Short-Term Training
Career Training in a Year or Less
Frederick Community College
Contents

Arts & Humanities

American Sign Language Studies (ASLS) ........................................ 5
Audio Production ........................................................................... 6
Computer Graphics ........................................................................ 7
Film & Video Production ................................................................. 8

Child Care & Education

Child Care Career Preparation ....................................................... 10
Child Care Preschool Teacher ......................................................... 11
Child Care Preschool/School Age Teacher ...................................... 12

Business

Accounting Basics .......................................................................... 14
Accounting Career Training .............................................................. 15
Business Basics ............................................................................. 16
Business Management ...................................................................... 17
Computerized Accounting .............................................................. 18
Entrepreneurship/Small Business Start-Up ...................................... 19
Paralegal ......................................................................................... 20
Project Management ........................................................................ 21-22
Real Estate Licensing ....................................................................... 23

Hospitality, Culinary & Tourism

Culinary Skills ................................................................................ 25-26
Hospitality Management ................................................................. 27-28

Healthcare

CNA/GNA Nursing Assistant .......................................................... 30
Computed Tomography Certification ............................................. 31
Dental Assisting & Radiography ..................................................... 32
Fitness/Personal Trainer ................................................................. 33
Healthcare Practice Management ............................................... 34
Medical Assistant ........................................................................... 35
Medical Coding Certification ......................................................... 36
Medical Scribe ................................................................................ 37
Patient Care Technician ................................................................. 38
Phlebotomy Technician ................................................................. 39

Healthcare (Continued)

Physical Education, Coaching ....................................................... 40
Sterile Processing Technician ........................................................ 41
Veterinary Assistant ...................................................................... 42

Public Safety

Corrections ....................................................................................... 44
Emergency Management ............................................................... 45-46

Skilled Trades

Automotive Technology ................................................................. 48
Construction Management & Supervision .................................... 49
Electrical ........................................................................................ 50-52
Home Inspection ............................................................................ 53
HVAC ........................................................................................... 54-56
Welding ......................................................................................... 57-59

Social Sciences

Addictions Counseling .................................................................... 61
Civil War Studies ........................................................................... 62

STEM

Architectural Computer-Aided Design .......................................... 64
Bioprocessing Technology .............................................................. 65
Computer-Aided Design Operator ............................................... 66
CompTIA A+ Certification Preparation ........................................ 67
Computer Animation ...................................................................... 68
Computer Studies .......................................................................... 69
Computer Science Studies ............................................................. 70
Computer Support Specialist ........................................................ 71
Game Programming ........................................................................ 72
Healthcare Information Technology ............................................. 73
Information Security and Assurance ............................................ 74
Network Engineer ........................................................................... 75
Radio Frequency Technician ........................................................ 76
Software Specialist ......................................................................... 77

(Continued)
New Careers Start Here

Short-term career training programs at Frederick Community College provide essential knowledge, skills, and experience required by today’s high-demand industries. Affordable on-campus, off-site, and online programs can be completed in less than a year and are designed to prepare individuals for direct entry into the workforce. Academic Credit and Continuing Education & Workforce Development (CEWD) training programs included in this brochure offer:

**Flexibility:** Day, evening, and weekend courses are available on-campus, off-campus, and online.

**Convenience:** Register online and in person.

**Expertise:** Highly-qualified instructors share extensive knowledge and lead sophisticated trainings so students acquire the education and skills needed for success.

65 Career Programs

<table>
<thead>
<tr>
<th>8</th>
<th>months average completion time</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,600</td>
<td>average investment</td>
</tr>
<tr>
<td>9%</td>
<td>average job growth</td>
</tr>
<tr>
<td>$54,650</td>
<td>average salary</td>
</tr>
</tbody>
</table>

Start your path to a new career: frederick.edu/programs
American Sign Language Studies (ASLS)

The American Sign Language Studies (ASLS) Certificate program provides students with a strong foundation to further their studies in American Sign Language, interpreting, Deaf education, and related fields. This certificate also provides students with the skills they need to work with the Deaf community and Deaf individuals more effectively.

Program Investment: $4,040 • 18-24 Months
Completion Result: Academic Certificate
Job Outlook: $65,500 • 7% Growth

Related Jobs: Sign Language Interpreter
Program Contact: David Martin • 240.575.2299 • dmartin@frederick.edu
Audio Production

The Audio Production Certificate program prepares students for entry into the growing audio production industry. Program courses develop core creative skills and the strong conceptual and practical foundation required to develop creative solutions in the workplace. Students participate in hands-on classes to explore the concepts, tools, and techniques of the audio industry.

