- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu.
- CAH145 – Foundations for Healthcare Careers or ADE632 – Bridge to Careers - Healthcare

CAH145 Foundations for Healthcare Careers
This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, and infection control. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

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

Prerequisites: Students must have successfully completed VET130–Veterinary Assistant 1 prior to class start date of VET131.

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

Prerequisites: Students must have successfully completed VET130–Veterinary Assistant 1 prior to class start date of VET131.

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* No class 1/15

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEinfo@frederick.edu or 301.624.2888.
PROFESSIONAL TRAINING

ONL Spanish for Medical Professionals I
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? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)

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

ONL215  |  24 hours  |  $139

INSTRUCTOR: Ed2Go Instructor *

ONL216  |  24 hours  |  $139

INSTRUCTOR: Ed2Go Instructor *

ONL Spanish for Medical Professionals II
Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where the first course, Spanish for Medical Professionals, left off. If you didn’t take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills. You’ll review the basic body parts and organs and also explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain. You’ll learn terminology found in tons of specialties, including pediatrics, geriatrics, mental health, OB/GYN, radiology, orthopedics, cardiovascular, oncology, physical and occupational therapies, dermatology, dentistry, and ophthalmology. The course will even talk about terms related to diet and discharge. It’s a great Spanish foundation for healthcare workers!

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

ONL216  |  24 hours  |  $139

INSTRUCTOR: Ed2Go Instructor *

* 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 as they are released until the class ends. The interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. Class registration open dates are as follows:
January classes – currently open  |  February classes – 1st week of November 2023
March classes – 1st week of December 2023  |  April classes – 1st week of January 2024
May classes – 1st week of February 2024  |  June classes – 1st week of March 2024

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 a 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.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work.

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

INSTRUCTOR: Danielle Stoffer
26107  Tue  6:30 - 9:30 PM 2/6 – 2/20  Monroe Center/MC104
26108  Tue  6:30 - 9:30 PM 4/30 – 5/14  Monroe Center/MC116

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 a 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.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work.

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

INSTRUCTOR: Danielle Stoffer
26107  Tue  6:30 - 9:30 PM 2/6 – 2/20  Monroe Center/MC104
26108  Tue  6:30 - 9:30 PM 4/30 – 5/14  Monroe Center/MC116

Ed2Go Instructor *
HOSPITALITY, CULINARY & TOURISM INSTITUTE

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 foodborne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager. Also offered for credit as HCTI102.

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

HCT117 | 30 | $310 ($258 tuition + $52 fees)
INSTRUCTOR: Charles Colison
26072 Th 9 AM - 11 AM 1/25 - 3/28 Monroe Center/MC121

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

HCT119 | 30 | $310 ($258 tuition + $52 fees)
INSTRUCTOR: Charles Colison
26073 Online 1/20-3/29

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

Note: To enroll students are asked to show academic readiness in Math. See page 37 for details. Students must successfully complete or co-enroll in HCTI101, HCT117, HCT119 or hold a current ServSafe Food Manager Certification.

HCT115 | 60 hours | $741 ($516 tuition + $225 fees)
INSTRUCTOR: Melissa Miller
26109 Wed 5 PM - 10 PM 1/24 - 5/8* Monroe Center/MC121
INSTRUCTOR: TBD
26516 Fri 8:30 AM - 1:30 PM 1/26 - 5/10* Monroe Center/MC121

This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.
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 HCTI150.

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

HCT102  |  37.5 hours  |  $465 ($387 tuition + $78 fees)
INSTRUCTOR: Danny Vasquez
26110  Tue  6 - 8:40 PM  1/23 - 3/12  Monroe Center/MC115

▲ 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 HCTI155.