Program Investment: $4,040 • 9-12 Months  
Completion Result: Academic Certificate  
Job Outlook: $57,000 • 9% Growth

Related Jobs: Broadcast Technician

Program Contact: Kathy Brooks, Ph.D. • 301.846.2566 • kbrooks@frederick.edu
Computer Graphics

The Computer Graphics Certificate program delivers core skills needed to succeed in the fields of graphic communication, publishing, and web-based design. Students learn to use a combination of tools and techniques to develop creative solutions in the challenging and rapidly changing world of visual communications.

Program Investment: $3,800 • 12-16 Months
Completion Result: Academic Certificate
Job Outlook: $59,200 • 6% Growth

Related Jobs: Graphic Designer
Program Contact: Lisa Sheirer • 301.846.2637 • lsheirer@frederick.edu
The Film & Video Production Certificate program is designed for students interested in the creative field of film and video production, including motion picture and television production, motion graphics, video marketing, web videos, and short- and long-form screenwriting. Courses include digital studio production, the art of editing, and advanced motion graphics.

Program Investment: $4,190 • 12-16 Months
Completion Result: Academic Certificate
Job Outlook: $52,200 • 9% Growth

Related Jobs: Film & Video Editor, Producer, Director
Program Contact: Jason Santelli • 301.846.2533 • jsantelli@frederick.edu
Child Care & Education
Child Care Career Preparation

Child Care Career Preparation courses prepare students for a career as a child care provider. With four child care certificate options, all program coursework fulfills Maryland State Department of Education, Office of Child Care and Maryland Child Care Credential Program requirements for certification.

Program Investment: $700 • 4 Months
Completion Result: Industry Certification
Job Outlook: $25,900 • 7% Growth

Related Jobs: Child Care Teacher
Program Contact: Kathi Groover • 301.624.2756 • cebusiness@frederick.edu
Child Care Preschool Teacher

The Child Care Preschool Teacher Letter of Recognition meets the educational requirements of the Maryland State Department of Education Office of Child Care for the position of child care preschool teacher. Individuals in this position can teach preschool children in various settings.

Program Investment:  
$900 • 4 Months

Completion Result:  
Letter of Recognition

Job Outlook:  
$35,800 • 8% Growth

Related Jobs:  
Child Care Preschool Teacher

Program Contact:  
Delaine Welch • 301.846.2559 • dwelch@frederick.edu
Child Care Preschool/School Age Teacher

The Child Care Preschool and School Age Teacher Training Certificate program prepares students to enter the workforce in early childhood development. Instruction meets the educational requirements of the Maryland State Department of Education Office of Child Care. Coursework includes Child Development and Behavior, and Activities for the School Age Child.

Program Investment: $1,800 • 4 Months

Completion Result: Academic Certificate

Job Outlook: $35,800 • 8% Growth

Related Jobs: Child Care Preschool/School Age Teacher

Program Contact: Delaine Welch • 301.846.2559 • dwelch@frederick.edu
Business
The Accounting Letter of Recognition program provides students with basic accounting and computer skills including recording transactions following generally accepted accounting principles, preparing financial statements, and using a computerized accounting system. It is designed to prepare students for immediate entry-level employment in the accounting field.

Accounting Basics

The Accounting Letter of Recognition program provides students with basic accounting and computer skills including recording transactions following generally accepted accounting principles, preparing financial statements, and using a computerized accounting system. It is designed to prepare students for immediate entry-level employment in the accounting field.

Program Investment: $1,800 • 9 Months
Completion Result: Letter of Recognition
Job Outlook: $45,100 • 8% Growth

Related Jobs: Bookkeeping, Accounting, and Auditing Clerk
Program Contact: Michael Martin • 301.846.2543 • mmartin@frederick.edu
Accounting Career Training

Accounting Career Training is a Continuing Education & Workforce Development program designed to deliver essential skills, experience, and knowledge for entry-level accounting positions. Instruction includes accounting terminology, fundamentals and applications, as well as QuickBooks Online training and certification exam.

Program Investment: $3,350 • 2 Months  
Completion Result: Industry Certification  
Job Outlook: $45,100 • 8% Growth

Related Jobs: Bookkeeping, Accounting, and Auditing Clerk
Program Contact: Kathi Groover • 301.624.2756 • cebusiness@frederick.edu
Business Basics

The Business Basics Letter of Recognition program is designed for students seeking entry-level management positions as well as individuals planning to start a new business. Course content focuses on the business environment with instruction in business management, human resources, marketing, accounting, strategic planning, and technology.