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

HCT114  |  37.5 hours  |  $465 ($387 tuition + $78 fees)
INSTRUCTOR: Raymond Maldo
26111  Mon  6 PM - 8:40 PM  1/22 - 3/11  Monroe Center/MC117

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 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/cewdscholarships.
LOGISTICS & PRODUCTION

HYB Certified Logistics Technician

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

Note: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

PRD121 | 60 hours | $1,450 ($875 tuition + $575 fees)

INSTRUCTOR: Nathen Phillips
26219   Tu, Th  5:30 - 8:30 PM  4/9 - 6/13 Monroe Center/MC144

Classes Now Available!

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

iecchesapeake.com | 301.621.9545
**APPLIED BIOTECHNOLOGY**

### NEW! ONL Biotechnology and Society

Presents an overview of biotechnology and its scientific foundation through introductory investigations of the cell, protein structure and function, genetic expression, ecological and evolutionary interactions, and technological applications and issues. Introduces how science blends with consumer applications, regulatory information and social issues to provide a detailed perspective of the interrelationship among science, technology and society. May include one or more mandatory field trips, and/or guest lecturers.

*Note:* This course is entirely online. Classes do not meet at specific times.

**Prerequisite or Corequisite:** ENGL70 or ENGL75 or ESOL100 or appropriate score on placement test. This class is colisted with BIOT101. Visit frederick.edu/CEWDCourseAccess for help with student course access.

**PRD104** | 37.5 hours | $475 ($356 tuition + $119 fees)

**INSTRUCTOR:** Blackboard Instructor

26217 Online 1/20 - 5/10

### 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. The 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 class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at 301.624.2888 or CEInfo@frederick.edu. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. The course below provides instruction through Blackboard, an online learning management system. Access to this class is provided to registered students 48 hours prior to the class start date. Visit frederick.edu/CEWDCourseAccess for help with student course access.

**PRD226** | 50 hours | $633 ($475 tuition + $158 fees)

**INSTRUCTOR:** Travis Young

26256 M, W 5:30 - 8:30 PM 3/6 - 5/10* Catoctin Hall/C102

*No class 4/3

### NEW! HYB Gene Therapy Fundamentals

Introduces students to the gene therapy field and the fundamentals of viral vectors. Course topics include an overview of the gene therapy drug development process, viral vectors and their components, viral production, and purification. Participants will receive hands-on training in gene therapy techniques including cell and virus banking, plasmid isolation, transfection and transduction, tangential flow filtration, digital PCR, and ion exchange chromatography using AKTA go system. This course may include one or more guest lectures.

*Note:* This course requires successful completion of BIOT110 or equivalent with Program Manager approval (sprabhakar@frederick.edu). Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. This class is colisted with BIOT224. Visit frederick.edu/CEWDCourseAccess for help with student course access.

**PRD134** | 90 hours | $1,060 ($845 tuition + $215 fees)

**INSTRUCTOR:** Savita Prabhakar

26218 M, W 5:30 - 8:30 PM 3/6 - 6/17* Monroe Center/MC135

*No class 4/3

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**Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
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.
TRADES & VOCATIONAL TRAINING

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 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 BLDT 242.

Prerequisite: BLDT241 or ELC182. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Michael Bonner
26148 Tu, Th 6 - 8:30 PM 1/23 - 3/12 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 BLDT 143.

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

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

INSTRUCTOR: Michael Bonner
26152 Tu, Th 6 - 8:30 PM 3/14 - 5/9* Monroe Center/MC129

*No class 4/4

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 structural, exterior, interior, lighting, insulating, ventilation, and fire protection systems. 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. Students are expected to be on time for each class. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Welmoed Sisson
26211 M-F 9 AM - 4 PM 2/5 – 2/21 Monroe Center/MC144

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

INSTRUCTOR: Welmoed Sisson
26212 Tu, Th 6 - 9 PM 3/12 – 6/18* Monroe Center/MC104

*No class 4/2, 4/4

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 BLDT 110.

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

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

INSTRUCTOR: Nick Pace
26145 Tu, Th 6 - 9:00 PM 1/23 – 3/12 Monroe Center/MC147

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
TRADES & VOCATIONAL TRAINING

**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.

**Prerequisite:** BLDT110 or HVC130. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Travis Young
26150 Tu, Th 6 - 8:30 PM 3/14 - 5/9* Monroe Center/MC147

*No class 4/4

**HYB HVAC Installation and 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.

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

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

INSTRUCTOR: Blackboard Instructor
26147 M, W 6 - 8:30 PM 1/22 - 3/11 Monroe Center/MC147

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

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

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

INSTRUCTOR: Blackboard Instructor
26151 M, W 6 - 8:30 PM 3/13 - 5/8* Monroe Center/MC147

*No class 4/3

**WELDING**

**HYB Welding Symbols and 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 37 for details. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Visit frederick.edu/CEWDCourseAccess for help with student course access.

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

INSTRUCTOR: Rebecca Lorenz
26126 M, W 5 - 6 PM 1/22 - 5/8* Monroe Center/MC114

*No class 4/3

**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 BLDT212.

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

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

INSTRUCTOR: Blackboard Instructor
26124 Tu, Th 6 - 9 PM 1/23 - 5/9* Monroe Center/MC114

*No class 4/4

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

**This exam is available at the FCC Testing Center. Call 301.846.2522 to learn more about exam offerings.**

**Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver.** See page 43.
TRADES & VOCATIONAL TRAINING

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 BLDT 225.

Prerequisite: BLDT120 or WLD160; Prerequisite or Corequisite: BLDT121 or WLD172. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD174 | 75 hours | $532 ($360 tuition + $172 fees)
INSTRUCTOR: Blackboard Instructor
26143 M, W 6 - 8:30 PM | 1/22 - 5/8* Monroe Center/MC105
*No class 4/3

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 BLDT 222.

Prerequisite or Corequisite: BLDT121 or WLD160. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD161 | 90 hours | $676 ($480 tuition + $196 fees)
INSTRUCTOR: John Hill
26130 M, W 6 - 9 PM | 1/22 - 5/8* Monroe Center/MC114
*No class 4/3

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. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide.

Note: Visit frederick.edu/CEWDCourseAccess for help with student course access.

TRD208 | 37.5 hours | $310 ($258 tuition + $52 fees)
INSTRUCTOR: Charles LoSchiavo
26144 Tue 5 - 7:35 PM | 1/23 - 5/7 Monroe Center/MC135

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 42 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.
FCC’s Testing Center administers over 230 different testing programs and is open to the Frederick community!

- Placement & Academic Testing
- Certifications
- Prior Learning Assessment
- Online Course Exams
- Makeup Exams
- Accommodations for Eligible Test-Takers

Look for this icon with class descriptions in this schedule and contact the FCC Testing Center to learn about exam offerings.

Visit frederick.edu/testing to learn more or to schedule an appointment.

Linganore Hall, L-204
301.846.2522 • testingcenter@frederick.edu

Walk-in testing hours
M-F 8:30 a.m. - 4:30 p.m., Sat 9 a.m. - 12 p.m.

Evening testing hours (appointment required)
Tu-Th 4:30 p.m. - 7 p.m.
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.

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**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.

*FCC offers Math skill-building courses for students (some are free). See pages 39-40 for more information.*

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

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

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

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For questions, more information, or to register visit:

**CENinfo@frederick.edu • 301.624.2888 • frederick.edu/quickenroll**
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
UPDATE
WINTER/SPRING 2024

Adult Education/Basic ESL orientations and classes may be offered in varied formats (in-person or remote) if there is sufficient student demand. Required placement testing will be in-person. Orientations are by appointment. If you would like to learn more about the programs offered in Adult Education, complete the interest form at 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

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 frederick.edu/adultedinterest

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

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

Complete the National External Diploma Program (NEDP)
Earn a high school diploma through NEDP, using your skills gained from life and work experience. More information on NEDP at casas.org/nedp

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

FREDERICK.EDU/ESL

Basic English Classes
• Learn English: apply at the link below  
• Aprende inglés: aplica en el enlace a continuación  
• Apprenez l’anglais: postulez sur le lien ci-dessous

All Basic ESL classes are free. Weekday classes are held two times per week for three hours and are offered mornings or evenings. Saturday classes are held on Saturday mornings for four hours.