Program Investment: $1,350 • 4 Months
Completion Result: Letter of Recognition
Job Outlook: $39,900 • 8% Growth

Related Jobs: Administrative Assistant
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Business Management

The Business Management Certificate program prepares students for entry-level employment in careers requiring basic business and management skills. This program is designed for students seeking immediate employment in entry-level management or management trainee positions as well as individuals planning to start a new business.

Program Investment: $3,595 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $62,000 • 7% Growth

Related Jobs: Office Supervisor
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
The Computerized Accounting Certificate program prepares students for immediate employment into entry-level accounting positions. Instruction focuses on the application of accounting concepts in a computerized environment in order to assist businesses with record keeping requirements.

Program Investment: $3,595 • 9 Months  
Completion Result: Academic Certificate  
Job Outlook: $45,100 • 8% Growth

Related Jobs: Bookkeeping, Accounting, and Auditing Clerk
Program Contact: Michael Martin • 301.846.2543 • mmartin@frederick.edu
Entrepreneurship/Small Business Start-Up

The Business Entrepreneurship & Small Business Start-Up program is designed for individuals starting or expanding a business, pursuing professional development, changing professions, or expanding a current portfolio. Course content develops leadership and management skills applicable in a variety of business environments.

Program Investment: $3,595 • 9 Months
Completion Result: Academic Certificate
Job Outlook: Varies

Related Jobs: Business Owner
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Paralegal

The Paralegal Certificate program is designed for professionals currently employed in the legal industry. This certificate program offers a condensed curriculum consisting of law-related courses to those individuals seeking academic credentials.

Program Investment: $4,490 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $55,300 • 6% Growth

Related Jobs: Paralegal

Program Contact: Tracy Parker, J.D. • 301.624.2819 • tparker@frederick.edu
Project Management

Project management involves a combination of people skills and management techniques to provide a variety of employment options and potential for career growth. Courses are designed to prepare students to earn a valuable, globally-recognized career certification.

Program Investment: $350 • 3-6 Months
Completion Result: Certification Exam Prep
Job Outlook: $97,000 • 8% Growth

Related Jobs: Project Manager: IT, Construction, Business
Program Contact: Kathi Groover • 301.624.2756 • cebusiness@frederick.edu
Project Management

The Project Management Certificate program prepares students for entry-level management positions in career fields requiring basic business and project management skills. Designed for students seeking immediate employment, coursework also benefits individuals planning to start a new business.

Program Investment: $3,595 • 9 Months  Completion Result: Academic Certificate  Job Outlook: $97,000 • 8% Growth

Related Jobs: Project Manager: IT, Construction, Business
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Real Estate Licensing

Focus on Maryland Real Estate Commission requirements to become a real estate agent while preparing for the Maryland Real Estate state licensing exam. Additional opportunities include a selection of continuing education and professional development courses required to maintain a Maryland real estate license.

Program Investment: $410 • 3 Months
Completion Result: MD License Exam Prep
Job Outlook: $57,500 • 4% Growth

Related Jobs: Real Estate Agent

Program Contact: Kathi Groover • 301.624.2756 • cebusiness@frederick.edu
Hospitality, Culinary & Tourism
Culinary Skills

The Culinary Skills Letter of Recognition is an academic credit program designed to prepare students for entry-level prep/cooking/baking positions. Instruction focuses on fundamental skills in preparation, primary cooking methods, and baking fundamentals. Topics include development of proper work habits, professionalism, and food safety and sanitation practices.

Program Investment:
$1,500 • 4 Months

Completion Result:
Letter of Recognition

Job Outlook:
$27,100 • 9% Growth

Related Jobs: Prep/Line/Pastry Cook, Guest Services

Program Contact: Elizabeth DeRose • 240.629.7912 • HCTI@frederick.edu
Culinary Skills

The Culinary Skills Certificate of Completion is a Continuing Education & Workforce Development program designed to prepare students for entry-level cooking positions. Instruction focuses on food preparation, production, presentation, and service skills. Topics include development of proper cooking methods, work habits, professionalism, and food safety and sanitation procedures.

Program Investment: $1,395 • 4 Months
Completion Result: FCC Certificate of Completion
Job Outlook: $27,100 • 9% Growth

Related Jobs: Prep/Line/Pastry Cook, Guest Services
Program Contact: Elizabeth DeRose • 240.629.7912 • HCTI@frederick.edu
Hospitality Management

The Hospitality Management Certificate of Completion is a Continuing Education & Workforce Development program. Preparing students for entry-level supervisory and management positions in the hospitality industry, courses deliver knowledge and marketable skills in the areas of supervision, communication, and basic financial control procedures.