ORIENTATIONS

1. Complete the interest form at frederick.edu/adultedinterest

2. Watch your email for an invitation to attend orientation.
   • Prospective students will be invited to orientation in the order that they submit the interest form.
   • All prospective students must attend an orientation.
   • Orientations are held on Saturdays or weekdays.
   • Space is limited

3. Visit frederick.edu/esl to learn more or call the Adult Education office at 240.629.7962.

4. You can also visit us in-person in the Conference Center building (Building E), room E-102.

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 Session: January 31 – April 25

- **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.

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<th>CLASSES</th>
<th>TUITION + FEES</th>
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<tbody>
<tr>
<td>Conversation &amp; Pronunciation</td>
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<td>Listening &amp; Speaking</td>
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<td>Reading &amp; Grammar for Writing</td>
<td>$515</td>
</tr>
<tr>
<td>TOEFL Prep</td>
<td>$515</td>
</tr>
</tbody>
</table>

For more information on registering for Targeted ESL classes, contact us at:

esl@frederick.edu • 246.629.7962
Please be mindful of the class formats listed in the schedule. The current formats are: In-Person, Online (ONL), Structured Remote (SR), and Hybrid (HYB). Classes in this schedule include these designations and an overview of formats can be found on page 4. Other class requirements for these learning formats can be found in the class notes sections of the descriptions.

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

**COURSE ENROLLMENT – REGISTER EARLY!**

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

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

**REGISTER ONLINE**

frederick.edu/QuickEnroll

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

**Important Notes**

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

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

**REGISTER IN PERSON**

CEWD Registration Office – Jefferson Hall

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

- Monday: 8:30 a.m. - 6:00 p.m.
- Tuesday - Friday: 8:30 a.m. - 4:30 p.m.
- *Peak hours: Thursday open until 6:00 p.m. - January, July & August

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

**FEES**

**Registration Fee**

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

**Out-of-County Tuition**

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

**REGISTER FOR ONLINE CLASSES**

CEWD offers a variety of affordable and convenient education, professional development, and job training opportunities via the internet 24 hours a day, seven days a week. Prior to registering for an online course, be sure to review individual course requirements for each class. For technical requirements, see page 42.

**To Register and Access Your Class**

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

**ACCESSING YOUR COURSE**

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

**Blackboard**

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

- AutoCAD: DRF103, DRF107, DRF108
- Biotechnology: PRD104, PRD134, PRD226
- Computers: CMT101, CMT102, CMT103, CMT506
- Healthcare: CAH145, CAH185, CAH195, CAH252, CAH253, CAH272, CAH273, CAH333, VET130, VET131, CAH156, CAH157, CAH158, CAH132, CAH133, CAH190, CAH487, CAH277
• Hospitality: HCT102, HCT114, HCT115, HCT116, HCT117, HCT119
• Logistics: PRD121
• Targeted ESL: AEL108, AEL109, AEL134, AEL252, AEL302
• Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, WLD160, WLD161, WLD170, WLD172, WLC173, WLD174

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

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

• Internet Access: For ONL, HYB or SR courses, students must have internet access. A broadband internet connection is preferred, but not required.
  » It is recommended to have a back-up plan in the event that you have technical difficulties and are unable to use your internet connection for any period of time.
  » Comcast (Xfinity) also offers Internet Essentials, a low-cost internet service to those who qualify. Visit internetessentials.com for more information.
  » If you need help finding access to computers and/or the internet, send an email to assist@frederick.edu or call 301.846.2469.