Program Investment: $865 • 4 Months
Completion Result: FCC Certificate of Completion
Job Outlook: $58,100 • 4% Growth

Related Jobs: First-Line Supervisor, Lodging Manager
Program Contact: Elizabeth DeRose • 240.629.7912 • HCTI@frederick.edu
Hospitality Management

The Hospitality Management Letter of Recognition is an academic credit program. Preparing students for entry-level front-line employment in the hospitality industry, courses deliver knowledge and marketable skills in the areas of guest services, communication, hospitality operations, and event management.

Program Investment: $1,500 • 4 Months  
Completion Result: Letter of Recognition  
Job Outlook: $58,100 • 4% Growth

Related Jobs: First-Line Supervisor, Lodging Manager
Program Contact: Elizabeth DeRose • 240.629.7912 • HCTI@frederick.edu
Healthcare
CNA/GNA Nursing Assistant

The Certified Nursing Assistant (CNA) program focuses on patient care skills, disease processes, infection control, safety issues, and the CNA role as a member of the healthcare team. The program includes a 45-hour clinical experience to fully prepare students for the Maryland Board of Nursing state certification and the National Geriatric Nursing Assistant exam.

Program Investment: $2,800 • 3-5 Months
Completion Result: MD State Certification
Job Outlook: $30,400 • 14% Growth

Related Jobs: Certified Nursing Assistant (CNA/GNA)

Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Computed Tomography

The Computed Tomography Certification Certificate program prepares students for a career as entry-level Computed Tomography (CT) technologists who are responsible for operating sophisticated equipment, performing venipuncture, and monitoring patients’ radiation dosages.

Program Investment: $1,800 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $58,400 • 16% Growth

Related Jobs: CT Technologist, Radiographer
Program Contact: Michele Tertel • 301.624.2845 • mtertel@frederick.edu
Dental Assisting & Radiography

The Dental Assisting program introduces students to all aspects of entry-level dental assisting with instruction and hands-on experience in a simulated dental lab setting. With the addition of oral radiography, students are prepared for the Dental Association National Board’s National Entry-Level Dental Assistant (NELDA) certification exam.

Program Investment:
$3,600 • 7 Months

Completion Result:
Certification Exam Prep

Job Outlook:
$45,000 • 19% Growth

Related Jobs: Dental Assistant

Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Fitness/Personal Trainer

The Fitness/Personal Trainer Certificate program prepares students for a career in personal training and allows students to enter the workforce directly after earning the certificate. Certification is through the National Academy of Sports Medicine (NASM) program, which includes a specified curriculum and requires students to complete an internship and pass the certification exam.

Program Investment: $3,595 • 12-18 Months
Completion Result: Academic Certificate
Job Outlook: $51,200 • 10% Growth

Related Jobs: Personal Trainer
Program Contact: Jan Sholes • 301.846.2503 • jsholes@frederick.edu
Healthcare Practice Management

The Healthcare Practice Management Certificate program provides a foundation in the principles of planning, directing, and coordinating services in a medical facility. Coursework includes business communication, information systems and technology, medical administrative office applications, medical terminology, and principles of accounting and management.

Program Investment: $4,040 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $98,300 • 20% Growth

Related Jobs: Medical & Health Services Manager, Practice Administrator
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Medical Assistant

The Medical Assistant Certificate program prepares students in administrative and clinical medical procedures and provides a foundation in the principles of asepsis, initial patient contact, patient care responsibilities, and patient education. The program includes courses in electronic health records, pharmacology, insurance and billing, business communication, and clinical practicums.

Program Investment: $4,490 • 12-18 Months
Completion Result: Academic Certificate
Job Outlook: $36,000 • 26% Growth

Related Jobs: Medical Assistant
Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Medical Coding

The Medical Coding program prepares students for AAPC certification as a Certified Professional Coder (CPC). Students learn how to use the coding manuals for CPT, ID-10, and HCPCS to describe and document medical services accurately. The program investment includes first year’s membership in AAPC, and on-site CPC certification exam.

Program Investment: $2,000 • 6 Months
Completion Result: Industry Certification
Job Outlook: $49,300 • 13% Growth

Related Jobs: Medical Records and Health Information Technician
Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Medical Scribe

The Medical Scribe Letter of Recognition program introduces students to medical information management. The medical scribe specializes in charting physician-patient encounters in real time during medical exams. Coursework includes information systems and technology, introduction to electronic health records, medical terminology, and medical administrative office applications.