• Software Requirements: Before registering for a course, be sure to check the software requirements as some courses require students to have access to specific software applications. FCC provides all students and employees with Microsoft Office 365 for home use. For instructions on how to obtain your free install, please contact the IT Helpdesk at ServiceDesk@frederick.edu.

• Email: Students are provided with an FCC email address. Please confirm with your instructor if FCC email addresses will be used for all communication regarding classes. For assistance accessing your FCC email, contact the IT Helpdesk at ServiceDesk@frederick.edu.

• Learning Management System: Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College.
  » For best performance, Blackboard should be used on the latest version of Chrome or Firefox.
  » Blackboard runs on Windows (Windows 10 recommended), Mac (macOS 10.14 or later), Linux, iOS, Android, or any device (desktop, laptop, or tablet) with a modern web browser.
  » Below are the basic technical requirements* (minimum and recommended):
    ◊ Adobe Reader Plugin https://get.adobe.com/reader/*
    ◊ Headset with microphone (USB or 3.5mm)*
    ◊ Access to a Webcam (if needed)*
      * Some courses may have additional technical and software requirements.
  » For assistance, call the IT Help Desk at 301.846.2509 between 8:00 a.m. - 4:00 p.m., Monday - Friday.

TUITION PAYMENT PLAN

Students in select CEWD programs (noted below) may enroll in an interest-free Tuition Payment Plan whereby participants authorize the FCC payment plan provider to collect a pre-determined monthly payment from a checking account, debit card, or credit card. A $30 non-refundable enrollment fee is required to participate. To learn more call 301.624.2888 or email CEInfo@Frederick.edu.

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

BILLING ARRANGEMENTS

Full payment of tuition and fees or third-party payment documentation must accompany the completed registration form(s). Students are individually responsible for payment of tuition, fees, and all other charges. If the College does not receive payment from third parties, students will be billed directly for all charges and are expected to pay. FCC offers in-county tuition rates for students working within Frederick County. Employer must offer a tuition reimbursement program to employees. For details, please call the Registration Office at 301.624.2888 or email CEInfo@frederick.edu.

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. See page 29 for information on scholarships as well as other tuition assistance opportunities.
DROPPING/REFUNDING A CLASS

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

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

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

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

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

SENIOR CITIZEN STUDENTS

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

DISABLED AND RETIRED STUDENTS

Permanently disabled Maryland residents out of the workforce are exempt from payment of tuition for classes designed to assist in securing employment as defined in Section 16-106 Education Article, Annotated Code of Maryland. Eligible individuals may take up to 12 credits per semester when enrolled in a degree or certificate program designed to lead to employment. Otherwise, individuals may enroll in classes equating to six credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:
• Provide certification of total and permanent disability from one of the following:
  » Social Security Administration
  » Railroad Retirement Board
  » Federal Office of Personnel Management
  » Complete SSI/SSD Tuition Waiver Form
  » Submit payment of course fees (required to hold classes)
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most post-secondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA. FERPA applies to all education records maintained by a post-secondary institution, or by any party acting for the institution, which are directly related to the student. These include but are not limited to assessment test scores, academic standing, rosters, class schedule, or any information that would make the student’s identification easily traceable.

FERPA 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.

COLLEGE POLICIES & PROCEDURES

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

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

Main Campus Locations
A–Annapolis Hall
B–Braddock Hall
C–Catoctin Hall
D–Athletics Center
E–Conference Center
F–Visual & Performing Arts Center
G–Gambrill Hall
H–Student Center
J–Jefferson Hall
L–Linganore Hall
M–The Carl and Norma Miller Children’s Center
P–Plant Operations
S–Sweedner Hall
K–Mercer-Akre Kiln

Addresses
FCC Main Campus
7932 Opossumtown Pike, Frederick, MD 21702

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

Visit frederick.edu for directions and hours of operation.
NEED HELP PAYING FOR COLLEGE?

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

To learn more about assistance opportunities, turn to page 29.