Program Investment: $1,800 • 4 Months  
Completion Result: Letter of Recognition  
Job Outlook: $49,300 • 13% Growth

Related Jobs: Medical Records and Health Information Technician

Program Contact: Karen Wilson • 301.624.2848 • kawilson@frederick.edu
Patient Care Technician

The Patient Care Technician course is designed for current CNAs, including recent CNA graduates. Instruction focuses on advanced care skills within the CNA scope of practice and applies to careers in both hospital and healthcare settings. Certificate of completion meets National Healthcareer Association Patient Care Technician certification exam requirements.

Program Investment: $1,200 • 4 Months
Completion Result: Certification Exam Prep
Job Outlook: $32,500 • 22% Growth

Related Jobs: Patient Care Technician

Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Phlebotomy Technician courses focus on all aspects of blood collection in healthcare and hospital settings. Students develop comprehensive skills to safely perform venipuncture procedures. Classroom instruction, hands-on lab training, and a 100-hour clinical experience prepare students for several national certification exams.

Program Investment:
$2,270 • 9 Months

Completion Result:
Certification Exam Prep

Job Outlook:
$38,500 • 24% Growth

Related Jobs: Phlebotomy Technician

Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Physical Education, Coaching

The Physical Education, Coaching Letter of Recognition program gives students the necessary knowledge and skills to pursue a career in athletic coaching.

Program Investment: $1,350 • 9 Months
Completion Result: Letter of Recognition
Job Outlook: $69,000 • 7% Growth

Related Jobs: School Coach, Physical Education Teacher
Program Contact: Jan Sholes • 301.846.2503 • jsholes@frederick.edu
Sterile Processing Technician

Sterile Processing Technician courses prepare students to meet a critical need in the healthcare industry. Students receive a certificate of completion and prepare to take the Certified Registered Central Service Technician (CRCST) certification exam. Program includes classroom instruction, hands-on lab training, and a 400-hour clinical experience.

Program Investment: $1,975 • 9 Months

Completion Result: Certification Exam Prep

Job Outlook: $38,000 • 15% Growth

Related Jobs: Sterile Processing Technician, Medical Equipment Preparer

Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Veterinary Assistant

Veterinary Assistant courses prepare students to support veterinarians in a variety of settings including clinics and animal hospitals. Students acquire essential skills and knowledge needed to perform the responsibilities of an entry-level employee in the field. This program includes a required 100-hour clinical experience in addition to the classroom/lab.

Program Investment: $2,370 • 9 Months  Completion Result: FCC Certificate of Completion  Job Outlook: $28,300 • 8% Growth

Related Jobs: Veterinary Assistant
Program Contact: Danielle Stoffer • 240.629.7907 • healthcarecareers@frederick.edu
Public Safety
Corrections

The Corrections Certificate program focuses on the sentencing and treatment of offenders after they have been convicted of crimes. The certificate is designed to prepare students for employment in the corrections field, and to help corrections officers improve their work-related skills and advance within their chosen careers.

Program Investment: $4,040 • 12-16 Months
Completion Result: Academic Certificate
Job Outlook: $51,400 • 6% Growth

Related Jobs: Police Officer, Detective
Program Contact: Mary Rolle • 301.624.2639 • mrolle@frederick.edu
The Emergency Management Certificate program provides a broad education in emergency management and focuses on preparedness and the skills needed to organize and lead emergency management operations. Comprehensive courses deliver critical knowledge and practical applications.

Program Investment:  
$3,895 • 12-16 Months

Completion Result:  
Academic Certificate

Job Outlook:  
$53,700 • 6% Growth

Related Jobs: Emergency Preparedness Manager

Program Contact: Sam Lombardo • 301.624.2854 • macem@frederick.edu
Emergency Management

The Emergency Management Letter of Recognition program delivers basic emergency management skills and experience required for immediate entry-level employment in the field. The program utilizes specific FEMA Independent Study (IS) curriculum in a condensed 6-8 credit program.

Program Investment: $900-1200 • 4 Months
Completion Result: Letter of Recognition
Job Outlook: $52,300 • 6% Growth

Related Jobs: Emergency Management Specialist
Program Contact: Sam Lombardo • 301.624.2854 • macem@frederick.edu
Skilled Trades
Automotive Technology Training is a Continuing Education and Workforce Development program. Classroom instruction, hands-on experience, and a 90-hour supervised externship deliver a working knowledge of vehicle operations and maintenance to prepare individuals for direct entry into the workforce.

Related Jobs: Automotive Service Technician, Automotive Mechanic

Program Investment: $1,500 • 3 Months  Completion Result: FCC Certificate of Completion  Job Outlook: $39,500 • 6% Growth

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Construction Management & Supervision

The Construction Management & Supervision Certificate program provides students with the knowledge and skills required for an entry-level position in construction management. Students are introduced to construction methods and learn about safety, materials used in construction projects, and how to read architectural blueprints.

Program Investment: $2,695 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $91,300 • 11% Growth

Related Jobs: Construction Manager, Building Inspector
Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
The Electrical Academic Certificate program prepares students with knowledge and experience for entry-level electrical positions and apprenticeships. Students acquire practical skills in residential circuitry, cable installation, and termination while learning to navigate and apply the National Electrical Code.

Program Investment: $2,845 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $55,000 • 10% Growth

Related Jobs: Electrician
Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Electrical

The Electrical Letter of Recognition program prepares students with the basic skills and knowledge for entry-level electrical positions and apprenticeships. Students acquire practical skills in residential circuitry and cable installation and termination while learning to navigate and apply the National Electrical Code.

**Program Investment:**
$1,500 • 4 Months  

**Completion Result:**
Letter of Recognition  

**Job Outlook:**
$55,000 • 10% Growth

**Related Jobs:** Electrician

**Program Contact:** Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
The Electrical Certificate of Completion is a Continuing Education & Workforce Development program designed to prepare students for entry-level electrical positions and apprenticeships. Students acquire practical skills in circuitry, cable installation and termination, and conduit bending, as well as the ability to navigate and apply the National Electrical Code.

Related Jobs: Electrician

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Home Inspection

The Home Inspection Pre-Licensure program prepares students for the Maryland state licensing exam with comprehensive instruction, analysis, and review of home inspection essentials. Course content meets Maryland 72-hour home inspector training requirements. Upon successful completion, participants receive a certificate verifying eligibility for the Maryland State Exam.

**Program Investment:**
$1,500 • 1-3 Months

**Completion Result:**
MD License Exam Prep

**Job Outlook:**
$58,100 • 4% Growth

**Related Jobs:** Home Inspector

**Program Contact:** Kathi Groover • 301.624.2756 • cebusiness@frederick.edu
HVAC

The HVAC Certificate program prepares students for entry-level HVAC positions and apprenticeships. Students receive an overview of thermodynamics and refrigeration theory and practice brazing, soldering, and electrical troubleshooting. Students have an opportunity to earn an EPA-608 certification (CFC card), a federal requirement for all persons working with regulated refrigerants.

Program Investment:
$2,845 • 9 Months

Completion Result:
Academic Certificate

Job Outlook:
$58,800 • 8% Growth

Related Jobs: HVAC Mechanic, HVAC Installer

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
The HVAC Letter of Recognition program prepares students with the basic skills and knowledge for entry-level HVAC positions and apprenticeships. Students receive an overview of basic thermodynamics and refrigeration theory and practice brazing, soldering, and electrical troubleshooting.

Related Jobs:
- HVAC Mechanic
- HVAC Installer

Program Contact:
Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu

Program Investment:
$1,500 • 4 Months

Completion Result:
Letter of Recognition

Job Outlook:
$58,800 • 8% Growth

Letter of Recognition
HVAC

The HVAC Certificate of Completion program prepares students for entry-level HVAC positions and apprenticeships. Students learn the fundamentals of thermodynamics theory while gaining experience with brazing, soldering, and electrical troubleshooting. Includes the opportunity to earn an EPA-608 certification (CFC card).

Program Investment: $2,180 • 6 Months
Completion Result: FCC Certificate of Completion
Job Outlook: $58,800 • 8% Growth

Related Jobs: HVAC Mechanic, HVAC Installer
Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Welding

The Welding Certificate program prepares students with the basic skills and knowledge for entry-level welding positions. Courses in SMAW, GMAW, and GTAW equip students with skills to excel in a welding career. Students have the opportunity to earn 2G, 3G, and 4G SMAW welding qualifications.

Program Investment: $2,845 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $48,200 • 6% Growth

Related Jobs: Welder, Cutter, Solderer, Brazer

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Welding

The Welding Letter of Recognition program prepares students with the basic skills and knowledge for entry-level welding positions. Students have the opportunity to earn 2G and 3G SMAW welding qualifications.

Program Investment: $1,200 • 9 Months
Completion Result: Letter of Recognition
Job Outlook: $48,200 • 6% Growth

Related Jobs: Welder, Cutter, Solderer, Brazer

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Welding

The Welding Certificate of Completion is a Continuing Education & Workforce Development program designed to prepare students for entry-level welding positions. Courses in SMAW, GMAW, and GTAW provide students with essential skills, knowledge, and experience to succeed in a welding career. Includes opportunities to earn 2G, 3G, and 4G SMAW welding qualifications.

Program Investment: $3,260 • 6-8 Months  
Completion Result: FCC Certificate of Completion  
Job Outlook: $48,200 • 6% Growth

Related Jobs: Welder, Cutter, Solderer, Brazer

Program Contact: Chuck LoSchiavo • 240.629.7903 • buildingtrades@frederick.edu
Social Sciences
Addictions Counseling

The Addictions Counseling Certificate program prepares those who are seeking a new career in the field of addictions and those who wish to advance in their present career by adding professional education in addictions to their credentials.

Program Investment: $4,490 • 12-16 Months

Completion Result: Academic Certificate

Job Outlook: $41,900 • 16% Growth

Related Jobs: Substance Abuse Counselor, Rehabilitation Coordinator

Program Contact: Natalie Bowers • 301.846.2696 • nbowers@frederick.edu
Civil War Studies

The Civil War Studies Certificate program is designed for students who want depth and breadth in studying the Civil War era. Included in the certificate are courses addressing a detailed examination of the causes of the war, the war itself, the legacies of the war, and an in-depth research project relating to the war.

Program Investment: $2,395 • 9 Months

Completion Result: Academic Certificate

Job Outlook: $79,300 • 7% Growth

Related Jobs: Historian

Program Contact: Natalie Bowers • 301.846.2696 • nbowers@frederick.edu
STEM
Architectural Computer-Aided Design

The Architectural Computer-Aided Design (CAD) Certificate program is designed to help students develop skills and techniques used in drafting. CAD drafters prepare blueprints and technical drawings for use by engineers, architects, and construction companies. Students learn to identify and solve various types of drafting problems and develop the skills required for success in a CAD career.

Program Investment: $2,995 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $60,200 • 8% Growth

Related Jobs: Drafter, Industrial Designer, Architect
Program Contact: Renee Davis • 301.846.2587 • rdavis@frederick.edu
Bioprocessing Technology

The Bioprocessing Technology Letter of Recognition program provides an introductory level of training to prepare individuals to work as process operators in biological products manufacturing. Students will be introduced to concepts related to bioprocessing technology and will learn basic laboratory skills, workplace safety, and general regulations that apply to the bioprocessing industry.

Program Investment: $1,500 • 4 Months
Completion Result: Letter of Recognition
Job Outlook: $51,900 • 7% Growth

Related Jobs: Biological Technician, Microbiologist
Program Contact: Judy Staveley • 301.846.2564 • jstaveley@frederick.edu
Computer-Aided Design Operator

The Computer-Aided Design (CAD) Operator Certificate program is designed to help students develop skills and techniques used in drafting. Students learn to identify and solve various types of drafting problems and develop the skills required to obtain a position as a CAD technician.

Program Investment: $2,695 • 12-16 Months

Completion Result: Academic Certificate

Job Outlook: $60,200 • 8% Growth

Related Jobs: Drafter, Industrial Designer, Architect

Program Contact: Renee Davis • 301.846.2587 • rdavis@frederick.edu
CompTIA A+ Certification Preparation

The CompTIA A+ Certification Preparation program prepares students for a career in computer user support. Students learn how to install and troubleshoot operating systems, configure software applications, install and repair hardware, set up networks, and provide end-user customer support. This program prepares students for CompTIA A+ certification.

Program Investment:  
Grant Funded • 4-6 Months

Completion Result:  
Industry Certification & Placement Assistance

Job Outlook:  
$72,100 • 6% Growth

Related Jobs: Computer Support Specialist, PC Technician, Help Desk Specialist

Program Contact: Kathi Groover • 301.624.2756 • techconnect@frederick.edu
Computer Animation

The Computer Animation Certificate program introduces students to current animation and modeling software, such as Blender, Autodesk 3ds Max, and Autodesk Maya. This certificate covers animation production, computer graphics, interactive 3D foundations, and 3D modeling and animation.

Program Investment: $2,695 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $63,300 • 3% Growth

Related Jobs: Multimedia Artist, Animator, Developer

Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Computer Studies

The Computer Studies Certificate program delivers fundamental knowledge, skills, and experience for entry-level employment in the technology sector. Students utilize the latest computer hardware and software while focusing on problem solving, teamwork, and creativity. Coursework includes Cybersecurity, Object Design & Programming, and Systems Analysis & Design.

Program Investment: $3,145 • 9 Months  Completion Result: Academic Certificate  Job Outlook: $72,100 • 6% Growth

Related Jobs: Computer Support Specialist

Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
The Computer Science Studies Certificate program is designed for students seeking to build skills in specialty areas, upgrade current skills, or broaden their general knowledge base in information technology. The program is suited for those seeking early entry into a computer science bachelor’s program or for those with an undergraduate degree seeking to enter a graduate program.

**Program Investment:**
$2,245 • 12 Months

**Completion Result:**
Academic Certificate

**Job Outlook:**
$72,100 • 6% Growth

**Related Jobs:** Computer Support & Network Specialist

**Program Contact:** Andy Yao • 301.846.2410 • ayao@frederick.edu
Computer Support Specialist

The Computer Support Specialist Certificate program prepares students to provide technical assistance and support to computer users by learning to troubleshoot software and hardware problems. The program includes computer concepts, information systems, networking, problem solving, customer service, and more. This program covers the objectives required by CompTIA A+.

Program Investment: $2,845 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $72,100 • 6% Growth

Related Jobs: Computer Support Specialist
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Game Programming

The Game Programming Certificate program prepares students to develop interactive computer games on the internet, mobile computers, and personal computers. This certificate is ideal for students who wish to obtain the skills necessary to develop computer games using programming languages such as Java, C++, C#, and Python.

Program Investment:
$2,545 • 9 Months

Completion Result:
Academic Certificate

Job Outlook:
$63,300 • 2% Growth

Related Jobs: Multimedia Artist, Animator, Developer

Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Healthcare Information Technology

The Healthcare Information Technology Certificate program prepares students for employment in a healthcare setting. Coursework focuses on maintaining Electronic Health Records (EHR) systems, improving EHR software usability, and designing/implementing policies to protect healthcare data.

Program Investment: $3,145 • 9 Months  
Completion Result: Academic Certificate  
Job Outlook: $49,300 • 13% Growth

Related Jobs: Medical Records and Health Information Technician
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Information Security and Assurance

The Information Security and Assurance Certificate program provides students with the basics of systems security with emphasis placed on access controls, how to protect data and computer systems, networking, auditing, and how to detect malicious code activity.

Program Investment: $3,145 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $95,500 • 7% Growth

Related Jobs: Information Security Analyst, Computer Network Architect
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Network Engineer

The Network Engineer Certificate program prepares students with the knowledge and skills required to implement and maintain a network. Students will learn to configure, maintain, and troubleshoot network devices as well as analyze network traffic to make solution recommendations. This certificate prepares graduates for Cisco Certified Network Associate (CCNA) certification.

Program Investment: $2,550 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $72,100 • 6% Growth

Related Jobs: Network/Computer Systems Specialist
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Radio Frequency Technician

The Radio Frequency Technician Letter of Recognition provides students with the essential knowledge on communications-based networks and systems. Primary duties of Radio Frequency (RF) technicians include the installation, maintenance upgrade, and testing of RF systems, such as wireless Internet access points, cellular antennas, and satellite systems.

Program Investment: $1,500 • 9 Months
Completion Result: Letter of Recognition
Job Outlook: $68,700 • 7% Growth

Related Jobs: Communications & Radio Technician
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Software Specialist

The Software Specialist Certificate program delivers instruction focusing on the implementation and maintenance of database management systems, computer applications, and operating systems. Students learn to analyze organizational software needs, devise solutions, and maintain PC software and hardware systems.

Program Investment: $2,695 • 9 Months
Completion Result: Academic Certificate
Job Outlook: $55,800 • 7% Growth

Related Jobs: Computer Support Specialist
Program Contact: Andy Yao • 301.846.2410 • ayao@frederick.edu
Continuing Education & Workforce Development Enrollment

For Professional Development, Certification, and Licensing Programs

Explore program options and register online at frederick.edu/QuickEnroll. Select courses requiring prerequisites and/or program manager approval may require in-person registration.

Continuing Education Registration Office: 301.624.2888 • Jefferson Hall

Program Investment: Visit frederick.edu for current tuition and fee information. Costs vary for in-county, out-of-county and out-of-state residents. Additional material fees may apply. Payment options are available. Estimated time frames based on suggested schedules mapping paths to completion on frederick.edu.

Job Outlook: Mean wage data for the state of Maryland as of May 2017 according to bls.gov. Projections of occupational employment growth for the state of Maryland as reported projectionscentral.com. Actual wages will vary based on individual experience, skill level and industry of employment.

Data Sources: Bureau of Labor Statistics (bls.gov/ooh), Career One Stop (careeronestop.org), Indeed (indeed.com), O*Net OnLine (onetonline.org)

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call 301.846.2408.

To request a sign language interpreter, please visit http://fcc-interpreting.genbook.com. If you have interpreting related questions, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed. Gainful employment information is available at www.frederick.edu/GE.